

# Think Future Technologies



## Employee Handbook

# TABLE OF CONTENTS

## 1. About TFT

• Introductory Statement	05
• About the Company	06
• Vision	07
• Mission	07
• Core Values	08

## 2. CODE OF CONDUCT

• Equal Opportunity	11
• Commitment to Diversity	12
• Workplace Violence Prevention	12
• Sexual and Other Unlawful Harassment	13
• Commitment to Safety	17
• Drug-Free, Alcohol-Free, Smoke-Free Workplace	17
• No Gift Policy	17

## 3. BENEFITS

• Group Medical Insurance	19
• Maternity Benefit	22
• Reimbursement Policy	22
• Benefits Policy	23
• Incentive Policy	24
• Travel Policy	26
• Long Service Award	29
• Employee Referrals	30

## 4. WORKING ENVIRONMENT

• Attendance and Leave Policy	33
• Holiday Calendar and RH Policy	36
• Work From Home Policy	37
• Work From Home Best Practices	38
• Employee Separation	43
• Devices Management	46
• Extra Working Hours Compensation	46
• Expectations from the Partners	47
• Basic Salary Change Process	48



# TABLE OF CONTENTS

## 4.WORKING ENVIRONMENT

• Policy for Switching Domains	49
• Appraisal Policy	51
• Performance Improvement Plan Process	52



# 1. THE COMPANY





## Dear Partners,

Over last few years, TFT has established itself as providing Technology Services that enable customers to create better products and / or produce better business outcomes. This was and continues to be our mission. Our vision is to make TFT The Go To Technology Services company of the 21st Century. We would like technology usage to be ubiquitous at all levels within an organization, within homes and also for solving nation's problems. And for this we bank on our partners (i.e. you) to execute strategies so as to achieve our vision. We believe that your professionalism coupled with common sense of ethics and values that you will bring to your work will endear you to the customer and will help in delivering technology service that wows them. The aim of this handbook is to provide you with a quick reference to our policies.

These policies are the guiding principles that all of us must follow to ensure consistency, fairness and objectivity in our service delivery to our customers. Its important that while we deliver service to our customers, we remember to be transparent, and to follow common principles of honesty, ethics and integrity that this handbook outlines. Once again, I welcome you to TFT as a partner in growth, in prosperity and a pride in delivering utmost value to our customers. They are not only our priority. They are the reason for us to be here together at TFT.



Regards,  
Vijay Gupta  
CEO

# About the Company

Think Future Technologies Pvt. Ltd. is a leading provider of outsourcing software development, QA & Testing and related services. Based in India and serving clients worldwide, we deliver a wide variety of comprehensive end-to-end services that combine power, functionality, and reliability with flexibility, agility, and usability.

Our broad portfolio of service offerings includes Software development as well as quality assurance, implementation, deployment, maintenance, and documentation support. Through the efficient execution of these services, we can create robust, cutting-edge custom technology applications that most effectively address the unique business needs of our customers.

At Think Future Technologies Pvt. Ltd., we strive to achieve 100% customer satisfaction, and pride ourselves on our ability to produce solutions of unparalleled depth and quality.

Our software solutions are designed and built by talented developers who possess decades of relevant experience, using proven development processes and methodologies. Additionally, our services are delivered by a team of highly skilled and motivated consulting professionals who are committed to helping our customers optimize performance and productivity, realize immediate value, and achieve rapid return on investment.

That's why leading organizations around the globe have relied on us for their most mission-critical software projects.

TFT supplements its services with self-developed libraries/solutions/frameworks in the areas of Software Development, Testing, DevOps, Artificial Intelligence (AI), and Machine learning (ML), Blockchain, and IoT.





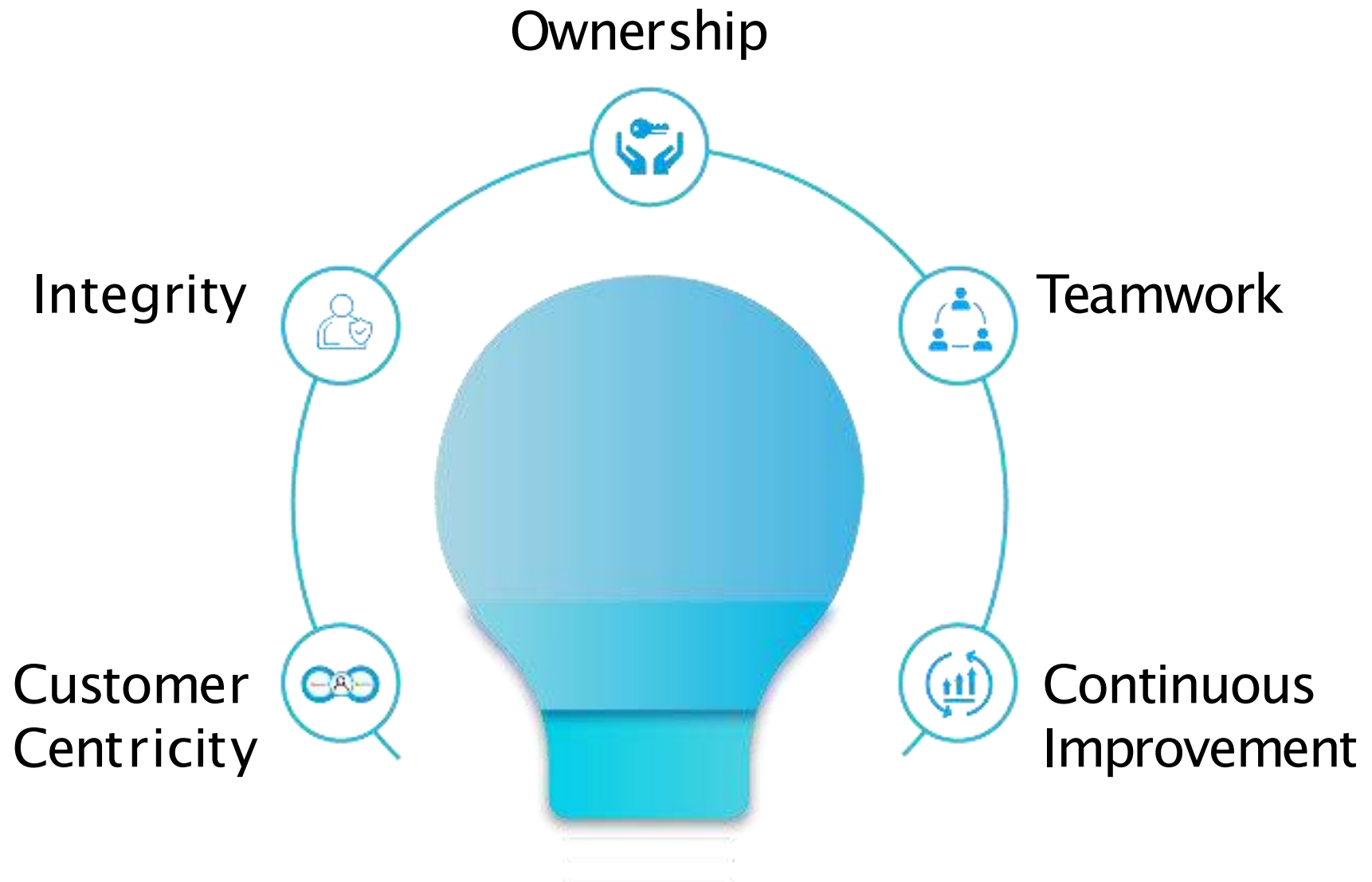
## Vision

To be the preferred one-stop technology solutions provider, delivering superior business value to our clients through innovation

## Mission

To acquire and retain clients in our target geographies by using innovative practices for achieving operational excellence, people development, and customer delight.

# Core Values





# Core Values



## Ownership

- Being persistent in achieving goals despite challenges
- Taking responsibility and accountability for our work
- Committing to deliver work undertaken
- Contributing to process adherence & improvement



## Team work

- Being empathetic
- Collaborating for success
- Being respectful to one another
- Making sure every voice is heard



## Integrity

- Doing the right thing even when no one is watching
- Being honest & truthful in our words & actions



## Customer Centricity

- Understanding customer
- Building strong customer relationships
- Exceeding customer expectations



## Continuous Improvement

- Proactively exploring new technologies
- Learning from past experiences
- Creative problem solving
- Critical thinking: exploring all avenues to find the best solution

## 2. EMPLOYMENT CONDUCT



## 2.1 Equal Opportunity

TFT provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, or service in the military.

Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training. We expressly prohibit any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated. Partners with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the HR Manager. The Company will not allow any form of retaliation against individuals who raise these issues.

If a partner feels he or she has been subjected to any such retaliation, he or she should bring it to the attention of the HR Business Partner. Retaliation means adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by this policy or participated in the reporting and investigation process

described below. **“Adverse conduct”** includes but is not limited to:

- Shunning and avoiding an individual who reports harassment, discrimination or retaliation;
- Express or implied threats or intimidation intended to prevent an individual from reporting harassment discrimination or retaliation; or Denying employment benefits because an applicant or employee reported harassment, discrimination or retaliation or participated in the reporting and investigation process.



## 2.2 Commitment To Diversity

TFT is committed to creating and maintaining a workplace in which all partners have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. This commitment is an important principle of sound business management and is embodied in the way we do business.

## 2.3 Workplace Violence Prevention

TFT is committed to providing a safe, violence-free workplace for our employees. Threats, threatening language, or any other acts of aggression or violence made towards or by any partner will not be tolerated.

“A threat may include any verbal or physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking, or any other hostile, aggressive, and/or destructive actions are taken for the purposes of intimidation”.

This policy covers any violent or potentially violent behavior that occurs in the workplace or at company-sponsored functions.

- All partners bear the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform their supervisor, manager, or the Human Resources Department. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline. Any such act or threatening behavior may result in disciplinary action up to and including termination.
- TFT prohibits the possession of weapons on its property at all times, including our parking lots or company vehicles. Additionally, while on duty, employees may not carry a weapon of any type. Weapons include, but are not limited to, handguns, rifles, automatic weapons, and knives that can be used as weapons (excluding pocketknives, utility knives, and other instruments that are used to open packages, cut string, and for other miscellaneous tasks), martial arts and tear gas. Any employee violating this policy is subject to discipline up to and including dismissal for the first offense.
- The company reserves the right to inspect all belongings of employees on its premises, including packages, briefcases, purses and handbags, gym bags, and personal vehicles on company property. In addition, TFT may inspect the contents of drawers, storage areas, file cabinets, desks, and workstations at any time and may remove all property and other items that are in violation of Company rules and policies.

## 2.4 Sexual and Other Unlawful Harassment

We have framed this policy in accordance with the provisions of “The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013” and rules defined in the policy are subjected to the Act. For more details and clarification Act must be referred and the provisions therein shall prevail.

The following policy intends to provide protection against sexual harassment of women at workplace along with the prevention and redressal of complaints. The Company will not tolerate any form of sexual harassment and is committed to take all necessary steps to ensure that its employees are not subjected to any form of harassment.

### Definition of Sexual Harassment

Sexual harassment may be one or a series of incidents involving unsolicited and unwelcome sexual advances, requests for sexual favours, or any other verbal or physical conduct of sexual nature.

### Sexual Harassment at the workplace includes:

- unwelcome sexual advances (verbal, written or physical)
- demand or request for sexual favors, any other type of sexually-oriented conduct
- verbal abuse or ‘joking’ that is sex-oriented any conduct that has the purpose or the effect of interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment and/or submission to such conduct is either an explicit or implicit term or condition of employment and /or submission or rejection of the conduct is used as a basis for making employment decisions

### Scope

This policy applies to all categories of employees of the Company, including permanent management and workmen, temporaries, trainees and employees on contract at their workplace or at client sites. The Company will not tolerate sexual harassment, if engaged in by clients or by suppliers or any other business associates.



## Roles & Responsibilities

### 1. Responsibilities of Individual:

We must always respect the rights of others and never encourage harassment.

It can be done by:

- Refraining participation in any activity which constitutes harassment
- Supporting others to reject unwelcome behavior
- Be a Whistleblower and report unethical incidents
- Acting as a witness if the person being harassed decides to lodge a complaint

All are encouraged to advise others of behavior that is unwelcome. Often, some behaviors are not intentional. While this does not make it acceptable, it does give the person behaving inappropriately, the opportunity to modify or stop their offensive behavior.

### 2. Responsibilities of Supervisors/Leads:

All Supervisors/Leads at must ensure that nobody is subject to harassment and equality is prevailed. They must also ensure that all employees understand that harassment will not be tolerated; that complaints will be taken seriously; and that the complainant, respondent/s, or witnesses are not victimized in any way Internal Complaints Committee (Henceforth known as 'ICC') "[Internal Complaints Committee](#)" is constituted.

To prevent instances of sexual harassment and to receive and effectively deal with complaints pertaining to the same, an



## The committee comprises of:

- Presiding Officer: A woman employed at a senior level in the organization or workplace
- At least 2 members from amongst employees, committed to the cause of women and or having legal knowledge
- One external member, familiar with the issues relating to sexual harassment
- At least one half of the total members is women

## The committee is responsible for:

- Receiving complaints of sexual harassment at the workplace
- Initiating and conducting inquiry as per the established procedure
- Submitting findings and recommendations of inquiries
- Coordinating with the employer in implementing appropriate action
- Maintaining strict confidentiality throughout the process as per established guidelines
- Current nominated members of the committees are given in Annexure A

To prevent instances of sexual harassment and to receive and effectively deal with complaints pertaining to the same, an **“Internal Complaints Committee”** is constituted.

### Internal Complaints Committee at [Think Future Technologies Private Limited](#)

Presiding Officer: Ms. Seema Gupta

Member: Mr. Vijay Khanna

Member: Ms. Kuldeep Kaur

External Member: Ms. Sujata Kashyap

Employer: Mr. Vijay Gupta





# Guidelines:

- Any employee who feels and is being sexually harassed directly or indirectly may submit a complaint of the alleged incident to any member of the Committee in writing with his/her signature within 10 days of occurrence of incident
- The Committee will hold a meeting with the Complainant within five days of the receipt of the complaint, but no later than a week in any case
- At the first meeting, the Committee members shall hear the Complainant and record her/his allegations. The Complainant can also submit any corroborative material with a documentary proof, oral or written material, etc., to substantiate his / her complaint. If the Complainant does not wish to depose personally due to embarrassment of narration of event, a lady officer for lady employees involved and a male officer for male employees, involved shall meet and record the statement.
- Thereafter, the person against whom complaint is made or the Misconduct is alleged may be called for a deposition before the Committee and an opportunity will be given to him/ her to give an explanation, where after, an “Enquiry” shall be conducted and concluded. Any such enquiry may relate to alleged act of misconduct of several employees together. In such an enquiry, the employee shall be allowed to defend himself with the help of another co employee of the company and he shall intimate his name to the enquiry officer. In case, the charges against the employees are serious that his working in the office is considered undesirable he is liable to be suspended pending enquiry, with immediate effect on service of charge sheet to him/her.
- In the event, the complaint does not fall under the purview of Sexual Harassment or the Misconduct; the same would be dropped after recording the reasons thereof
- In case the complaint is found to be false, the Complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Management
- The Committee shall prepare and hand over the Statement of Allegation to the person against whom complaint is made and give him / her opportunity to submit a written explanation if she / he so desires within 7 days of receipt of the same
- The Complainant shall be provided with a copy of the written explanation Submitted by the person against whom complaint is made
- If after enquiry the employee adjudged guilty of misconduct and punishment is awarded, the employee shall be deemed to have been absent from duty for the period of suspension and shall not be entitled to any salary or wages for such period beyond that which already have paid. In case however he is found not guilty of the alleged misconduct, or of any other act of misconduct, the order of suspension shall be rescinded and he shall be deemed to have been on duty during the period of suspension and shall be entitled to the same salary or wages as he would have received, if he had not been suspended
- The company reserves to itself the right to suspend an employee accused in a court of law of any criminal offence involving moral turpitude until the disposal of trial. This is without prejudice to the right of management to institute its own domestic enquiry and take disciplinary actions





## 2.5 Commitment To Safety:

Protecting the safety of our employees and visitors is the most important aspect of running our business. All employees have the opportunity and responsibility to contribute to a safe work environment by using common-sense rules and safe practices and by notifying management when any health or safety issues are present. All employees are encouraged to partner with management to ensure maximum safety for all.

## 2.6 Drug-Free, Alcohol-Free, Smoke-Free Workplace

It is the policy of Think Future Technologies Pvt. Ltd. To maintain a drug- and alcohol-free work environment that is safe and productive for employees and others having business with the company. The unlawful use, possession, purchase, sale, distribution, or being under the influence of any illegal drug and/ or the misuse of legal drugs while on company or client premises or while performing services for the company is strictly prohibited. TFT also prohibits reporting to work or performing services under the influence of alcohol or consuming alcohol while on duty or during work hours. In addition, the TFT prohibits off-premises abuse of alcohol and controlled substances, as well as the possession, use, or sale of illegal drugs, when these activities adversely affect job performance, job safety, or the Company's reputation in the community. Smoking is not allowed in company buildings or work areas at any time. "Smoking" includes the use of any tobacco products (including chewing tobacco), electronic smoking devices, and e-cigarettes. Smoking is only permitted during break times in designated outdoor areas. Employees using these areas are expected to dispose of any smoking debris safely and properly.

## 2.7. No Gift Policy

Gift(S) Acceptance from External Parties: "Gift" means any bestowal of money, an item of value, service, loan, thing or promise, discount or rebate for which something of equal or greater value is not exchanged, payments for travel, entertainment, food, any TFT business courtesy offered such as a product discount, any other benefit, etc. Gifts offered by vendors, suppliers, customers, potential employees, potential vendors, and suppliers, or any other individual or organization, regardless of the value, must NOT be accepted by any partner, at any time, on or off the work premises. Gifts in the form of cards, thank you notes, certificates, recognition, gifts received at events such as conferences/training events/ seminars/ trade shows/etc. that are offered equally to all members of the public attending the event are acceptable.



### 3. BENEFITS



## 3.1 Group Medical Insurance

The following policy and the terms & conditions are subject to change each year based on renewals.

**Enrolment:** Send an email to [hr@tftus.com](mailto:hr@tftus.com) with the following details of you, your spouse, and your children (Upto 2):

1. Your Employee ID
2. Full Name
3. D.O.B

**Premium:**

INR.529/- per month shall be deducted from the salary.

For all partners joining after the renewal of the policy i.e. after 4<sup>th</sup> December 2022, premium would be deducted as per the age band given in [THIS](#) table.

### Benefits

Serial No.	Particular	Details
1	In-Patient Care	Sum insured as per Graded

### Room Rent

Sum Insured	Maximum eligibility for Normal Hospitalization	Maximum eligibility for ICU Hospitalization
RS 700000	2 % of Sum Insured per day	4 % of Sum Insured per day
Rs 1000000	2 % of Sum Insured per day	4 % of Sum Insured per day

If the Insured Member is admitted in a room where the room rent incurred is higher than the room rent limit specified above, then the Insured Member shall bear the ratable proportion of the total Medical Expenses in the proportion of the room rent actually incurred–room rent limit/room rent actually incurred.

## Day Care Treatment:

For all policy details along with inclusions/exclusions and claim reimbursement/cashless claims process, click on [THIS](#) link.

### Details of Benefits and Optional Extensions

- Policy type: Non selective
- Family Structure: Self + Spouse + 2 Dependent children
- Age Limit: Child age up to 25 years, and Employee/Spouse age up to 80 years

### Waiting Period

- Pre-existing diseases are covered for existing members and new joiners
- 30 Days Wait Period condition is waived for existing members and new joiners
- First & Second year exclusion condition for specific diseases is waived for all Insured Members

### Pre & Post Hospitalization

- Pre & Post Hospitalization is covered for 60 days and 90 days respectively

### Maternity

- Maximum Limit for Maternity claims is **INR 75,000/-** for Normal and **INR 100000/-** for LSCS
- Maternity Expenses Benefit is available for Employees or Spouse Only if covered in data
- Maternity claim is payable for first two dependent children only
- 9 months waiting period in respect of maternity claims waived for all Insured Members
- Pre & Post-natal expenses are covered up to **INR 5000 / -** within the overall maternity limit for a period of 30 days
- New-born baby covered from day one within family floater Sum Insured applicable to the Employee



## Other Benefits

1. Ambulance charges payable up to a maximum amount of Rs. 2,000/- per claim.
2. Claim for lasik treatment – Upto +/-7 Dioptre
3. Psychiatric Treatment –50% of SI.
4. Bariatric Surgery –50% of SI.
5. Modern Treatment methods –50% of SI.
6. New Born Baby Amount –Upto Family SI.
7. Catract Limit –50000.



## PPE Kit only COVID 19 treatments

- Upto Isolation Rooms : Upto INR 1200 or 2 PPE kit per day whichever is lower
- ICU with or without Ventilators : Upto INR 2000 or 4 PPE kit per day whichever is lower
- Note: \*\*PPE kit includes overall cost of kit including mask, gloves, head and shoe cover, face shield and coverall suit.

## Other Term and Conditions

- Mid-term increase in Sum insured due to change in level of the employee (promotion) is allowed, but in case of claims it will not be applicable
- If Dependents are to be covered under Family Structure, then the same needs to be declared at the time of inception of the Policy. Mid-term inclusion of only Child by birth and Spouse after marriage falling during the Policy period is allowed
- Treatment of mental retardation, arrested or incomplete development of mind of a person, subnormal intelligence, cerebral palsy, cretinism, Mongolism, mental intellectual disability, Parkinson's disease, Alzheimer's disease and Dementia will not be covered under the policy
- Domiciliary Hospitalization is specifically excluded
- Terrorism cover extended under the policy
- Internal congenital disorders are covered under the policy
- Individuals cannot be covered as an employee and dependent under the same policy, nor may children or parents will be covered by both under the same policy
- Following charges levied by hospitals will not be payable under the policy. – Admission charge / Surcharge / Service charges / miscellaneous charges / Registration fee / Admission Fee / Other nonmedical or non-treatment related expenses
- Any hospitalization to undergo contraception is excluded under the policy
- Infertility & related ailments including male sterility, treatment on trial /experimental basis; expenses on fitting of prosthesis (any device /instrument/contributing machine/replacing the functions of an organ) holter monitoring are outside the scope of this policy
- Septoplasty for cosmetic purpose shall be excluded from the scope of the policy
- 50% co-pay for Bio-absorbable Stent/Toric lens

## 3.2 Maternity Benefits

“At TFT we take pride in taking progressive steps to assist partners during significant life events through company–paid time for maternity leaves. These leave benefits are intended to allow partners paid time off (Six (6) months paid leaves) to bond with their child before returning to work. These policies are available to eligible TFT female partners only.

However, we are ready to assist any partner who is willing to continue work ( either WFH or from office premises varying from case to case) during their maternity leaves. Bearing this in mind TFT is providing an incentive scheme to women partners who are availing the maternity leaves.

The incentive shall be as follows (incentive shall be over and above the monthly salary)

- If the partners choose to return a month earlier, we will provide them with 25% of one month’s salary
- If they return two months earlier, we will provide them with 60% of one month’s salary
- Lastly, if they return three months earlier, we will provide them with one month’s salary

The above scheme is voluntary and we do not require any early commitments. The same can be conveyed afresh and discussed after 3 months into the maternity leaves.”

## 3.3 Reimbursement Policy

**Reimbursements covered under this policy:** Cab Expenses, Daily Lunch/Meal, Team Lunch, Personal Expenses incurred (Visa, Flight tickets, insurance, hotel booking, etc.)

**Guidelines:**

1. Initial Steps to claim: The email by the employee should reach the immediate Reporting–Manager/ Team–Lead (CC HR) Subject to the approval from the Reporting–Manager/ Team–Lead, H.R Department will forward the request to the Accounts Team
2. Submission of Bills: Submit original hard copy bill(s)/Scanned copy to the Accounts team (accounts@tftus.com)
3. Reimbursement Credit: The amount shall be credited to the partner’s account on or before the 15th of the succeeding month

## 3.4 Benefits Policy

### Team Lunch & Engagement Policy

The team lunch reimbursement policy can only be availed in the following conditions –

- INR 1000/- per partner has been reserved for Team Lunch and Engagement Activities for a Financial year. Participation is limited to once in a financial year
- For teams having meals together, in both offline and virtual environments
- For team activities including trips/sports or other group activities
- Considering the above conditions are met, the team lead/manager must write an email to the HR department and inform us of any such plans beforehand
- The team lead must share the original invoices/receipts of any payment made towards such team activities
- It is mandatory for the team to share group photos taken during such activities with the HR team and on the social media (if recommended by the HR team)

### Professional/Technical Certifications

- 50% of the certification cost shall be reimbursed upon successfully passing the certification
- The request for reimbursement needs to be pre-approved by the Reporting Manager and the Company Management, before applying for the certification, else it will not be considered for reimbursement
- The reimbursement amount will be recovered if a partner leaves the company before completing a year of service effective from the reimbursement paid date
- The billing invoice needs to be in the name of “Think Future Technologies Pvt. Ltd.” to get the reimbursement



## 3.5 Incentive Policy

- **Eligibility:** Partners who will be working in specific projects that would require them to work in continuous late-night shifts
- **Definition**
  - Shift is defined as a 9 hours continuous time window
  - Night shift is defined as a continuous time window which ends after 9:30 PM (Indian Standard Time)
- **Terms**
  - The incentives for all the defined shifts except for Early night & Early morning shifts are inclusive of the dinner allowance up to INR 220/- per shift
  - The company reserves the right to create project specific shifts and corresponding allowances and the same will be communicated via email to all project stakeholders. The following amendments will not be a part of the general policy guidelines
- **Cab Facility:** Can be discussed on case-to-case basis for people working from office
- **Expectations:**
  - The spirit of the policy is to appreciate and reward the efforts of the partners who work continuously in their assigned shifts
  - We do not promote the practice of ending the working shifts at the exact mentioned time and claiming the shift incentives
- **Conditions:**
  - Partners working as shadow resources are not eligible to receive incentives
  - Partners working as Client facing shadow resources are eligible for incentives for the days, they'll provide support to the Clients in the absence of the billed resources
  - Partners will usually NOT be provided extra/different incentives in case they extend their working hours and end up doing the overnight shift. The exception to this is if there was an explicit requirement from Customer that required them to move into the overnight shift. This needs to be accompanied with following two conditions:
    - The Partner should have spent 9+ hours prior to crossing into the overnight shift
    - The new shift times need to be approved by the Project Lead



Partners working from home will not be eligible for food allowance component of their shift allowance

- E.g., If “X” is working in mid night/ overnight shift, X will receive

Defined Shifts	Shift Timings	1-3 Years	More than 3 years
Late-night Shift	ends after 10:30 PM	INR 80/- ( $300-220 = 80$ )	INR 180/- ( $400-220 = 180$ )
Midnight Shift	ends after 12:30 AM	INR 230/- ( $450-220 = 230$ )	INR 380/- ( $600-220 = 380$ )
Overnight Shift	ends after 2:00 AM	INR 380/- ( $600-220 = 380$ )	INR 680/- ( $800-220 = 580$ )

### Defined Night Shifts

Defined Shifts	Shift Timings	1-3 Years	More than 3 years
Late-night Shift	ends after 10:30 PM	INR 300/-	INR 400/-
Midnight Shift	ends after 12:30 AM	INR 450/-	INR 600/-
Overnight Shift	ends after 2:00 AM	INR 600/-	INR 800/-
Early morning Shift	Starts at 5:00 AM	INR 150/-	



## 3.6 Travel Policy

### Types of Travel

- International
- Domestic
  - Local
  - Outside of base location
- Transfer
  - Short Term
  - Long Term



**Accommodation:** Accommodation will be arranged by the Company for International travel, Domestic travel, Deputation outside of based location, and short term transfers requested by the Company

### Transport:

- Transport (Flight/Train/Bus/Car) will be arranged by the Company for International travel, Domestic travel/ Deputation outside of based location, and short term transfers requested by the Company
- Employees are expected to arrange transport (Cab/Auto/Metro/Bus) for Domestic(local/outside of base location), Deputation(outside of base location), and Transfer(Short Term) on their own and should claim reimbursements on the actual bills
- Cab needs to be arranged only if there's no metro/auto/bus connectivity available between source and the destination
- Company reserves the right to choose the mode of transport to be provided in all cases

### Food:

- An employee can arrange food and claim reimbursement up to INR 220/- if food is not provided in full day meetings/conferences/workshops during local official travel within the base location
- Per Diem allowance will be provided in case of International Travel

## Allowance:

- Per Diem allowance will be provided for International Travel
- Deputation allowance will be provided for Deputation to a location other than employee's base work location (within 60 km) owing to project/business requirement
- The packing and forwarding charges, subject to one truck load together with transit insurance cost, will be picked up by the Company w.r.t. long term transfers
- Please refer Annexure-I for allowance figures and applicability

## Salient Points:

- All travel on official work needs to be duly authorized by business / functional supervisor at a level of Project Lead and above
- Company will not pay any transfer expenses, if employee himself has asked for transfer to other location
- Travel Expenses Statement has to be submitted by the Employee within 5 days of his/her return along with supporting bills
- Any expenses incurred in excess of the limits as specified here, shall be reimbursed only after the same is recommended and approved by the management
- Any kind of expenses incurred for tobacco, cigarettes and/or liquor shall not be reimbursed by the Company
- If an employee loses any asset of the company entrusted to him/her while on tour, the company reserves the right to recover the replacement value of the lost asset from the concerned employee
- It is imperative that all traveling employees carry their identity cards/ visiting cards with them at all times, so that in the event of any emergency, the company shall get immediate information
- The management reserves the right to amend and / or alter this policy anytime at its discretion. The decision of the management shall be final and binding on the employees in the interpretation of the clauses of this policy

# Per Diem

## United States/Australia

Band	Working Day Allowance (USD)	Non-Working Day Allowance (USD)
E1	60	60
E2	70	70
E3	80	80
E4 & above	On Actual	On Actual

## Israel/Others

Band	Working Day Allowance (USD)	Non-Working Day Allowance (USD)
E1	50	50
E2	60	60
E3	70	70
E4 & above	On Actual	On Actual

**Mexico** • The per diem for Mexico mentioned above is applicable for Tourist Visa only

Band	Working Day Allowance (USD)	Non-Working Day Allowance (USD)
E1	125	125
E2	125	125
E3	125	125
E4 & above	On Actual	On Actual

Band	Designation
E1	Software Engineer, QA Engineer, Sr. Software Engineer& Sr. QA Engineer, Accounts Executive, Executive/Sr. Executive/Assistant Manager – HR, Accounts, IT, Admin, Sales & Marketing, Resource Management
E2	Associate Lead, Technical Lead, Project Lead, Sr. Technical Lead & Sr. Project Lead, Accounts Manager, Manager/Sr. Manager/Director/Head– HR, Accounts, IT, Admin, Sales & Marketing, Resource Management
E3	Project Manager, Sr. Project Manager, Group Project Manager, Program Manager, Technical Architect
E4	AGM, DGM & GM

## 3.7 Long Service Award

A partner on completion of any of the above categories of long service is facilitated with long service awards. The long service awards have been revised as follows:

Category	Long Service Award	Other Benefits
3 Year	Gift Hamper	NA
5 Year	Personalized 20gm Silver Coin	Lunch/Dinner Reimbursement upto INR 2.5k
10 Years	Personalized 40gm Silver Coin	Lunch/Dinner Reimbursement upto INR 10k

### Process Involved

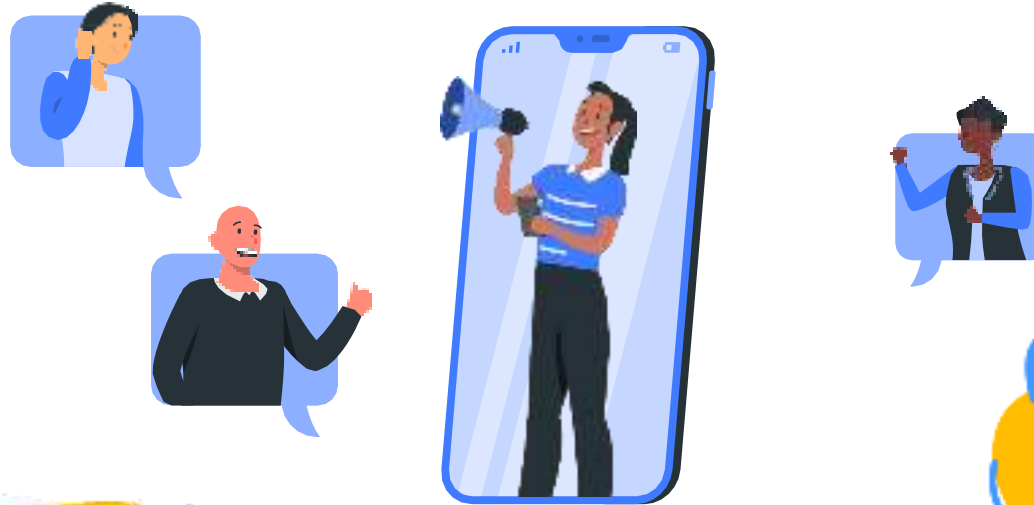
The following process is

- The associated awards and rewards will be procured and delivered. In some cases, these can be collected from the office or will be provided during office events
- To get the Lunch/Dinner reimbursement, a partner must share a picture of having lunch/dinner on “LinkedIn” and in the caption mention the number of years completed in TFT and what made them stay for 5 or 10years in the company, tag Think Future Technologies in the post
- Please share the bill and the LinkedIn post link with HR Team at [hr@tftus.com](mailto:hr@tftus.com)
- The amount will then be reimbursed as per the reimbursement policy of TFT





## 3.8. Employee Referrals



### **SDET/QA Automation**

3+ Years: INR. 20,000/-

5+ Years: INR. 30,000/-

### **Developers**

3+ Years: INR. 15,000/-

5+ Years: INR. 25,000/-

8+ Years: INR. 35,000/-

### **QA Manual**

3+ Years: INR. 15,000/-

6+ Years: INR. 20,000/-

### **Other JOB Positions**

1-3+ Years: INR. 5,000/-

3-6+ Years: INR. 7,500/-

6+ Years: INR. 10,000/-

# Procedure

- Partner must send their referrals directly to [recruiter@tftus.com](mailto:recruiter@tftus.com)
- The email subject line should be “**Referral Program: “Position Name”, “Partner Name”, “Employee Code”**”
- Partner needs to specify how he/she knows the candidate and he/she should validate the candidate’s technical soundness and fit in TFT

## Terms and Conditions

- You cannot refer a candidate for a vacancy where you are the hiring manager, or where you have any involvement in the recruitment or interview and selection process
- There is no limit to the number of referrals you can make, and you will be awarded a referral bonus for each valid, successful referral
- The Referral amount shall be credited to the partner one month after the probation completion of the hired candidate at TFT
- Partner needs to specify how he/she knows the candidate and he/she should validate the candidate’s technical soundness and fit in TFT
- A referral bonus will not be paid for a candidate who’s CV has already been introduced to the recruitment team by another means
- All candidates will be evaluated for employment consistent with our organization’s policies and procedures and all information regarding the hiring decision will remain strictly confidential



## 4. WORKING CONDITIONS AND HOURS





# 4.1 Attendance and Leave Policy

Hours defined in the HRMS:

- Half-day: minimum 4 hours
- Full day: minimum 8 hours
- Half-day Leave (CL/ EL/ OD) = 4 hours
- Full day Leave (CL/ EL/ OD) = 8 hours
- Weekly Hours: As per the appointment letter, one is expected to do 45 hours a week (9 hours a day, including all the breaks).

Month Lock

- On last day of the month, the month shall be locked, which means that after that no changes can be made to the attendance. One will be expected to apply for Leave/manual punch/etc. application(s) by then

Mis-Punch / no -punch Notification:

- The HRMS will send daily notification to the partner(s) for mis-punch or no-punch

Penalty scenarios

- One will receive notification from the HRMS for EL deduction the count will be directly deducted from the closing
- balance.
- These penalties will be REVERTED once s/he corrects his/her attendance by applying for leave applications / manual punch/ etc.
- The maximum number of regularization requests that can be raised is 5 in a month, in case of both missing swipe and no attendance
- The number of days when correction can be done before any penalty is taken is 3
- After 3 days, the penalty applied won't be reversed and the leave and attendance would be linked with the payroll for the month

Daily hours

- Less than 4 hours: Full day EL
- More than 4 hours and less than 7hours 30 minutes: half day EL



This policy is framed in accordance with the provisions of [“The Punjab Shops & Commercial Establishment Act, 1958”](#). The company has incorporated few amendments to this Act with a view to provide greater benefits to the partners—

## Leave Types:

1. **Casual Leave (CL):** On a monthly basis, a partner can avail of 2 CL and cannot be clubbed with any other leave type.
2. **Sick Leave (SL):** A partner can avail 1 day SL without furnishing any supporting medical certificate/proof. If you avail 2 or more SL in a stretch, you are required to furnish a medical certificate/proof
3. **Earned Leave (EL):** A partner will be credited 15 EL in the Leave Year on a pro-rata basis. Un-availed ELs at the end of the leave year would be carried forward to the upcoming leave year as an opening balance
  - **EL Encashment**
    - Partners will be presented the option to either encash ELs, over and above 15 accumulated ELs, or continue accumulating the ELs up to the maximum limit of 30
    - All additional ELs (accrued) shall be encashed on the current basic salary in the beginning of the new leave year
4. **Marriage Leaves:** Partners can avail Earned Leaves in the event of their Marriage. One can avail up to 10 ELs at a stretch subject to the Reporting Manager's and the Customer's approval. For requests to avail more than 10 ELs, additional approval from the HR department is mandatory.
5. **Paternity Leave:** A partner can avail PL within one month of child birth/child adoption (with supporting documents) and cannot club it with EL. It can be exercised at most twice in the employment duration.
6. **Maternity Leave:**
  - As per the Maternity Benefit Act 2017
  - Partner needs to submit Form B & Form E, duly filled and signed by the registered medical practitioner, to the HR Team
7. **Compensatory Off (Comp Off):** In cases, where team leads approves the Comp Off for the partners who have put extra effort by working on weekend(s)/ holiday(s) for a minimum of 8 working hours, partner can accumulate these Comp offs provided he/she avails them in the same Leave Year. Based on the project criticality, Company reserves the right to convert these Comp offs to ELs.
8. **Covid Leave and Benefits:** To be handled on case to case basis in discussion with HR and Lead

## Guidelines:

- Leave during Notice Period will be treated as Leave Without Pay and will call for notice period extension/notice period recovery, additionally
- Any alteration in the work shift (Def.– the time period during which a partner is at work/ duty) timing needs to be informed to the lead and the HR proactively
- Partner must apply for all the leave/ WFH application(s) on HRMS. All the irregularities must be applied on HRMS before the last day of the month. All the unapplied leave/ WFH/ irregularities/ etc. will be considered as EL(s) or LWP(s)
- Casual Leaves (CLs) cannot be clubbed with any other leave type, including Holidays and week offs

## Benefits:

- All intervening/ prefixed/ suffixed holidays shall be excluded while calculating total leave taken
- Partners shall be entitled to 15 days of Earned Leave in a Leave Year (April–March)
- Partners shall be entitled to 7 days Casual Leave in a Leave Year (April–March)
- Partners shall be entitled to 7 days Sick Leave in a Leave Year (April–March)
- Un-availed CLs and SLs at the end of the Leave Year will be converted into ELs as follows:  $\text{Total (CLs + SLs)} * 0.5$ . and carried forward to the upcoming leave year as an opening balance
- Male Partners of the company are entitled for Paternity Leave of 3 days

## 4.3 Work From Home Policy

- An employee is expected to be available online, during the course of his/her shift, on at least one of the standard messengers including Skype/ Hangout/ Slack or any of the other messenger used by the Project team the employee is in. Besides this, the employee also needs to be available on phone /email
- An employee is expected to maintain a response time of maximum of 5 minutes for all the emails/messages addressed to him/her. Random checks can be carried out by the Leads to ensure the availability and if it is found that the employee is not available during his/her working shift, strict actions will be taken accordingly against the employee
- All necessary equipment and resources required to support WFH including high internet bandwidth will be borne and maintained by the employee only
- The company reserves the right to withdraw their approval for home working if they believe its use is being abused or for any other reasonable needs of the company to carry out its business



## 4.4 Work From Home Best Practices

### Absences:

- Away from Keyboard (AFK) alerts: If you are going away from your workstation and will not be able to respond to emails/messages, please drop an email to your Project DL and cc [leave@tftus.com](mailto:leave@tftus.com). The same needs to be communicated to your Client on the Client's preferred communication channel (Slack or others)
- Break alerts: Same as AFK alerts, if you cannot respond to urgent emails/messages while being on breaks, follow the same procedure
- Planned leave alerts: Thumb rule is, to announce it the day you plan it. No need to wait! The more in advance, the better it is for your RM, Team and Client to manage your absence. All like people who communicate things in advance and avoid surprises
- Work Handover: Before going on leave, review your tasks which are pending and need attention. Give a summary of these tasks and status to the team (or TL) so that they can discuss with you and take appropriate action in your absence
- RH alerts: Same as planned leaves. Ideally, it should be 7 days before, but it can be informed at the starting of the leave year too, No harm there. RH being announced on the day of RH is a "BIG NO!"
- Standups Absences: We will understand these if you are on leave, in all other cases, please inform proactively to the organizer and to your clients if you are not being able to attend it for any reason (do mention the reason in your communication). If you can't communicate, quickly ask someone to do it on your behalf. Technology is there for your aid; all you need is to be responsible and attentive about it



## Meetings:

- Invitation: Always respond to the meeting invitations as soon as you receive them. You must click on either “Yes” or “No”. In case you are saying “No”, please enter a valid reason for the organizer to understand and respond to. You not responding to an invitation and not joining the meeting, is a BIG NO!
- Joining: Thumb rule is to always attend a meeting, a minute before the actual time. In case you are running late, do inform the organizer. Once in a while miss is fine, but a regular/frequent miss is an area of concern and must be addressed.
- Use of Video: Always try to have your Videos ON. This allows for a more effective engagement during the meeting thereby providing better outcomes.
- Prefer Laptop / desktop over mobile phone: Usually one or the other person in the meeting may decide to share screen or more importantly you may have to share your screen. It is important that the experience for you as well as everyone else is good. So please, use either a laptop or a desktop to join the meeting.
- Record the Meeting: It's preferable to record your meeting with the customer although you should ask the customer before doing that.
- Minutes of the Meeting: Always always one person in the meeting group should provide minutes that captures the summary as well as with designated follow up actions.
- Agenda: If you are the organizer of a meeting, please ensure to add agenda points in the meeting description. It is to avoid surprises and to engage and prepare the participants beforehand. This also helps the participants to evaluate and prioritize the meetings and respond to the meeting invites, accordingly.

## Behaviour during meetings:

- Speak out during standups: A minimum ask! It is important to not only share your work progress, but also discuss challenges, share recommendations and views, brainstorm, ideate and work towards innovation and improvement. So, next time you are in a standup, please think about all these aspects and speak suggest proactively what the customer can improve at his end (at least to your lead)
- Be alert to account growth: Look at new developments and requirements in your project and reach out to TFT as soon as you feel that TFT can contribute more to it by adding more Professionals or Consult clients on the way forward. Even if you are not sure about it and it feels like a gut feeling only, do not hesitate to share it with us
- Be conscious about the environment: Always keep a note about your surroundings, especially in the project you are working on. You should get well versed with the complete project and Client company, keep an eye on the changes and developments in the project work, team structure, people movement and more. It will help you develop and establish your own presence, trust with the client, and contribute to point #3 mentioned above
- Avoid deliberately pointing mistakes in front of clients (especially of your fellow TFTian, if any. That should be resolved within TFT level discussions)
- Appreciate help/support provided by fellow TFTians, or by the client

## Project Needs:

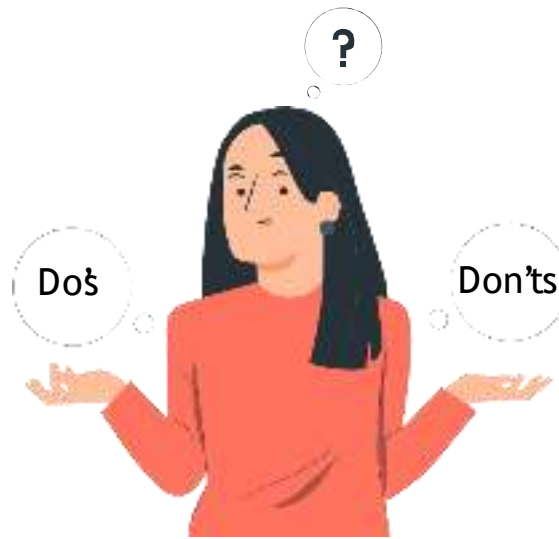
- Voice Out: If you see things are not going well in a customer project. You feel there is underutilization of your time and skills or it has become overburdened for you, please discuss it with your RM, or mark an email to [resources@tftus.com](mailto:resources@tftus.com).
- Seek proactive feedback from customers regularly: Always approach your client counterparts/ managers and politely request them to share developmental feedback from them. Do not react if the feedback is not what you are expecting, capture it with a smile and share it with us (HR team) if you are not able to decode it or need help understanding it the correct way. If you do understand, work on it and improve.
- Skilling needs: Proactively reach out to us if you observe new tech stack introduction, requirement of new learning, or an ask from the Client directly to learn something new. We will definitely arrange resources and support for you to pick up these new skills.
- Inform about a peer not working out well or Not attending standups: If you work in a team, it is important to take all together and if one is falling short behind, we are accountable and responsible to push them. Be a whistleblower and point out such situations to the HR and Resources team, proactively.
- Engagement with customers: Understand your customers, try to discuss formal/informal subjects with them, understand their region and background and have your discussion accordingly. Read more about them through their professional and social profiles, read about their culture if they are from a different one, and adapt according to it, so as to engage with them better and avoid doing things which they can take otherwise.
- Engagement with the leads: Go beyond leave communication, approvals, appraisal discussions etc. with your Team Leads, and encourage them to share feedback with you, mentor you, discuss your career path and growth options, and share your concerns and challenges. They should be your first point of contact in all cases.
- Peer meetings: Internal team meetings and standups are equally important. Do not miss them unless it is necessary and follow the above guidelines related to meetings in this scenario too. These are important for you to maximize your peer learning process, share your learnings with others, brainstorm ideas, innovate and develop new things, and contribute to your holistic development.

## Email Etiquettes:

- When to avoid sending emails: Emails are best for providing status asking a question, sharing minutes, keeping a record for audits later on, to name a few use cases. It should never be used for carrying out an active discussion. Please use more responsive communication means like chats / video meetings / phone calls for the latter purpose
  - Use of email content Formatter: Always use the built-in text formatter to correct the formatting of the content, resize it, provide better spacing and indentation, and to split it into bullet points. It makes your email easy to read and thereby has a greater impact
- Recipients: Decide on who all from the recipients need to be in the To: and remaining should be in cc. Usually the person in To: is expected to act on / respond to the email. The people in cc: are expected to treat the email as FYI only. As a rule of thumb, one person should be in To: and remaining in cc:
- Replies to Emails: Ensure that you reply to emails within an hour or two of its receipt. You should definitely not take more than one business day to respond
- Use of Task Manager: You can mark your email as a To Do item in the built-in Task Manager. This will allow you to revisit it later and thereby not forget important follow ups
- Use of Grammarly or any other auto spell/grammar checker: This additional tool will ensure that the language of your email is correct, there are no typos, and the message is going out as what we expect the reader to understand







## Do's

- Email is essential to our work. You should use your company email primarily for work, work-related purposes without limitations.
- Do your part to control email spam
- Use only licensed software
- Use of crack/pirated software is strictly prohibited
- Secure customer data and cultivate confidentiality
- Use strong passwords and be vigilant in catching emails that carry malware or phishing attempts.

## Don'ts

- Do not use instant messaging to share sensitive information
- Do not share your passwords with anyone
- Do not download any software without the notice of IT Support Teams
- Do not leave your Desktop/Laptop unlocked if not in use, protect it from unauthorized access
- Downloading / Uploading movies, music and other entertainment software are strictly prohibited

## 4.5 Employee Separation

### Exit Types

#### Employee Initiated (Normal Resignation)

- Employee decides to separate from the organization and submits his/her resignation
- Employee will tender his/her resignation through **Keka** (HRMS). Employee will need to Initiate Exit (tender resignation) by going to his/her profile section on Keka and clicking on the **Actions** button on the right. Upon clicking on the Actions button, the employee will be prompted by a dropdown option to '**Resign from Job**'.
- HR Department will in turn discuss the same with his/her reporting authority/Management and revert to the employee
- On the employees last working day, he/she needs to complete all exit related formalities including:
  1. Fill and submit the exit interview form
  2. Get Clearance from Reporting Manager, Accounts, Admin, IT and HR using the TFT Clearance
  3. Submit his/her investment proofs to the HR and Accounts Department to claim deduction on the computed tax amount (If Applicable)
- On completion of the formalities by the exited employee, the full & final settlement is initiated and the employee receives the experience and relieving letter
- The Full and Final amount is paid to the employee within 30–45 days after recovering all advances/outstanding dues, if any, on completion of all formalities with regard to exit
- The employee is expected to serve the full Notice Period. Waiving of Notice Period or its adjustment against leave accrual is at the discretion of the organization

**Employer Initiated (Asked to Leave/Termination/Absconding):** Due to breach of code of conduct or performance related concerns the organization may initiate disciplinary process leading to employee separation

- Asked to Leave – Employee will follow the Normal Resignation process
- Termination – The employee needs to complete all exit formalities & leave the organization with immediate effect
  - without serving notice period
- Absconding – Employee shall forthwith cease to be in the employment of the Company without any further notice or act from the Company
- Superannuation or Retirement – An employee shall superannuate on attaining the age of 60 years, the date of superannuation shall be calculated on the basis of the Birth Certificate/Senior Secondary Certificate (“SSC”) submitted by the employee while joining the company. HR will inform the Reporting Manager whenever an employee is reaching Superannuation at least 3 months prior to the same. This policy supersedes all earlier communication and policy with respect to separations. In case of any dispute or difference of interpretation the decision of the company in the matter will be final and binding on all
- Death of employee – An employee is separated from the company if death occurs during the course of employment. In such scenario all procedures mentioned in exit formalities will be followed as it is by his/her legal heir. If it's a natural death out of office hours not arising in the course or out of employment then:
  1. The company shall obtain a death certificate in original form employee's legal heirs and
  2. Obtain a legal heir certificate furnished by the government authorities from employee's legal heirs
  3. Obtain an indemnity bond from legal heir that the settlements are being made on the basis of the legal heir certificate and in the event of any claim from any other person, the person who has received the settlement will indemnify the company

## General Guidelines:

- The notice period is provided to assist with the handover of charge/ responsibilities to the next incumbent. It is important that the employee creates and follows a KT plan to hand over the knowledge to the designated backup resource. In this regard weekly status report on the KT done should be sent to the lead, backup resource and HR
- In case of an employee-initiated exit (resignation), the employee is supposed to serve the requisite notice period as mentioned in his/her employment agreement. The notice period shall be of 60 days or any modification made therein by a management order or last grade as applicable
- The effective date of the notice period (15 days or 60 days) as the case may be, shall be the next working day from the day on which the employee tendered his/her resignation. In case, the last day of the notice period is regarded as a weekend for him/her then the last working day before the weekend will be considered as the last day to be served as his/her notice period
- Employee's salary for the last / current month could be stopped and released with the final settlement depending on the notice period duration
- The Company has the right to adjust an employee's Earned Leaves (ELs) against any shortfall in the notice period.
- Leaves during notice period
  1. No leaves shall accrue during the notice period
  2. Employees are not authorized to take any type of leave (CL/SL/EL/RH/Covid Leave) during the notice period. If taken, it can lead to:
    - The extension of the relieving date, or
    - No salary will be provided for the days the leaves were taken and additionally the employee has to pay back the per day salary for each leave taken as a notice period recovery amount.
    - Employees are not allowed to relieve their services until and unless a letter in regard to the same has been served by the company
- The resigned employee is required to update all leave details and clear off any outstanding dues towards (any) company loan, Advance expenses claim or any salary advance prior to date of leaving
- An employee serving his / her notice period will not be entitled to any subsequent salary revision including any benefits that would be applicable with retrospective effect including but not limited to appraisal increment, conversion of CL/SL into EL etc
- The relieving and experience letters will be released ONLY after the employee's acceptance of the Full & Final Settlement details & terms which will be shared by the HR Department
- Full & Final settlement will be processed post completion of exit formalities. Calculation will be done based on number of days' notice period is served, number of leave taken & leave adjustment recovery. The payment is subject to recovery of mobile bill, meal voucher, Petty cash, Loan EMI, BVC, Company asset damages, fee, credit card etc
- The employee shall immediately return to the Company all material(s) belonging to the Company which is in his/her possession including any of the Company's documents, files, memorandum, notes, plans, records, reports etc. whether they are stored manually or electronically, and including all computer hardware and software, any mobile telephone or other electronic equipment and all Confidential Information as defined in the Non-Disclosure Agreement execute by you simultaneously with this employment letter
- It is imperative that the employee return all the aforementioned assets belonging to the Company within three (3) days of receiving the notice/approval of separation as these are Company protected Intellectual Property (IP) failing which Company may take appropriate legal recourse that may be available whether under law, equity or otherwise charges shall be borne by the Partner

## 4.6 Device Management

- Partners are provided with mobile devices including cell phones, tablets, TVs, gaming consoles, charging cables, and more for software testing and software development, by the organization, from time to time
- Partners can request these devices based on the project requirements by dropping an email to the Reporting Manager or the HR department, explaining the requirements of the device and the specifications
- The devices will be issued to the Partners post review and approval from all required levels. In some cases, an alternative shall also be suggested
- Upon receipt of the devices, the Partners are expected to provide an acknowledgement on the exact working condition of the device and accepting it, by filling this FORM
- Partners must raise a flag in case the condition of the device is not acceptable, i.e., it is broken, or not working or malfunctioning, within 12 hours from the time the device was delivered. In case the Partner fails to raise the flag in the stipulated time, the Company shall not be responsible to bear the damage charges
- Partners are expected to return the device back once the project requirements have been met completely. Keeping the devices occupied in case of no use shall be treated as an offence. Any intentional/accidental damages to the device post assignment, shall be considered as Partner's accountability and the damage

## 4.7 Extra Working Hours Compensation

- The Partners working on more than one project are eligible to receive compensation for the extra hours worked by them in a month, over and above the mandatory 9 hours
- The partners will have to share their extra working hours timesheet with their respective Reporting Managers and the HR Department over an email
- Once the Reporting Managers approve the timesheet, the HR Department will process the same in the payroll system
- This compensation is calculated using the following formula –  $[(\text{Basic} + \text{Special Salary} + \text{Opted Reimbursement components}) / 30 / 8 * \text{No. of Extra Hours Worked}]$
- The maximum extra working hours which can be availed in a month by any employee is 120 Hours

## 4.8 Expectations from the Partners:–

- Be a part of the Active Interview Panel & assist in evaluating potential candidates as per your skill set
- Act as a Coach/Mentor and assist in training & developing Fresh Talent through On-the-job learning & classroom training models
- Continuously look for business opportunities in your respective projects and communicate these to the resource management team, proactively
- Act as a Consultant and guide the customers on how TFT can support and solve their existing and future technical needs
- Participate in all Internal Forums, and collaborate
- Adopt and Exhibit TFT's 5 core values in your professional conduct and in all your actions, constantly check if any of the organization's 5 core values is not being adhered to. Modify the actions to ensure that the core values are followed in letter and spirit
- Always voice out in case of less workload and no assigned work, to the HR or RM team
- Share your genuine feedback using all possible avenues
- Cascade the communication coming from the Top to your direct reportees, with full transparency, if you are a Reporting Manager
- Participate in all activities related to the growth and development of your peers
- Acts as the Brand Ambassador of the organization in the external world

## 4.9 Basic Salary Change Process:–

- A partner can request a basic salary increase at any point, by creating a ticket on Keka and assigning it to the HR department
- The basic salary can be increased to a maximum of 30% of the Total CTC
- Before changes in the basic salary are applied, a Partner has to accept the following terms:
- All accumulated ELs will be encashed on the last basic salary
- The monthly Gratuity amount will increase depending on the new basic salary, the time left to get eligible for gratuity payment, and the gratuity recovery amount
- Gratuity recovery amount can be recovered in one go or in installments depending upon the request and time left to get eligible for gratuity payment
- HR Team will share all above details with the Partner for review and acceptance
- Once the Partner accepts all these terms, the basic salary changes shall be done in the next due payroll cycle
- Once accepted and implemented, these changes will be non-reversible

## 4.10 Internal Domain Transfer Policy:–

**Prerequisites** – In order to be eligible for switching domains, partners must –

- Meet the new domain's minimum eligibility criteria
- Successfully achieve set expectations in the current domain/position
- Have held their current position for at least 1 year
- Not be on a PIP or must have successfully cleared PIP
- Not have been subjected to any disciplinary action
- Have approval from their Reporting Manager & the Management
- Be a consistent performer
- Not be billed in his/her current domain OR a replacement is available
- Opportunities must be available in the interested domain

**Process** – In order to change domains, partners must adhere to the following process –

- Partner should write an email to the HR department looping in their Reporting Manager, and express their desire to switch domains (Partner should explicitly mention the domain that they want to move to)
- The HR Department will then verify if the partner meets the prerequisites to switch to the new domain
- If the prerequisites are met, the HR Department will schedule an evaluation interview for the partner with an expert in the domain where the partner wishes to move
- Finally, upon clearing the evaluation interview, the partner will be allowed to move to the new domain (If the partner is unable to clear the evaluation round, they will not be able to apply for switching domains for a period of six months)



## 4.10 Internal Domain Transfer Policy :-

**Terms and Conditions** – The following T&Cs will be applicable to the partner in case of switching domains –

- Partner will have to agree to sign an employment bond agreement for 2 years from the date of his/her having picked up the domain (as certified by their new lead or the fact that the Partner is billed in the new domain)
- In case the partner decides to leave the company before completion of the bond term, they would have to compensate the company with:
  - 3 months salary – If the partner remained in his/her primary responsibility throughout the transition period and TFT didn't invest in the partner's learning, OR;
  - As many months' salary as it took for the partner to achieve billed status or competency status if the investment on the partner's training was done by TFT
- The partner's performance review/appraisal may be delayed by as many months' as it took for the them to achieve billed status or competency status

## 4.1 1 Appraisal Policy :-

Partners are eligible for appraisals –

- A. After completing one year of service from their date of joining, or after completing one year of service from their last appraisal date/salary increment date, in case of experienced professionals and,
- B. After completing one year of service from the date of probation confirmation, in case of freshers/trainees
- C. However, in case the partner avails maternity leaves, or extended leaves which are LWPs, or if the partner is put on PIP then the appraisal date will be delayed by the equivalent number of days

The appraisal process will be as follows –

- Partners will receive an email from Keka on their appraisal date, triggering the appraisal process
- Partners are required to complete and submit the Self Review Form on Keka
- Once the partner submits the self-appraisal an email will be automatically sent to their Reporting Manager to plan a discussion with the partner and provide their feedback to the system on the basis of the discussion.
- In the meantime, the HR Team will be collecting the partner's feedback from the client, if applicable.
- The HR Team will be reviewing the collective feedback and deciding on the appraisal increment in discussion with the Reporting Manager.
- The HR Team will release the finalized appraisal letter having the new CTC, new Designation (If applicable), effective date, and associated terms and conditions.
- The partner has to review and accept the new increment by replying to the appraisal increment email. Please note that the new CTC will not be processed in the payroll until we receive the acceptance in writing.
- In case of any disagreement, the partner can provide supporting arguments to the HR Team and request a re-check. The decision communicated by the HR Team post-re-evaluation and discussion will be final.

**Please note** – The entire appraisal process takes approx 1 month to be completed assuming #2 happened within 5 business days. Reach out to the HR Department and/or your Reporting Manager only if no actions (appraisal meeting) take place even after 2 weeks of your appraisal effective date.

## 4.12 Performance Improvement Plan Process:–

### **Purpose –**

The purpose of this policy is to improve the performance of the Partner when it falls below the expected level. The policy outlines the process and steps that will be taken to help the Partner improve their performance.

### **Process –**

- A common discussion will take place amongst Partner, HR and RM to entail the current state of partner's performance, the expected state of performance and how can we help the partner achieve that state using defined objectives and resources to assist.
- The Partner will receive an email from Keka on their PIP initiation containing all the required details
- A mid review will be conducted to understand the progress and provide the partner with a formal feedback
- After the completion of one month, an evaluation call will be conducted to evaluate the Partner's performance, and feedback will be shared
- The Partner will receive an email from Keka on their PIP completion and the decision taken by the management

### **Expectation –**

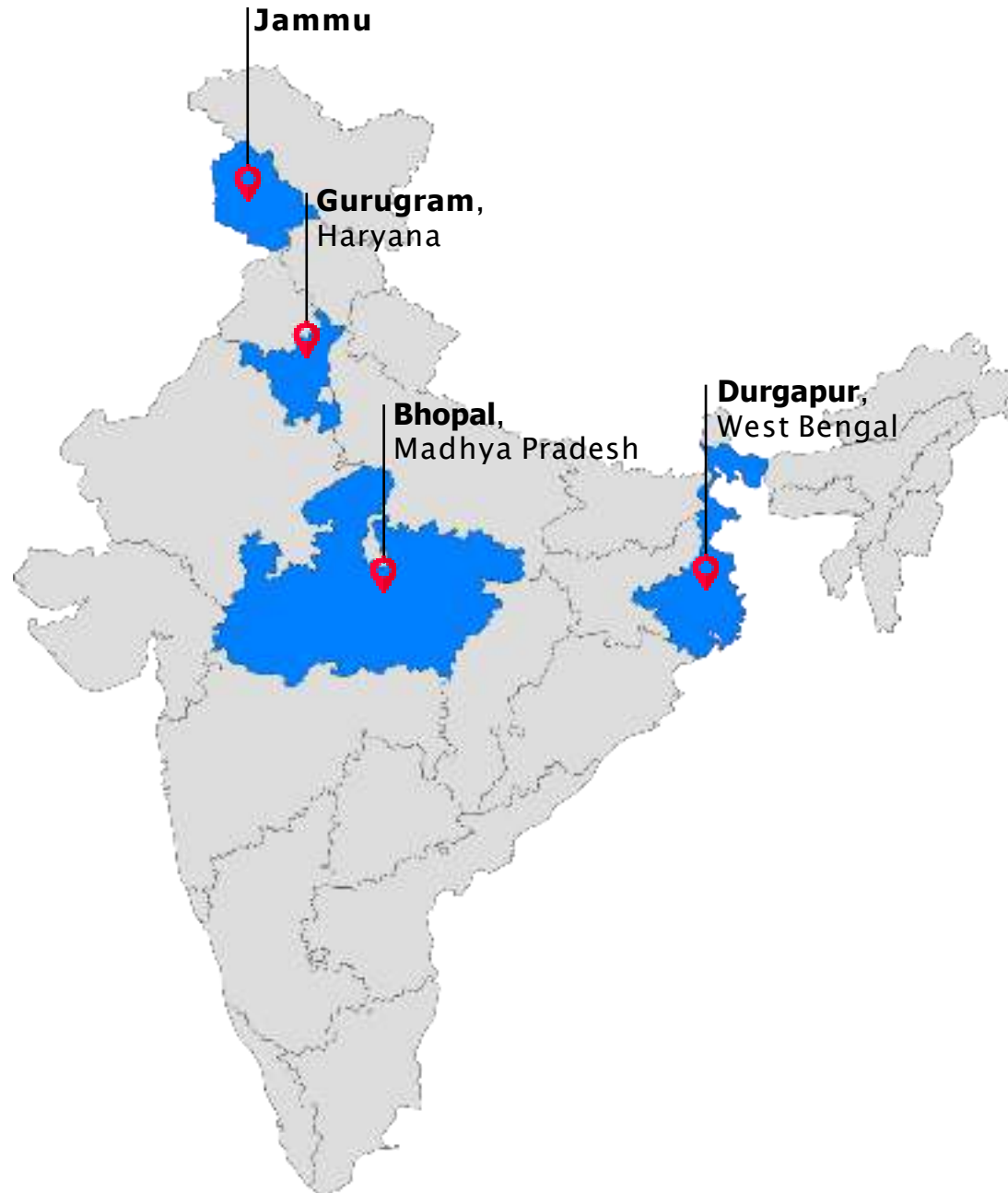
- Be regular and not take leaves during the one-month period.
- The Partner will be required to share the work status every day via email to their Reporting Manager and keeping the Resources Team in the loop.
- Be proactive and seek continuous feedback from RM
- Voice out if you need more assistance and support

### **Outcomes –**

- Partners who complete the PIP successfully will continue their employment.
- If the Partner fails to bring their performance to the expected level even after the PIP, it will be deemed an act of gross misconduct. The Partner may be asked to leave immediately if they are on probation or may have to serve one month's notice period or basic salary in lieu after confirmation

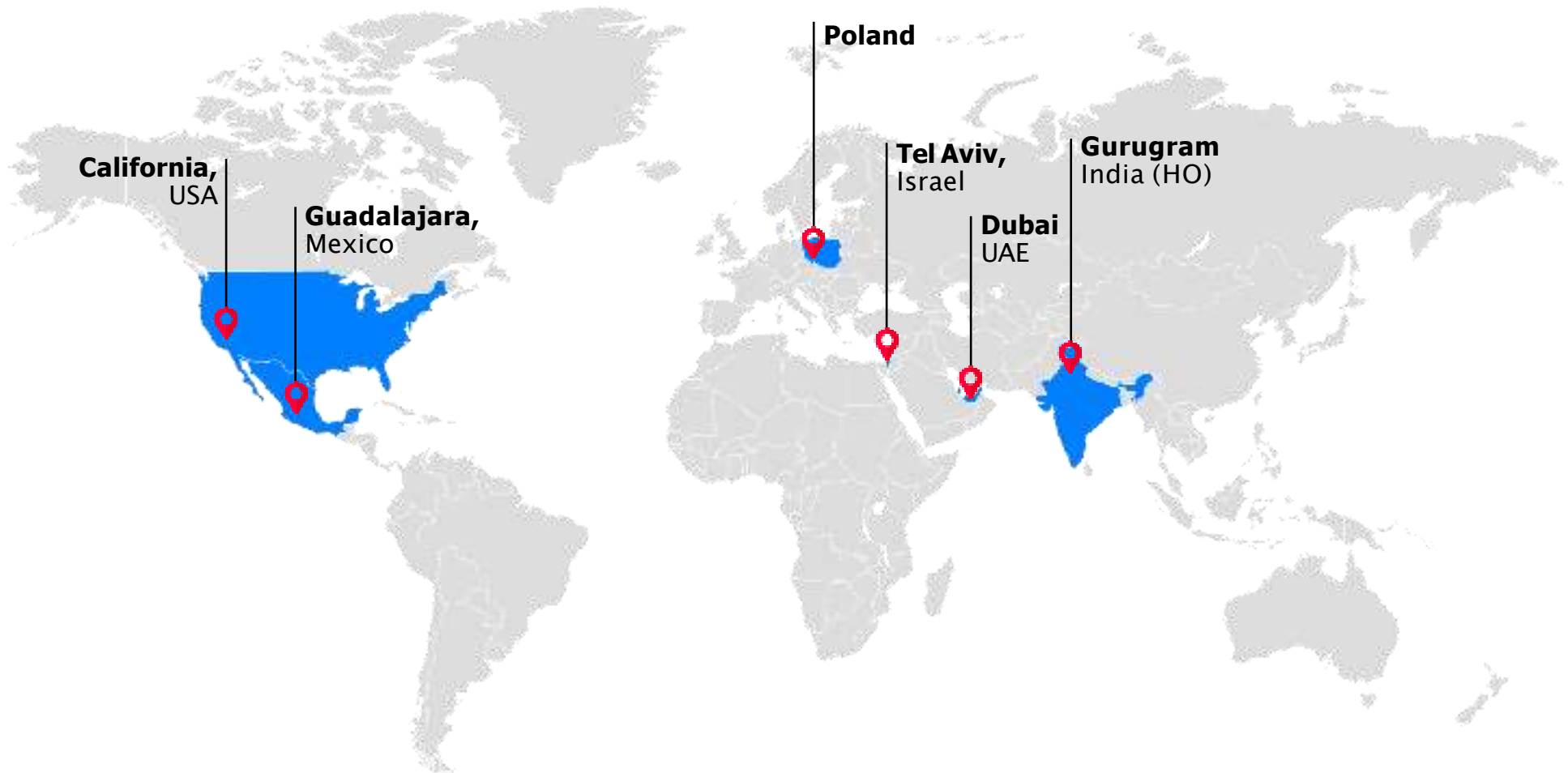


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Prompt	Answer
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CIN:(U72900HR2012PTC045537)

Mr./Ms.: Candidate Name

Address:

Contact: +91

Dear

### **CONTRACT OF EMPLOYMENT**

Following your recent interviews and subject to receiving a satisfactory report based on the background check conducted by us as deemed appropriate we are pleased to offer you employment with Think Future Technologies Pvt. Ltd. (hereafter the “Company”) in the position of (hereafter the “Employee or you”) on the following terms.

This letter sets out the main terms and conditions of your employment. Subject to the terms of your employment, certain clauses () mentioned below will not be applicable to you.

#### **Main Terms and Conditions of Your Employment**

##### **1. Commencement Date**

We would like you to start work as soon as you are free to do so, however as discussed and agreed it is expected that you shall join the company on or before , and not later than this. Your first day of work with us will be the “” of your employment.

##### **2. Place of Employment**

- a. Your initial place of work will be at the Company’s premises in .
- b. During the period of your employment with the Company, the Company may at any point of time as per it discretion transfer or depute you to any other department(s) of the Company or to any other subsidiary or affiliate of the Company or any of is customer’s location within



CIN:(U72900HR2012PTC045537)

India or abroad or to any other location in India or abroad of the Company and you are under an obligation to accept the same.

- c. You shall perform your duties at such locations as are reasonably necessary and appropriate, subject to reasonable travel requirements on behalf of the Company from time to time.
- d. You shall not be entitled to any additional compensation on this account.

### **3. Probation Period**

The first months OR months after training period (if applicable) of your employment will be a probationary period. Your probation period may be extended if deemed necessary at the sole discretion of the Company and the same shall be accepted by you without any objection or reservations. Upon completion of your period of probation, you will be deemed to be on probation until you receive the letter of confirmation in writing (the term writing includes via electronic means) from the company.

### **4. Training Period (exclusively for fresher)**

- a. The training period for the employee (Fresher) of the Company shall be months and the Company reserves the right to extend the training period at its sole discretion
- b. The decision of the company in regard to the above-mentioned provision shall be accepted by the employee without any objection or reservations.
- c. Once the training period is completed the employee will be deemed to be on training until and unless he/she is served with a letter in writing (including via an electronic medium) in regard to the same from the company's side.



CIN:(U72900HR2012PTC045537)

## **5. Basic Salary, Other Benefits and the mode of Payment**

- a. In consideration for fulfillment of your obligations as an employee, the Company shall, during the terms of your employment, will pay you an annual salary of CTC **INR.** (including PF) and the perquisites and benefits as set out in annexure marked and annexed as Annexure 1 to this letter of employment, subject to tax deduction at source as applicable under Indian Law.
- b. The remuneration for your services as stated above shall be paid to you on a monthly basis on or before the 5th working day of the succeeding month. Your compensation as decided by the Company may be reviewed annually subject to the discretion of the Company.
- c. However, the first month's salary shall be paid by the Company on the 15th of the succeeding month and thereafter you shall receive the remuneration as per the pay cycle mentioned above
- d. Incentives related to the late shifts are governed by company's internal policies definitions and standards.

## **6. Duties**

- a. You acknowledge and agree that you shall not directly or indirectly, share or discuss your compensation details, in full or part, with any person in or outside the Company other than with those who are authorized to do so.
- b. You are liable to be transferred anywhere in India and/or abroad related to company's work.
- c. Any costs / payments to reduce or buy out your notice period with your current employer will be borne by you and the Company shall not have any obligations in this regard.
- d. You shall be responsible for performance of the duties and obligations as decided by your manager from time to time.





CIN:(U72900HR2012PTC045537)

- e. As an employee of the Company, you shall devote your entire professional and business time, skills and effort to the performance of the duties and responsibilities assigned by the Company from time to time and shall at all times faithfully and diligently promote and protect the business and interests of the Company. Your position with the Company is an executive position involving continuous responsibility and does not entitle you to any compensation for overtime. You shall further acknowledge that the work environment at the Company requires flexibility and that you need to undertake additional related duties from time to time, which include local as well as overseas travel or such other duties and responsibilities as may be required by the Company.
- f. In case the company sends you abroad on an official visit, you would need to continue with the Company for at least for one year from the date of your return. In case you decide to do the contrary then as a consequence you'll have to compensate the expenses incurred before and during the visit (this includes travel/lodging/boarding/visa/medical/per diem expenses of the visit.)
- g. You shall perform your duties with diligence, devotion and commitment and in conformity with the rules and policies of the Company failing which the Company may hold you liable for gross negligence and violation by you of your terms of employment.
- h. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or company having dealing with the Company. In the event you are offered the same, you should immediately report it to the management of the Company.
- i. In addition to your usual duties you will also perform, observe and conform to such directions and instructions assigned or communicated to you by the company. The company may from time to time change your duties in consultation with you.



CIN:(U72900HR2012PTC045537)

## **7. No Other Employment or Vocation**

During the period of your employment with the Company, you shall not take or engage yourself in any manner any employment or engagement with any other company or entity, including on a temporary or part time basis, or offer your services, with or without pay, to any physical person, legal entity or public authority or to be occupied or engaged in your own business without the prior written consent of the Company.

## **8. Performance and Compensation Review**

- a. Your performance will be reviewed annually or at other times determined by us. The process will come in effect once you get confirmed at your respective job position. You must participate fully in any performance review. Your Remuneration may be reviewed as part of those reviews.
- b. You will be eligible for appraisal and salary increment after completion of 1 (one) year from your Date of Joining.
- c. Your increments and promotions are based on sole discretion of the management and shall be accepted by you without any objection or reservations.

## **9. Hours of Work**

- a. Your working week will consist of a minimum of 45 hours including all the lunch breaks and rest intervals. The working Hours shall be defined from time to time by our project lead as per the requirements of the project. Due to Customers' requirements the same may be staggered. You will be expected to attend the office – except when travelling on business – during the working hours/shifts as may be decided by the Company and in accordance with the rules and regulation of the Company.



CIN:(U72900HR2012PTC045537)

- b. The company provides services to many global customers present in different time zones and thus require shift overlap of offshore and onshore resources, resulting in late night shifts. You will be expected to work in such shifts as may be decided by the Company.

#### **10. Annual leaves**

- a. You will be entitled to 29 paid leaves (15 earned leaves, 7 casual leaves and 7 sick leaves) as per company leave policy.
- b. You will be provided with the detailed term and condition for availing annual leaves, the Annual leave policy is available with the HR Department and you are advised to go through the same at the time of joining.

The policy may be amended by the company from time to time.

#### **11. Medical fitness**

- a. Your appointment is subject to the Company's right to get you medically examined by any certified medical practitioner during the period of your service. In case, you are found medically unfit to continue with the job, you will lose your job entitlement.
- b. You will retire from service on attaining the age of 60 years and as per the retirement policy available with the HR Department.

#### **12. Maternity leaves**

These conditions are subject to rules mentioned in Maternity Policy of TFT in accordance with the Maternity Benefit Act, 1961 and Maternity Benefit Act (Amended) 2017 as annexed and marked as Annexure 3.

- a. Currently the company regulates maternity leaves as per Maternity Benefit Act, 1961 ("the Act") inclusive of the recent amendments i.e. provided under, The Maternity Benefit (Amendment) Act, 2017.



CIN:(U72900HR2012PTC045537)

- b. Every female employee will be entitled to maternity benefit only if she has worked in the company, for a period of not less than eighty days in the twelve months immediately preceding the date of her expected delivery.
- c. Maternity benefit rate is 100% of average daily wage as defined under the Act.
- d. The amount of maternity benefit for the period preceding the date of her expected delivery will be paid in advance to the female employee on production of medical certificate indicating that the female employee is pregnant, and the amount due for the subsequent period shall be paid to such female employee within forty-eight hours of production of such proof that the female employee has delivered of a child.
- e. Any female employee having less than two surviving children will be entitled to 26 (twenty-six) weeks of maternity benefits of which not more than 8 (eight) weeks shall precede the date of her expected delivery.
- f. A female employee having two or more surviving children shall only be entitled to 12 (twelve) weeks of maternity benefit of which not more than 6 (six) weeks shall be taken prior to the date of the expected delivery.
- g. A female employee who adopts a child below the age of 3 (three) months, or a commissioning mother will be entitled to Maternity Benefit for a period of 12 (twelve) weeks from the date the child is handed over to the adopting mother or the commissioning mother as the case maybe.

### **13. Equal Employment Opportunity**

The company is an equal opportunity employer and is committed to ensure that there is no discrimination against any employee or applicant for employment based upon race, colour, religion, gender, national origin, marital status, age, sexual orientation or any other classification protected by applicable state employment laws. The company strictly adheres to this policy in all



CIN:(U72900HR2012PTC045537)

its employment practices including recruitment, employee promotion, demotions, transfer, reduction in force and all other forms of compensation and company sponsored training or assistance. We also strive to ensure that the work environment is free of harassment and bullying, and that every employee is treated with dignity and respect. The company is zero- tolerant towards harassment in any form, including sexual harassment.

#### **14. Full Disclosure of Material Facts and No Misrepresentation**

- a. Your appointment is solely based on your representation regarding your qualification and experience, which the Company has relied upon. In case, at any point in time, your representation regarding your qualification and experience is found to be incorrect, you shall be liable for immediate termination without notice and without prejudice to all other rights of the Company. Further, you shall indemnify the Company due to such misrepresentation. By signing this letter, you also irrevocably consent to the Company initiating all necessary background checks as may be required during the course of your employment, either by the Company or through any third party.
- b. You confirm that you have disclosed in writing fully to the Company, all of your business interests, if any, whether or not they are similar to or in conflict with the business(s) or activities of the Company, and all circumstances in respect of which there might be a conflict of interest between the Company and you or any of your immediate relatives. You agree to disclose fully to the Company in writing any such interests or circumstances which may arise during your employment immediately upon the occurrence of such interest or circumstances.

#### **15. Separation/Termination**

- a. If clause 3 and 4 (probation and training clause) are applicable to you, then in that case the Company reserves the right to terminate the appointment at any point of time by providing



CIN:(U72900HR2012PTC045537)

15 days' notice or basic salary in lieu during probation period or 2 months' notice or basic salary in lieu after confirmation.

- b. In the event of termination of your services arising out of work performance issues including Failure to improve performance or failure to measure up to the expectations or standing orders of the company would tantamount to an act of misconduct. In case, improvement in your performance is required, you shall be put through a 'Performance Improvement Plan' as may be formulated in your case in consultation with your supervisor. If, however, even after completion of the program, you fail to bring your performance to the expected level, the same shall be deemed to be an act of gross misconduct making you liable for termination with 15 days' notice or basic salary in lieu during probation period or 2 months' notice or basic salary in lieu after confirmation.
- c. In the event of termination of your services arising out of disciplinary proceedings, no notice will be required from the company's side and the Company will have the right to terminate your contract of service forthwith. Further, the Company may immediately terminate your services without any compensation or notice thereof, if you are in material breach of your responsibilities which breach either (i) is incapable of remedy; or (ii) if capable of remedy, has not been remedied by you for at least 5 days after receipt of such notice from the Company. Such material breach would include (a) your failure to comply with or committing breach of provisions contained in any of the provisions of this appointment letter or Annexure hereof (b) breach by you of any provisions of the Company rules and regulations or policy; or (c) any professional misconduct or commission of actions which are not in the interest of the Company. In addition to terminating your services for such material breach, the Company shall be entitled to recover from you the loss sustained by the Company attributable directly or indirectly to your actions.
- d. Any gross misconduct or any act or omission which is contrary to the employee's handbook or violates any rules stated thereof which results in serious misconduct can amount to



CIN:(U72900HR2012PTC045537)

immediate termination of the employee. An employee is advised to go through the employee's handbook at the time of joining which is available with the HR Department.

- e. In the event of your continuous absence for a period of 5 working days or more, without formal request or permission from management of the Company, you shall be deemed to have left and relinquished your employment with the Company. Such automatic relinquishment of the employment shall be deemed as repudiation of the contract of employment by you and not as a termination of the service by the Company and you shall forthwith cease to be in the employment of the Company without any further notice or act from the Company. Further, the company may take such necessary action as deemed fit such as action for recovery of salary for the notice period, action for recovery of any materials belonging to the company.
- f. Upon termination or cessation of the employment for any reason whatsoever, or at any other time the Company may request, you shall immediately return to the Company all material(s) belonging to the Company which is in your possession including any of the Company's documents, files, memorandum, notes, plans, records, reports etc. whether they are stored manually or electronically, and including all computer hardware and software, any mobile telephone or other electronic equipment and all Confidential Information as defined in the Non-Disclosure Agreement execute by you simultaneously with this employment letter.
- g. Your employment shall be canceled or terminated at the discretion of the Company, if on verification of the documents and information furnished by you it is found that the said documents or information are false, incorrect or forged.
- h. If the employee is convicted of any criminal offence whilst employed by the employer, it is expected this information is disclosed to the employer immediately. Failure to do so may affect the employee's continued employment with the employer.



CIN:(U72900HR2012PTC045537)

- i. The employee agrees that the employer may require the employee to undergo a criminal record check at any time during employment. Upon the return of the criminal record check if there are any concerns that may, in the employer's view, affect the employee's suitability for continued employment with the employer, this agreement can be terminated at the sole discretion of the employer.
- j. If employee is found guilty of any fraud or dishonesty or acted in a manner which, in the opinion of the Company acting reasonably, brings or is likely to bring you or the Company into disrepute or is materially adverse to the interests of the Company; or are convicted of any criminal offence resulting in imprisonment, the Company may terminate your appointment with immediate effect.

#### **16. Resignation**

- a. In the event of discontinuing the services with the company arising out of an employee's will, an employee can submit his resignation by providing 15 days' notice during probation period and 60 days' notice after confirmation.
- b. Effective date of notice period (15 days or 60 days) as the case may be, shall be the next working day from the day on which the employee tendered his/her resignation.
- c. In case, the last day of notice period is regarded as a weekend for him/her then the last working day before the weekend will be considered as the last day to be served as his/her notice period.
- d. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may, at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period given by you without incurring any liability to pay salary in lieu of remaining notice period. However, if the Company desires you to continue the employment during the notice period, you shall be obliged to do so. The Company reserves





CIN:(U72900HR2012PTC045537)

the right to adjust your balance Earned Leaves against the whole or part of your notice period.

- e. If you are in the middle of an assignment, the company may as per its discretion require you to complete all operative parts of the assignment, as determined by the company before agreeing to relieve you from the services. This can result in the extension of the notice period as per the requirements.
- f. Employees are not authorized to take any leave during the notice period. Any unauthorized absence during the notice period will be considered as a leave without pay and not as a casual leave, sick leave, earned leave whatever the case may be.
- g. In case if any leave is availed during the notice period, the employee is under an obligation to pay an amount of compensation for such default. Also, the company may as per its discretion extend the relieving date of the employee.
- h. You shall not relieve your services unless and until the Company serves you a letter in regard to the same.

#### **17. Personal Data**

- a. The company holds and will hold certain personal information about you as part of its general employee records. Its records may include, but shall not be limited to your name, address, professional qualification and experiences, performance appraisals, disciplinary details and remuneration details.
- b. The company holds such personal data to use a variety of personnel, administration, employee, work and general business purposes.
- c. Your personal data is held on a confidential basis and access is granted to those persons who may use such data for the purposes set out above.



CIN:(U72900HR2012PTC045537)

- d. You will keep us informed of any change in your residential address, your family status or any other personal particulars/ information relevant to your employment as recorded with the company within 3 working days of such change happening.
- e. In signing this agreement, you consent to have your personal data held and processed by the company.

#### **18. Non-Competition**

- a. You shall agree that during the period of your employment with the Company (or any affiliate), you shall not, directly or indirectly, either as a principal, agent, employee, employer, consultant, partner, member, corporate officer or director, or in any other individual or representative capacity, engage or otherwise participate in any manner or fashion in any business that is a Competing Business (as defined below), either in India or in any other place in the world where the Company or any of its affiliates, successors or assigns engages in its business. “Competing Business” means any business, (i) which is related to providing of any Information Technology related services, including but not limited to, software development, quality assurance, testing, implementation, maintenance services and other related services; or (ii) which otherwise competes in any fashion with the business of the Company.
- b. In the event, if you shall have terminated your employment voluntarily or if the Company or its affiliate shall have terminated your employment, following termination of such employment (whether or not such termination occurs during the Term of this Agreement) you shall not, directly or indirectly, either as a principal, agent, employee, employer, consultant, partner, member, corporate officer or director, or in any other individual or representative capacity, engage or otherwise participate in any manner or fashion in any business that is a Competing Business, Client, Associate and/ or Business partners for period of six (6) months



CIN:(U72900HR2012PTC045537)

- c. any contradiction to clause 18 shall be a punishable offence.

#### **19. Non-Solicitation**

- a. You shall agree that during the period of your employment with the Company or any of its affiliates and during the two years' period after the termination of the employment whether voluntary/ involuntary termination with the company, you shall not solicit or induce,
- b. Any officer, director, employee, agent or consultant of the Company or any of its successors, assigns or affiliates to terminate his/her or its employment or other relationship with the Company or its successors, assigns or for the purpose of associating with any competing business, or otherwise encourage any such person or entity to leave or sever his, her or its employment or other relationship with the Company or its successors, assigns or affiliates, for any other reason or hire any individual who left the employment of the Company or any of its affiliates during the immediately preceding one-year period.
- c. Any clients, investors, financing sources or capital market intermediaries of the Company or its successors, assigns or affiliates or any consultants then under contract to the Company or its successors, assigns or affiliates for the purpose of associating with any competing business, or otherwise encourage such investors, financing sources, capital market intermediaries or consultants, to terminate (or diminish in any respect) his, her or its relationship with the Company or its successors, assigns or affiliates, for any other reason.

#### **20. Protection of Business Interest of the Company**

- a. In order to protect the business and interest of the Company, you shall covenant, promise and undertake that you shall not at any time during your employment with the Company and for a period of one (1) year after cessation of your employment, engage, directly or indirectly, whether as owner, promoter, director, shareholder, consultant, retainer, advisor, employee or in any other manner, in any business, conduct or action:



CIN:(U72900HR2012PTC045537)

- That uses any trademark, name or nomenclature used by the Company at any time or any other name that is intended or likely to cause confusion with any name used by the Company; or
- That involves the unauthorized use, disclosure or exploitation of any proprietary or Confidential Information or data of the Company.
- b. You agree and acknowledge that the business of the Company is based on integrity and trust and therefore maintenance of ethical principles and standards of conduct is imperative. Accordingly, you shall never engage in or encourage any disparaging or slanderous acts, comments or remarks against the Company which may result in the erosion of the business interest or the loss of reputation and image of the Company and or its business and affairs.
- c. By conveying your acceptance to the terms and conditions detailed in this employment letter, you agree and acknowledge that the provisions of Clause 20 are reasonable and agreed upon by you for the purpose of protecting the business and goodwill of the Company and that accordingly, these benefits hereof may be assigned by the Company to its successor in title or interest without your consent whatsoever. You also confirm that the payment by the Company of the compensation amount to you constitutes sufficient consideration for you to agree to such conditions of employment.
- d. All other rules and regulations that may apply in your place of work will be available to you immediately after commencement of your employment and you shall duly comply with and adhere to the same. These may be modified from time to time and will be notified to you or by a company-wide memorandum.



CIN:(U72900HR2012PTC045537)

## **21. Non-Disclosure Agreement**

The parties acknowledge entering into a separate Non-Disclosure Agreement relating to the company's proprietary information, annexed and marked as Annexure 2 (Non-Disclosure Agreement). The terms of Non-Disclosure Agreement are incorporated therein by this reference. In the event of conflict between the Non-Disclosure Agreement and this Agreement, the terms providing greater protection to the company and its proprietary information shall be determinant.

## **22. Amendments**

Subject to applicable laws, the company reserves the right to amend its terms and conditions of employment and policies from time to time.

## **23. Severability**

If any provision of this Agreement is held by a court of competent jurisdiction to be contrary to Law, then the remaining provisions of this Agreement, if capable of substantial performance, shall remain in full force and effect. The affected clause shall be replaced by one that most nearly reflects the original intent of the Parties.

## **24. General**

- a.** During and following the employment period, you shall indemnify the Company from and against any claim, loss or cause of action arising from or out of your performance as an officer, director or employee of the Company or any of its subsidiaries or in any other capacity.
- b.** You shall be bound by the Company policy for the time being in force and as varied from time to time.
- c.** The Company will deduct taxes and other statutory dues as may be applicable from time to time from the remuneration payable to you. You will be personally responsible for your tax



CIN:(U72900HR2012PTC045537)

liabilities and other dues. The Company shall also be entitled to deduct any other sums as may be recoverable from you from time to time.

- d. The terms of this Letter of Appointment detailed above are strictly confidential and should be treated as privileged information between you and the Company.
- e. Subject to availability, surface and/or underground parking spaces can be allocated to you. However, you will have to bear the parking charges as levied by the Building Maintenance Agency.
- f. If any provision of this offer letter or agreement is invalid or prohibited under the applicable law, such invalidity will not affect the validity of other provisions contained therein.
- g. You hereby consent for the payment of salary/reimbursements by cheque or credit of salary/reimbursements etc. In your account maintained with the Bank.

## **25. Asset Management**

The Company shall be issuing certain assets such as Laptop/Desktop and related accessories to you. These assets shall be the property of the Company at all times and you will not have any right or interest in the said asset except using such asset during the employment or for such duration as may be decided by the Company. You must ensure that the asset is being used only for official purposes and in the course of the rightful discharge of your duties and not for generating, transmitting, corresponding any content that is contrary to Company policies. This may lead to you being subject to disciplinary or any other appropriate action as per Company policies. The physical security of Company provided laptops is your personal responsibility. You are therefore required to take all reasonable precautions, be sensible and stay alert to the risks. The Company shall bear expenses for assets maintenance and repairs arising out of the normal wear and tear. However, in the event of any damage to the assets arising out of the negligence, misuse or abuse by you, you shall be solely liable to



CIN:(U72900HR2012PTC045537)

make the payment for all the expenses arising therefrom. The Company shall have the right to reclaim such expenses and deduct the same from your monthly salary.

## **26. Governing Law and Dispute Resolution**

- a. This letter of employment shall be construed and governed according to the laws of India and the Courts of Gurugram shall have sole jurisdiction whether they be civil courts, labour courts, industrial tribunals or any other courts or authority of whatsoever nature.
- b. The parties submit all their disputes arising out of or in connection with this Agreement to the exclusive jurisdiction of the Court of Gurugram, Haryana.

## **27. Commitment Agreement**

It is hereby agreed that the employee will not resign or leave the company on his own for at least a period of two years from the date of joining. In case the employee does so, he/she shall be liable to compensate the company with a total of three months salary being drawn by the employee at the time of separation as means of compensation for the loss and expenses suffered by the employer in the training of the employee.

**\*Not applicable for the employees not employed on bond.**

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Signature of the employee



CIN:(U72900HR2012PTC045537)

## **28. Entire Agreement**

This Letter of Appointment and Agreement constitutes the entire understanding relating to your employment with the Company and supersedes all the prior agreements, written or oral with respect to your employment by the Company.

We hope that you will find the foregoing terms acceptable. You are requested to indicate your acceptance to these terms and conditions and thereby accept this letter of Appointment by signing and dating the same.

Yours faithfully

---

Authorized signatory

## **Acceptance**

I have read, understood and agreed to accept the employment with the company and above-mentioned contents of this contract and its appendices that collectively represent my terms and conditions of my employment with the company, and agree to abide by the same.

---

Signature of employee

Candidate Name

Date:





CIN:(U72900HR2012PTC045537)

## **ANNEXURE 1**

**Name:** Candidate Name

**Position:**

<b>ANNEXURE-1</b>		
<b>S.No.</b>	<b>Salary Components</b>	<b>Yearly</b>
1	Basic Salary	
2	House Rent Allowance	
3	Conveyance Allowance	
4	Special Pay	
5	Bonus	
	<b>Sub Total- Salary (A)</b>	
	<b>Annual Component/Reimbursements</b>	
6	Leave Travel Allowance	
7	Flexi Basket (non-Taxable) (Food Coupons, Internet, Gift Voucher etc)	
8	Provident Fund	
9	Medical Insurance	
10	Gratuity	
	<b>Sub Total- (B)</b>	
	<b>Variable components</b>	
11	Performance Bonus@100% achievement Level#	
	<b>Fixed CTC</b>	
	<b>Total CTC</b>	



CIN:(U72900HR2012PTC045537)

## **ANNEXURE 2**

### **NON DISCLOSURE AGREEMENT**

This **Non-Disclosure Agreement** (hereinafter the “**Agreement**”) is made at Gurugram on (Effective Date)

#### **BETWEEN**

**Think Future Technologies Private Limited**, company incorporated under the provisions of the Companies Act, 1956, having its office at First Floor, AIHP Tower 249G, Udyog Vihar, Phase-IV Gurgaon 122015, Haryana, India (hereinafter the “**Company/TFT**” which expression shall unless repugnant to the subject or the context mean and included its successors, nominees or assigns)

#### **AND**

**Candidate Name**, an individual resident of (hereinafter the “**Employee**”)

**Company/TFT** and **Employee** are individually referred to as “**Party**” and collectively referred to as “**Parties**”.

**NOW, THEREFORE IN CONSIDERATION OF THE PREMISES SET FORTH HEREIN THE PARTIES AGREE AS FOLLOWS:**

#### **1. CONFIDENTIAL INFORMATION AND PROTECTION OF CONFIDENTIAL INFORMATION.**

- i. Confidential Information. For the purpose of this Agreement, the term “Confidential Information” means all information, oral or written and whether labelled as confidential or not, that is not generally known and which is obtained, learned, discovered, developed,



CIN:(U72900HR2012PTC045537)

created or conceived by the Employee during the Term of the employment from the Company or any Company affiliate. The term Confidential Information shall include, but shall not be limited to:

- a. Technical Information: Methods, processes, formulae, compositions, systems, techniques, inventions, machines, computer programs, research projects, discoveries, algorithms, product information, research and development information, notes, ideas, design, analyses, compilations, studies, training materials and other business documents;
  - b. Technical know-how, trade secrets, trademarks, trade design, patent, copyright and other intellectual property rights; and
  - c. Business Information: pricing data, sources of supply, financial data and marketing, production, or merchandising systems or plans, gross profit margins, selling strategies, customer lists, customer information, supplier lists and information, distributors lists and information, the fact and content of the communications and discussions between the Company and the Employee relating to provision of services.
  - d. Confidential Information shall also include any other information of the Company which is to be kept confidential.
- ii. Confidential Information does not include any information which:
- a. was lawfully in the possession of the Employee at the time of disclosure to the Employee and which the Employee acquired otherwise than from the Company;
  - b. was otherwise generally known in the public domain at the time of disclosure to the Employee;
  - c. become generally known in the public domain other than as a result of the breach of this Agreement by the Employee;



CIN:(U72900HR2012PTC045537)

- d. is required to be disclosed by law or regulation provided that the Employee requests confidential treatment of such Confidential Information to the extent permitted by law, when requested or required by any court of competent jurisdiction or when required by the laws or regulations of any competent jurisdiction; or
  - e. is independently developed by the Employee without the use of or reference to the Confidential Information.
- iii. Obligation to Protect Confidential Information: The Employee, during the Term of this Agreement and any time after the termination of this Agreement, irrevocably undertakes for the benefit of the Company that:
- a. the Confidential Information will be kept safe in a secure place and properly protected against theft, loss and unauthorized access. Employee will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other Confidential Information, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter;
  - b. the Confidential Information will be treated as confidential and Employee shall limit the disclosure to the maximum extent possible and Confidential Information will not, without our prior written consent of the Company, be disclosed by the Employee to any other third party, except as required in the lawful performance of Employee's duties to the Company; and
  - c. The Employee acknowledges that the Confidential Information and any Company and shall remain the Company's sole property and its disclosure shall not confer on the Employee any rights over the Confidential Information whatsoever. On the Company's written request, the Employee shall use reasonable endeavors to return to the Company the Confidential Information in whatever form in the Employee's possession, and the Employee shall delete



CIN:(U72900HR2012PTC045537)

and remove all Confidential Information from any database or document retrieval system into which it may have been placed.

- iv. Notwithstanding the provisions of Section iii above, Employee may disclose Confidential Information of the Company pursuant to a request or order made pursuant to applicable law, regulation or legal process, provided that (i) the Employee gives the Company prompt notice of such request or order so that the Company has ample opportunity to seek a protective order, confidential treatment, or other appropriate remedy to such request or order, (ii) the Employee provides the Company with all reasonable assistance (at the Company's expense) in opposing such required disclosure or seeking a protective order or confidential treatment for all or part of such Confidential Information, and (iii) the Employee discloses only such portion of the Confidential Information as is either permitted by the Company or required by the court, tribunal, governmental agency or other authority, subject to any protective order or confidential treatment obtained by the Company.
- v. Upon cessation of the employment of the Employee or any time on the written notice to the Employee the Company can procure either (i) the return to the Company, of all Confidential Information held by the Employee (without keeping any copies, extracts or other reproductions thereof, except as required by any applicable law or regulation) or (ii) (except as otherwise required by applicable law or regulation) the destruction of the same and, in either case, Employee will, on written request, provide the Company with a declaration made after due and careful enquiry and signed by a duly authorized officer certifying that the Employee has complied with its obligations under this clause.

## **2. WORK PRODUCT**

- i. Original Development: Employee represent and warrants to the Company that all the work that is performed by the Employee on behalf of the Company and the clients, and all work products that is produced, including but not limited to software, documentation, ideas,



CIN:(U72900HR2012PTC045537)

designs, inventions, processes, algorithms, etc., (“Work Product”), will not knowingly infringe upon or violate any patent, copyright, trade secret, or other Intellectual Property right of any of the former employers or of any other third party.

- ii. Disclosure: Employee will promptly disclose to the Company all Work Product developed by the Employee within the scope of employment with the Company or which relates directly to, or involve the use of, any Confidential Information, including but not limited to all software, concepts, ideas and design, and all documentation, manuals, letters, pamphlets, drafts, and other writings or tangible things of any kind.
- iii. Copyright Ownership: Employee acknowledges and agrees that all Work Product which is made by the Employee (solely or jointly with others) within the scope of employment and which is protected by copyright is being created at the instance of the Company and is ‘work made for hire’.
- iv. Assignment of Work Product: Employee shall assign to the Company all of Intellectual Property rights, title and interest in and to all Work Products prepared by the Employee. Whether patentable or not, made or conceived in whole or in part by an Employee within the scope of employment by the Company, or that relates directly to, or involves the use of Confidential Information. Employee will execute all documents reasonably requested by the Company to further evidence the foregoing assignment and to provide all reasonable assistance to the Company (at the Company expense) in perfecting or protecting and or all of the Company’s rights in the Work Product.
- v. Existing Intellectual Property of Employee: Employee acknowledges that any existing intellectual property owned by the Employee at the Date of Joining should be disclosed to the Company. The Employee further warrants that any Work Product developed by the Employee for the Company during the term of their employment, incorporating such intellectual property would be considered work made for hire and Employee shall assigns to



CIN:(U72900HR2012PTC045537)

the Company all of intellectual property rights, title and interest in and to all such Work Products prepared by the Employee.

### **3. THIRD PARTY INFORMATION**

Employees shall recognize that Company may receive and will receive confidential or proprietary information from its customers as well as third parties subject to a duty on Company part to maintain the confidentiality of such information and to use it only for certain limited purposes. During the term of my employment and thereafter, the Employee will not disclose such confidential or proprietary information to anyone except as necessary in carrying out work for the Company and consistent with Company's agreement with such customers or third parties. Employees will not use such information for the benefit of anyone other than Company or such third party, or in any manner inconsistent with any agreement between Company and such third party.

### **4. UNAUTHORISED SYSTEM ACCESS AND SOFTWARE**

- i. Employees have a responsibility to ensure that computerised data is accurate and kept secure. Accordingly, Employee shall ensure not to disclose personal data without written authority of the Company not to access information or systems not directly relevant to your job responsibilities;
  - not to treat any personal data carelessly;
  - to lock all printouts away in opaque storage when not in use; and
  - not to disclose your computer password to any unauthorized person.
- ii. Non-compliance with the above is a serious offence and can result in Employee's prosecution.



CIN:(U72900HR2012PTC045537)

- iii. Use of unauthorised software on any company equipment or the use of authorised software on any personal or non-company equipment is forbidden. In addition, unauthorised access (or attempt to access) of any data maintained on computer systems is forbidden.
- iv. The use of unauthorised software or breach of above mentioned policy, without the express prior approval of senior management, will be considered as gross misconduct by an Employee and a material breach of Company regulations resulting in disciplinary action against the Employee for which the Employee shall be liable.

## **5. TERM**

The Employees obligation to protect Confidential Information as defined in this Agreement shall continue throughout the term of the employment with the Company and remain in effect after the termination of Employee's employment.

## **6. INJUNCTIVE RELIEF**

The Employee agrees that the Company may be irreparably harmed by any breach by the Employee of the provisions of this Agreement and that damages alone may not be an adequate remedy for such breach and, accordingly, without prejudice to any other rights or remedies that the Company might have, the Company shall be entitled, without proof of special damage, to the remedies of injunction, specific performance, monetary relief and other equitable relief for any threatened or actual breach by the Employee of the provisions of this Agreement.

## **7. GENERAL TERMS**

- i. Governing Law and Jurisdiction: This Agreement and our respective rights and obligations shall be governed by, and construed in accordance with, the laws of India and the parties irrevocably submit to the non-exclusive jurisdiction of the Courts of Haryana.
- ii. Non-Waiver: No failure or delay by either party or time or indulgence given in exercising any remedy, right, power or privilege in relation to this Agreement shall operate as a waiver





CIN:(U72900HR2012PTC045537)

of the same nor shall any single or partial exercise of any remedy, right, power or privilege preclude any further exercise of the same or the exercise of any other remedy, right, power or privilege.

- iii. Assignment: The Employee shall not be entitled to assign the benefit or the burden of any provision of this Agreement to any third party without our prior written consent of the Company.
- iv. Notices: Notices and other communications required or permitted pursuant to this Agreement, shall be in writing and shall be delivered personally, or by speed post or by mail, or sent by confirmed facsimile transmission to the other party, or by use of professional overnight courier service, at the addresses set forth above.
- v. Prior Employment: Employee should not be subject to any restrictive covenant resulting from any previous employment or engagements with any other employers that effect Employee's ability to perform the job or meet any condition of this Agreement.
- vi. Non Solicitation: All the employee deployed either at TFT's client location or base location shall not join the TFT's clients company through direct or indirect means while being employed with TFT and 1 (one) year post termination of his/her employment with TFT.
- vii. Client Promotion: During his/her employment at TFT, the employee shall communicate to TFT any likely business opportunity, resource requirement and/or any other information of past, present and possible clients that can affect TFT. In addition to it the employee is under an obligation to restrict himself/herself from sharing/communicating any details of clients externally via his/her social media, word of mouth and/or any medium whatsoever.

## 8. NO REPRESENTATION OR WARRANTY

- i. The Company does not accept responsibility or liability for, or make any representation, statement or expression of opinion or warranty, express or implied, with respect to, the accuracy or completeness of the Confidential Information or any oral communication in



CIN:(U72900HR2012PTC045537)

connection therewith unless and save to the extent that such representation, statement, expression of opinion or warranty is expressly incorporated into any legally binding contract between the parties.

- ii. The Company is under no obligation to provide access to any Confidential Information or to update, or correct any inaccuracies which may become apparent in the Confidential Information disclosed unless and save to the extent that such Confidential Information is the subject of or relates to a representation, statement, expression of opinion or warranty that is expressly incorporated into any legally binding contract between the parties.

**IN WITNESS WHEREOF** each of the Parties hereto has duly executed this Agreement as of the date and year first above written

**Accepted and Agreed**

**For Think Future Technologies Private Limited**

(Authorised Signatory)

Date:

**Accepted and Agreed**

**Employee**

(Signature)

Date:



CIN:(U72900HR2012PTC045537)

## **ANNEXURE 3**

### **MATERNITY LEAVE POLICY OF TFT**

Think Future Technology Private Limited (“TFT”) is taking progressive steps to assist employees during significant life events through company-paid time for maternity leaves. These leave benefits are intended to allow employees paid time off to bond with their child before returning to work.

These policies are available to eligible **TFT female employees** only.

#### **1. TFT MATERNITY LEAVE**

##### **1.1 ELIGIBILITY**

- a. TFT’s female employee who:
  - i. delivers a baby (i.e. birth mother), or
  - ii. legally adopts a child below the age of 3 months (i.e. adoptive mother), or
  - iii. is a commissioning mother. Commission mother means a biological mother who uses her egg to create an embryo implanted in any other woman.
- b. The female employee is required to work for at least a period of 80 days in the past 12 months with TFT, to be eligible to avail the benefit under this policy.

##### **1.2 MATERNITY LEAVE**

- a. Any female employee having less than two surviving children will be entitled to 26 (twenty-six) weeks of maternity benefits of which not more than 8 (eight) weeks shall precede the date of her expected delivery.



CIN:(U72900HR2012PTC045537)

- b. A female employee having two or more surviving children shall only be entitled to 12 (twelve) weeks of maternity benefit of which not more than 6 (six) weeks shall be taken prior to the date of the expected delivery.
- c. A female employee who adopts a child below the age of 3 (three) months, or a commissioning mother will be entitled to Maternity Benefit for a period of 12 (twelve) weeks from the date the child is handed over to the adopting mother or the commissioning mother as the case maybe.
- d. Maternity benefit rate is 100% of average daily wage as defined under the Act.
- e. The twenty-six (26) and twelve (12) calendar weeks are inclusive of rest days, off days and public holidays.
- f. Maternity Leave generally begins on the date requested by an eligible employee and must be taken continuously upon the birth or adoption of the child.
- g. To minimize business disruption, after availing the Maternity leave, employee cannot take any additional time off immediately, except in case of any medical emergencies.
- h. It is mutually agreed between the parties that the employee shall be required to serve for a period of One(1) year after availing the maternity leaves failing which she shall be liable to compensate the company with a total of three months gross salary being drawn by the employee at the time of separation as means of compensation for the loss and expenses suffered by the employer in the training of the employee.

### **1.3 OTHER LEAVES**

- i. Miscarriage leave – In the event of miscarriage, a female employee, on production of medical certificate to that effect will be entitled to leave with wages at the rate of maternity benefit, for a period of six weeks immediately following the day of her miscarriage.



CIN:(U72900HR2012PTC045537)

- ii. Illness arising out of pregnancy leave - The Act provides for extended Maternity Leave in case of illness arising out of pregnancy, delivery, premature birth of child

This leave is in addition to the period of absence allowed to woman under the Act.

In such cases the woman, subject to production of prescribed proofs, is eligible to a maximum of one month (30 calendar days) leave in addition to the Maternity Leave.

A certificate from a registered medical practitioner, must support any extension of leave beyond the Maternity Leave on medical grounds.

This leave can be taken during pregnancy or after delivery of the child. It does not need to be taken consecutively with the Maternity Leave. If taken after the delivery of the child, this leave must be taken before the child turns one year of age.

As per Section 10 of the MBT Act, 1961, this leave can only be availed based on the medical condition of the mother.

- iii. If a female undergoes a tubectomy operation then on production of proof supporting her contention, she'll be entitled to leave with wages at the rate of maternity benefit for a period of two weeks immediately following the day of her tubectomy operation.

## **2. INITIATING MATERNITY ,AND RETURNING TO WORK**

- a. You must inform the HR department as soon as practical, before starting your maternity leave. You should provide as much notice as possible to give your manager more time to plan for your absence.
- b. You should work out an arrangement with your manager on how and when you intend to take the leave.
- c. In case of emergency, you (or a representative) must notify your manager or Human Resource as soon as practical.



CIN:(U72900HR2012PTC045537)

- d. You can submit your application for maternity leave on the leave tracking tool/HCMEngine along with your doctor's certification of the expected date of delivery or relevant document for adoption, at least 30 days before the start date of your maternity leave.
- e. You should contact your manager and human resource department no later than 5 working days prior to the scheduled end date of your leave to confirm your return to work date. If there are any changes to the scheduled date, you must notify your manager and Employee Resource Center of the new return to work date as soon as possible.

### 3. **GENERAL**

- a. Additional documentation and certification may be required for verification purposes.
- b. Employees who fail to return within five days of the specified return to work date, accept other employment (including self-employment) for compensation while on leave, or are found to have falsified any information about the leave, including dates and reasons for the leave, will be considered grounds for termination.
- c. To review the statutory requirement, click below:

[https://labour.gov.in/sites/default/files/The%20Maternity%20Benefit%20Act%2C%201961\\_0.pdf](https://labour.gov.in/sites/default/files/The%20Maternity%20Benefit%20Act%2C%201961_0.pdf)

<https://labour.gov.in/sites/default/files/Maternity%20Benefit%20Amendment%20Act%2C%2017%20.pdf>



THINK FUTURE TECHNOLOGIES

# INDUCTION

[www.tftus.com](http://www.tftus.com)



# About TFT

FOUNDED IN 2006

**We currently stand strong with 400+ employees globally**

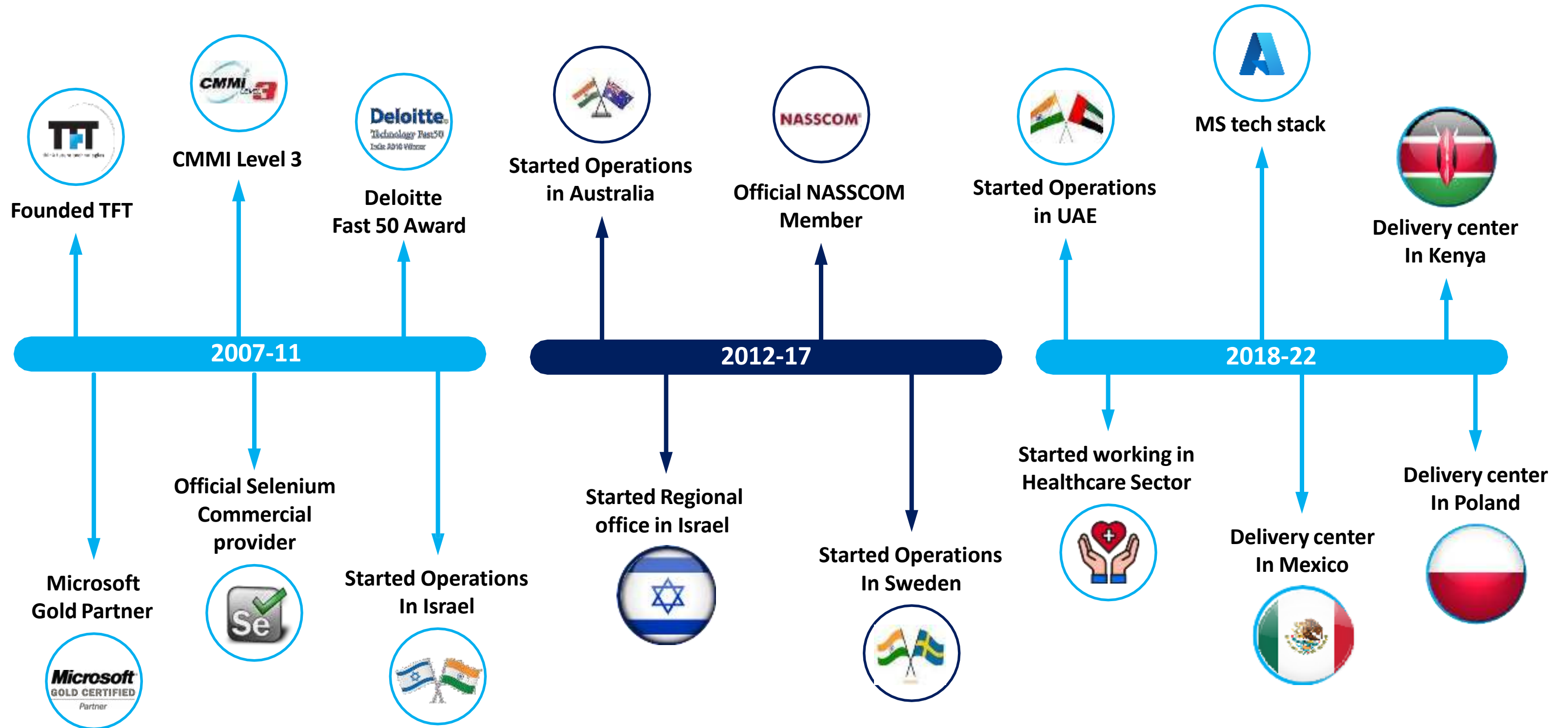
We are a CMMI Level 3 Certified and operate globally with our H Q based in Gurugram, Haryana

We at Think Future Technologies (TFT) provide Technology Services to our customers, enabling them to achieve superior business outcomes. We come in as a trusted Partner completely owning the Technology piece. We brainstorm your business problems, arrive at the right solution framework, deploy the right blend of technical resources, and thereon provide optimal delivery at every step of the project implementation.





# Timeline





# Services



**Web Apps  
Development**



**QA & Test  
Automation**



**Performance  
Testing**



**Security Testing**



**Mobile Apps**



**Artificial Intelligence**



**Cloud Services / DevOps**



**Data Engineering & BI**



**IoT Product Engg.**



**Development  
& Testing**



**Robotic Process  
Automation**

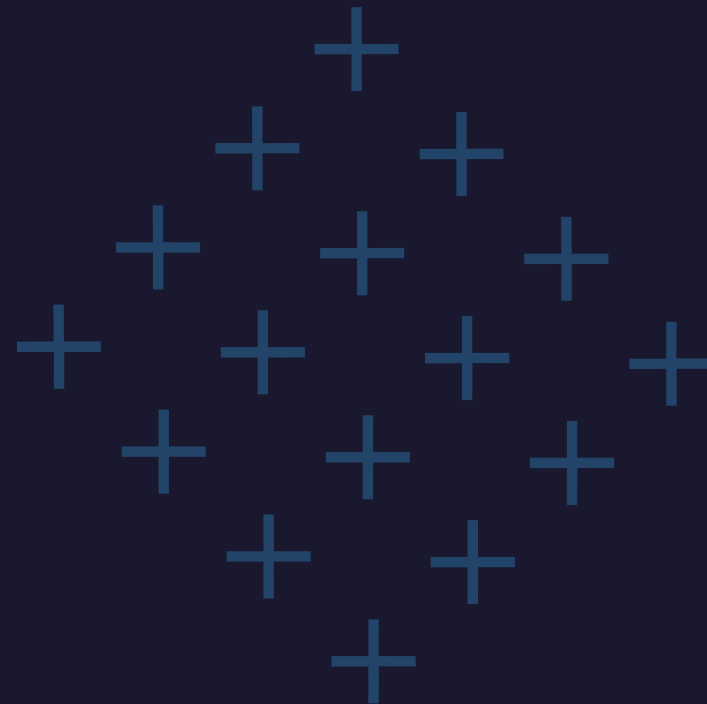


**Maintenance  
& Support**

# VISION

To be the preferred one-stop technology solutions provider, delivering superior business value to our clients through innovation.

&



# MISSION

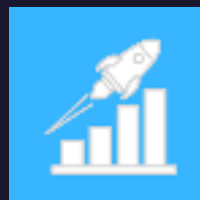
To acquire and retain clients in our target geographies by using innovative practices for achieving operational excellence, people development, and customer delight.

# Our Values



## Customer Centricity

- Understanding the customer
- Building strong customer relationships
- Exceeding customer expectations



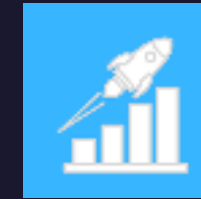
## Integrity

- Doing the right thing when no one is watching
- Being honest and truthful in our words and actions



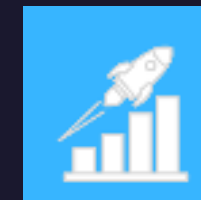
## Ownership

- Being persistent in achieving goals despite challenges
- Taking responsibility & accountability for our work
- Committing to deliver work undertaken
- Contributing to process adherence & improvement



## Teamwork

- Understanding the customer
- Building strong customer relationships
- Exceeding customer expectations



## Continuous Improvement

- Proactively exploring new technologies
- Learning from past experiences
- Creative problem solving
- Critical thinking: exploring all avenues to find the best solution

# Policies & Benefits



## Leave & Attendance

- 5 days working
- 7 CL, 7 SL, 15 EL, 7 Covid Leaves, 3 Paternity Leaves, Maternity Leaves
- EL encashment on basic salary, conversion of CL/SL into EL
- 9 hours working per day, but flexible (40-45hrs in a week)



## Training & Development

- Internal & External training opportunities
- Shadowing in other projects
- Cross functional & Cross domain opportunities
- Quick project changes & movements



## Incentives

- Shift allowances
- Deputation allowances
- Referral bonuses
- Professional Certification reimbursement
- Comp-offs & extra working hours compensation
- Group medical insurance
- Monthly Ideation Forum
- Team Luncheons



# Tools & Platforms

**keka**

loopa

Google Workspace  
M 31

 **slack**

 **amber**  
by InFeedo



**ADP**®

# Key Partners



Vijay K Gupta  
CEO



Vijay Khanna  
Director of Technology



Mani Agrawal  
COO, TFT Mexico



Daniel Gelman  
General Manager, Israel



Pankaj Nema  
COO, TFT Bhopal



Rahul Roy  
COO, TFT Durgapur



Viniak Dev Gupta  
COO, TFT Jammu



Prakhar Gupta  
AVP, Alliances & Partnerships



Astha Gupta  
Assoc. Manager, Legal

# Key Stakeholders

## IT Team



Vinod Sharma  
Manager, IT

- Email: [itadmin@tftus.com](mailto:itadmin@tftus.com)
- Responsible for all IT infra management & support
- We reach out to them for hardware & software requirements

## RM Team



Swapnil Singh  
Resource Manager

- Email: [resources@tftus.com](mailto:resources@tftus.com)
- Responsible for people allocation & alignment to projects
- We reach out to them for project/work related concerns, requests & support

## Admin Team



Mritunjay Sharma  
Admin Manager

- Email: [admin@tftus.com](mailto:admin@tftus.com)
- Responsible for office administration, management & upkeep
- We reach out to them for assets transfers, deliveries, office support

## Accounts Team



Vipin Patni  
Asst. Manager, Accounts

- Email: [accounts@tftus.com](mailto:accounts@tftus.com)
- Responsible for all company & employees' financials
- We reach out to them for salary & benefits related concerns & support



# HR Team!



Email:

- [hr@tftus.com](mailto:hr@tftus.com)
- [recruiter@tftus.com](mailto:recruiter@tftus.com)
- Responsible for end to end employee lifecycle management
- We reach out to them for all general and specific queries & support

# Things to do on Day 1



Activate your official Google account and enable two-factor authentication



Sign up on Plum (GMI) using the invite received in your official Gmail account



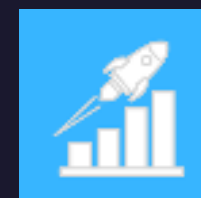
Upload all the required documents on Keka (PAN, Aadhar, Relieving letter etc.)



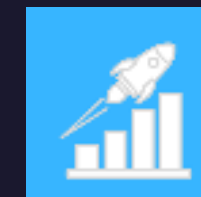
Share your casual picture (not passport size)



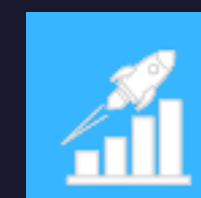
Create your Email Signatures using the provided format



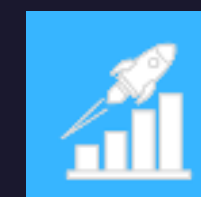
Activate your Keka account using the invite received in your official gmail account



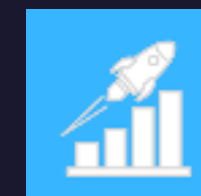
Join us on slack using the link mentioned in the Induction Toolkit



Be active on Gmail and Gchat, reach out to HR in case of any queries/concerns



Update your CV in TFT Format (Format to be shared over email)



Upload your closeup picture (without sunglasses) on Google Account, Keka, & Slack

# Next Steps in Onboarding



Please share your relieving and experience letters with the HR team as soon as you receive them



We will share your profile with the entire TFT family in a welcome aboard email to introduce you formally



TFT will conduct an employment background verification within a month of your joining



The HR team will connect with you for a pulse check after three months of your joining in an Ice Breaking session



Our Chief Caring Officer, Amber will reach out to you at different milestone completions (15, 30, 45 days etc). Please share your honest feedback with her.



The HR Department will have a 1:1 CTC discussion with you and help you in restructuring your CTC

# Important Things to Remember



Your first month's salary will be credited by the 15th of the next month



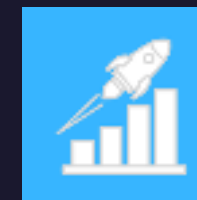
From the second month onwards, your salary will be credited by 1<sup>st</sup> of each month



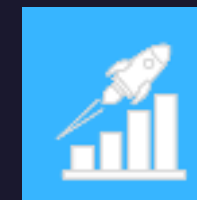
After you receive the IT Assets, please send a picture of the Assets Assigning Form to HR, IT and Admin



Please do not use the client's name on any social media platform or other public platforms. The company will take necessary actions in case of any violation of this rule



In case you are not aligned in a project or do not have any work, please reach out to the HR Team



If you do not regularize your attendance or mark any leaves for any day, Keka will mark a penalty and deduct an EL or mark it as an LWP



You will not be able to apply for RH during your probation period

# Things to do on Keka



Mark your attendance daily by clocking-in and clocking-out in real time



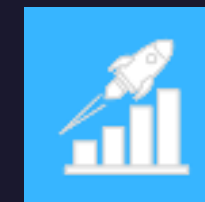
Mark your leaves in advance, as and when you plan them



Regularize your attendances on the next day itself, in case of any misses

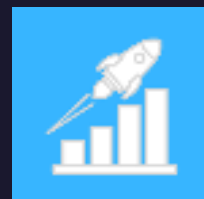


Update your profile on Keka: Add your personal, professional and educational details



Helpdesk – Use the ticketing system on Keka to raise tickets to support teams for any queries/concerns

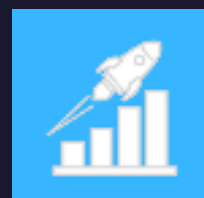
# WFH - Best Practices



Away from Keyboard  
(AFK)/Break alerts



RH alerts: RH being announced  
on the day of RH is a “BIG NO!”



Prefer Laptop / desktop over  
mobile phone



Ensure you have a good internet  
connection and proper electricity



Planned leave alerts : Thumb rule  
is, to announce it the day you plan  
it.



Invitation: Always respond to the  
meeting invitations as soon as you  
receive them.



Speak out during Standups and  
Client Calls



Email Etiquettes



# Appraisal & Probation Completion

## Appraisal Process

Appraisals are done yearly –

- upon completion of one year of service with the company for full time employees and
- upon completion of one year of service from the date of probation completion for trainees

Appraisals process is initiated by gathering feedback from the RMs, peers and clients and by the partners themselves (self-evaluation)

## Probation Completion

The probationary period is generally 3 months long during which the performance of the partner is evaluated by the RM and HR. Upon receiving feedback from the RM, the probationary period is completed or extended depending upon the feedback.



# Fun @ TFT

**We work hard, but party harder!**

Festival celebrations, company trips,  
team lunches, we do it all!





# Rewards & Recognitions

## Core Value Awards

Partners who exemplify TFT's Core Values are rewarded with exciting gifts and admiration by all.



## Long Term Service Awards

We appreciate your dedication and loyalty! And so we reward all partners who have served with us for 3, 5, and 10 years.



# TFT - Regional Presence in India



At TFT we're serious about building solid relationships, which is why we're always keen to expand our business operations to various locations to offer cutting edge solutions to businesses.

TFT Bhopal



TFT Durgapur



TFT Gurugram

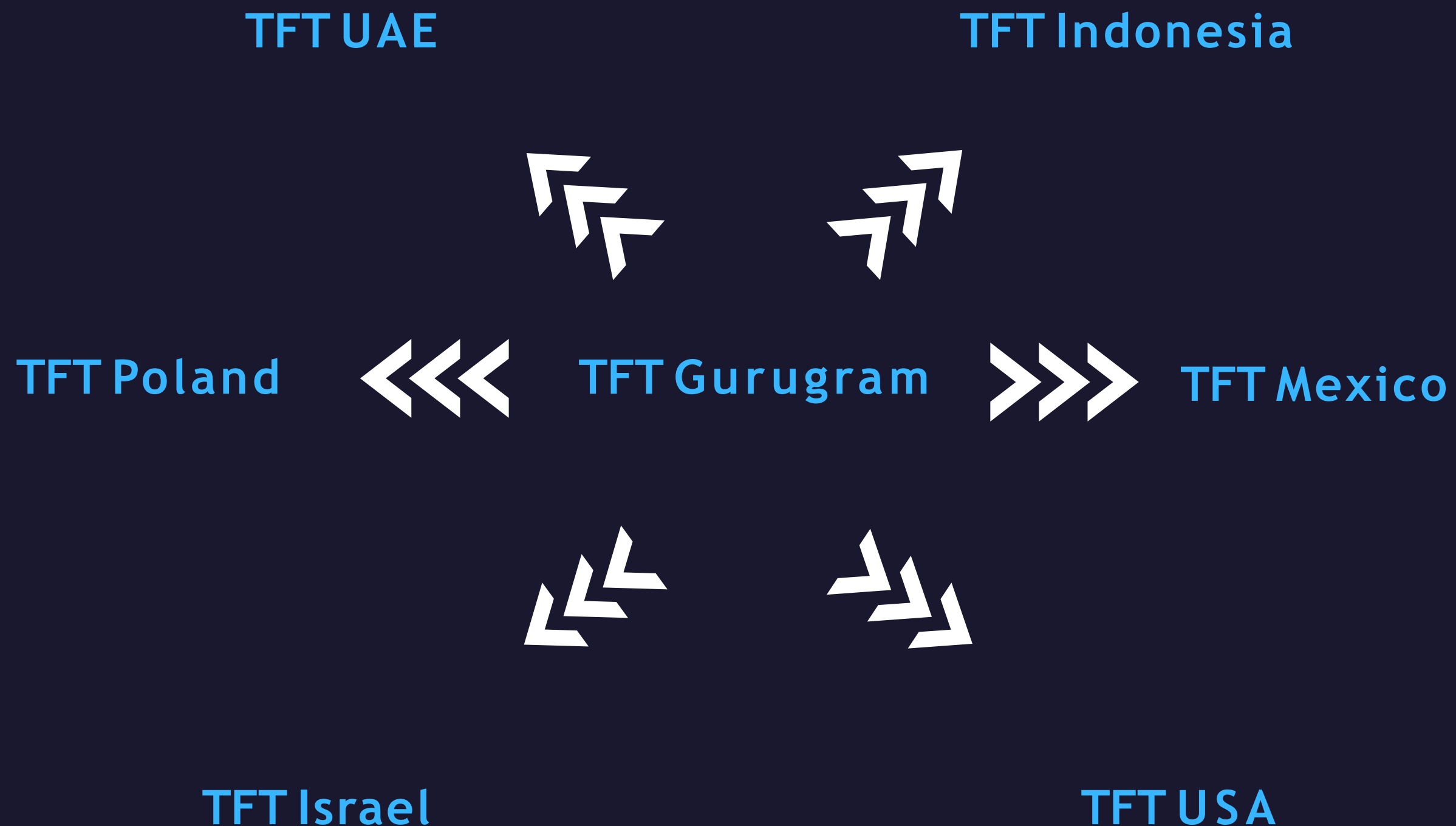


TFT Jammu

# TFT - Global Presence



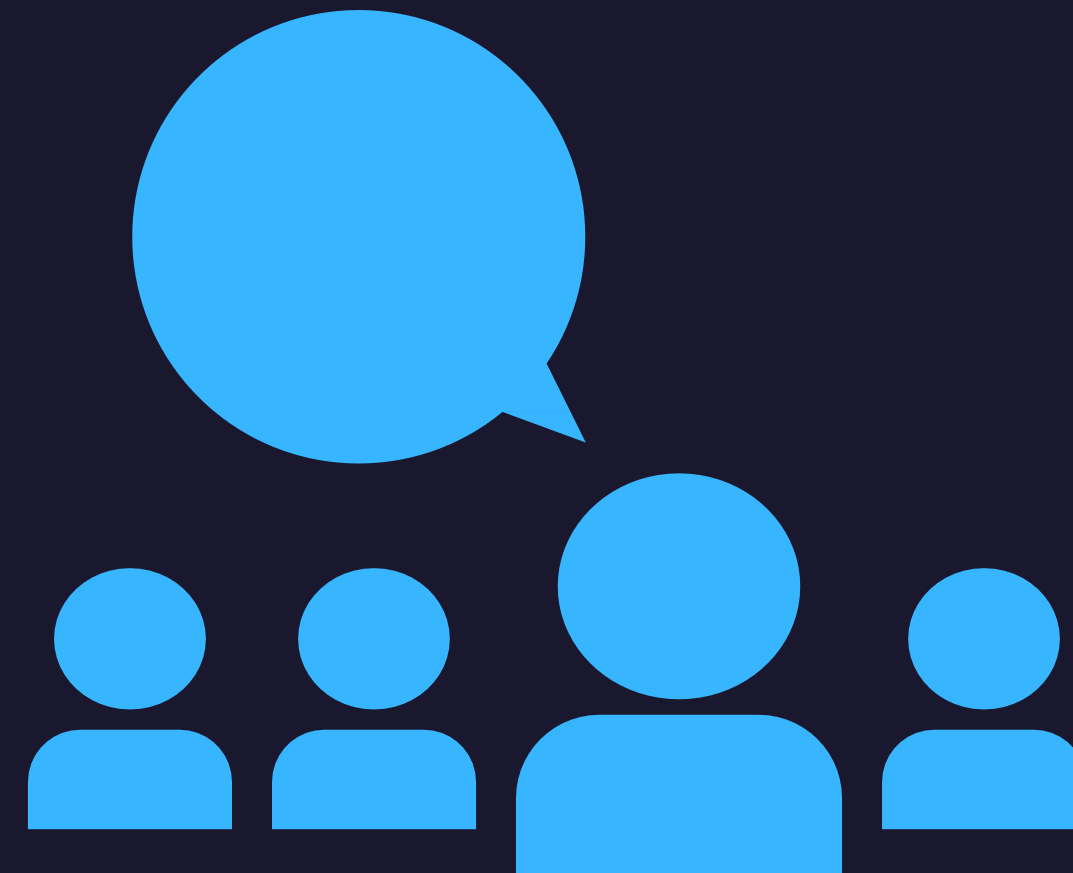
At TFT, we are driven by ambition and a mission to serve our customers in the best way possible. So we have expanded our services globally, which will allow us to better serve our customers and provide even more great solutions and services.



# Flexibility in Type of Employment

## Consultant Model

- We offer an alternate form of employment to some of our partners i.e The Consultant Model.
- This model helps our partners in saving taxes as only 50% of their income is taxable.
- Please note that one needs to complete one year of full time service with TFT to opt for the Consultant Model (It will still be contingent on the Management's approval)



**That's it, folks!**  
**Welcome Aboard!**





Prompt	
what is DBF?	DBF, short for Demand Based Fulfilment, is a sophisticated software designed to streamline workforce management. With this tool, both employees and our dedicated resources team can maintain a comprehensive record of employee profiles, their skills, and the projects they are currently engaged in. This platform also empowers employees to regularly update their skill sets and even add relevant artifacts, ensuring accurate and up-to-date information at all times.
how to use DBF?	To access DBF, please log in using the credentials provided by the organization. You are encouraged to explore the platform freely, where you can view projects, employees, their respective tech stacks, and conveniently update your skills as needed. Your active participation is valued in maintaining accurate and dynamic records within the system.
how to find employee list based on skills?	To find a list of employees based on specific skills, employees can utilize the Employee List module. Within this module, a convenient search bar and advanced search options are available. By entering relevant skills or using advanced filters, employees can easily access a refined list of colleagues possessing the desired skill sets.
how to find project list based on skills?	To find a list of projects based on specific skills, employees can navigate to the Project List module. Within this module, there is a user-friendly search bar where employees can input either specific skills or project names. By utilizing this feature, employees can swiftly access projects aligned with their expertise, fostering efficient collaboration and optimal project allocation within the organization.
how to find my project list?	To access their project list, employees can simply navigate to the "My Projects" module. Within this section, they will find a comprehensive list of all the projects they are currently assigned to in DBF. This streamlined feature ensures employees have instant visibility into their ongoing projects, allowing for better organization and efficient project management.
what is the purpose of DBF?	The purpose of DBF is to serve as a comprehensive platform utilized by employees, resource teams, sales teams, and TA teams to streamline various business requirements. It acts as a central hub where employees can access essential project information and gain insights into the skills of their partners. By facilitating seamless communication and knowledge sharing, DBF enhances collaboration among teams, ensuring efficient project allocation and fostering a culture of continuous improvement within the organization.
how to find my skills?	To view and manage their skills, employees can navigate to the "My Skills" module. Within this section, employees will find a detailed overview of their domain expertise and specific skills. This feature not only provides employees with a clear understanding of their proficiencies but also allows them to edit and update their skills and domain as needed. By empowering individuals to keep their skillset current, this module supports continuous growth and adaptability within the organization.
how to fetch details of projects?	To access their project list, employees can simply navigate to the "My Projects" module. Within this section, they will find a comprehensive list of all the projects they are currently assigned to in DBF. This streamlined feature ensures employees have instant visibility into their ongoing projects, allowing for better organization and efficient project management.
how to find skills based on project list?	To find skills based on a project list, employees can explore the "Project Details" section within the project management module. Here, each project is accompanied by a detailed description, including the required skills and expertise. By reviewing these project profiles, employees can identify the specific skills needed for each project. Additionally, employees can engage with team members and project managers to gain more insights into the skills essential for successful project completion. This approach ensures employees can align their skills with the project requirements, promoting effective collaboration and project delivery.
how to fetch skills based on employee list?	To fetch skills based on an employee list, team members can utilize the Employee List section within the company's database. Within this module, there is a user-friendly search bar and advanced search options available. By entering specific skills or utilizing advanced filters, employees can efficiently access a refined list of colleagues possessing the desired skill sets. This streamlined approach ensures precise skill matching, enabling effective collaboration and resource allocation within the organization.

where can I use DBF?	To access DBF, please log in using the credentials provided by the organization. You are encouraged to explore the platform freely, where you can view projects, employees, their respective tech stacks, and conveniently update your skills as needed. Your active participation is valued in maintaining accurate and dynamic records within the system.
How can I update my skill from entry level ReactJs to expert?	To enhance your skill level from entry level to expert in ReactJs, follow these steps: <b>Navigate to My Skills:</b> Go to the "My Skills" section on your profile dashboard. <b>Edit Skill Level:</b> Find the specific skill, in this case, ReactJs, and click on the "Edit" button associated with that skill. <b>Update Skill Proficiency:</b> In the editing interface, adjust your proficiency level from entry to expert. <b>Save Changes:</b> Don't forget to save your changes to ensure your updated skill level is recorded.
Where can I add certificates for my new skills?	To add certificates for your new skill, follow these steps: <b>Navigate to Artifacts Section:</b> Access the Artifacts section on DBF, which is designed for documenting your qualifications and certifications. <b>Click on "Add New":</b> Look for the "Add New" button within the Artifacts section. <b>Upload Certificate:</b> Select the option to upload your certificate. Provide all relevant details such as the date of issue, issuing agency, and any other necessary information. <b>Save</b> <b>and Verify:</b> After uploading the certificate and entering the required details, save the information. It's always a good practice to double-check the accuracy of the entered data. By adding your certificates through this process, you ensure that your skills and qualifications are accurately documented in the system, contributing to a comprehensive and updated profile.
Where can I check my partner's skills?	Access DBF using your credentials to log into the platform. Inside the Employee List module, you can find a comprehensive list of all employees along with their respective skills. If you are looking for a particular partner, use the search bar to enter their name. This will direct you to their profile, where you can find detailed information about their skills and expertise. By utilizing these steps, you can easily access and review your partner's skills, facilitating efficient collaboration and project allocation within the organization.
Where can I check my colleague's skills?	Access DBF using your credentials to log into the platform. Inside the Employee List module, you can find a comprehensive list of all employees along with their respective skills. If you are looking for a particular partner, use the search bar to enter their name. This will direct you to their profile, where you can find detailed information about their skills and expertise. By utilizing these steps, you can easily access and review your partner's skills, facilitating efficient collaboration and project allocation within the organization.
Where can I check my employee skills?	Access DBF using your credentials to log into the platform. Inside the Employee List module, you can find a comprehensive list of all employees along with their respective skills. If you are looking for a particular partner, use the search bar to enter their name. This will direct you to their profile, where you can find detailed information about their skills and expertise. By utilizing these steps, you can easily access and review your partner's skills, facilitating efficient collaboration and project allocation within the organization.
Where can I check Sara Dhingra's skills?	Access DBF using your credentials to log into the platform. Inside the Employee List module, you can find a comprehensive list of all employees along with their respective skills. If you are looking for a particular partner, in this case Sara Dhingra, use the search bar to enter their name. This will direct you to their profile, where you can find detailed information about their skills and expertise. By utilizing these steps, you can easily access and review your partner's skills, facilitating efficient collaboration and project allocation within the organization.

Where can I check Sara skills?	<p>Access DBF using your credentials to log into the platform. Inside the Employee List module, you can find a comprehensive list of all employees along with their respective skills.</p> <p>If you are looking for a particular partner, in this case Sara Dhingra, use the search bar to enter their name. This will direct you to their profile, where you can find detailed information about their skills and expertise.</p> <p>By utilizing these steps, you can easily access and review your partner's skills, facilitating efficient collaboration and project allocation within the organization.</p>
Where can I check Ruhan Siddiqui skills?	<p>Access DBF using your credentials to log into the platform. Inside the Employee List module, you can find a comprehensive list of all employees along with their respective skills.</p> <p>If you are looking for a particular partner, in this case Sara Dhingra, use the search bar to enter their name. This will direct you to their profile, where you can find detailed information about their skills and expertise.</p> <p>By utilizing these steps, you can easily access and review your partner's skills, facilitating efficient collaboration and project allocation within the organization.</p>





CIN: (U72900HR2012PTC045537)

## **NON DISCLOSURE AGREEMENT**

This **Non-Disclosure Agreement** (hereinafter the “**Agreement**”) is made at Gurugram on <<**Date Of Joining**>> (Effective Date)

### **BETWEEN**

**Think Future Technologies Private Limited**, company incorporated under the provisions of the Companies Act, 1956, having its office at First Floor, AIHP Tower 249G, Udyog Vihar, Phase-IV Gurgaon 122015, Haryana, India (hereinafter the “**Company/TFT**” which expression shall unless repugnant to the subject or the context mean and included its successors, nominees or assigns)

### **AND**

<<**Full Name**>>, an individual resident of <<**Address**>> (hereinafter the “**Employee**”)

**Company/TFT** and **Employee** are individually referred to as “**Party**” and collectively referred to as “**Parties**”.

**NOW, THEREFORE IN CONSIDERATION OF THE PREMISES SET FORTH HEREIN THE PARTIES AGREE AS FOLLOWS:**

#### **1. CONFIDENTIAL INFORMATION AND PROTECTION OF CONFIDENTIAL INFORMATION.**

- i. Confidential Information. For the purpose of this Agreement, the term “Confidential Information” means all information, oral or written and whether labelled as confidential or not, that is not generally known and which is obtained, learned, discovered, developed,



CIN: (U72900HR2012PTC045537)

created or conceived by the Employee during the Term of the internship/employment from the Company or any Company affiliate. The term Confidential Information shall include, but shall not be limited to:

- a. Technical Information: Methods, processes, formulae, compositions, systems, techniques, inventions, machines, computer programs, research projects, discoveries, algorithms, product information, research and development information, notes, ideas, design, analyses, compilations, studies, training materials and other business documents;
  - b. Technical know-how, trade secrets, trademarks, trade design, patent, copyright and other intellectual property rights; and
  - c. Business Information: pricing data, sources of supply, financial data and marketing, production, or merchandising systems or plans, gross profit margins, selling strategies, customer lists, customer information, supplier lists and information, distributors lists and information, the fact and content of the communications and discussions between the Company and the Employee relating to provision of services.
  - d. Confidential Information shall also include any other information of the Company which is to be kept confidential.
- ii. Confidential Information does not include any information which:
- a. was lawfully in the possession of the Employee at the time of disclosure to the Employee and which the Employee acquired otherwise than from the Company;
  - b. was otherwise generally known in the public domain at the time of disclosure to the Employee;
  - c. become generally known in the public domain other than as a result of the breach of this Agreement by the Employee;



CIN: (U72900HR2012PTC045537)

- d. is required to be disclosed by law or regulation provided that the Employee requests confidential treatment of such Confidential Information to the extent permitted by law, when requested or required by any court of competent jurisdiction or when required by the laws or regulations of any competent jurisdiction; or
  - e. is independently developed by the Employee without the use of or reference to the Confidential Information.
- iii. Obligation to Protect Confidential Information: The Employee, during the Term of this Agreement and any time after the termination of this Agreement, irrevocably undertakes for the benefit of the Company that:
- a. The Confidential Information will be kept safe in a secure place and properly protected against theft, loss and unauthorized access. Employee will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other Confidential Information, for your own benefit or for the benefit of any third party, either during the term of your internship/employmentor thereafter;
  - b. the Confidential Information will be treated as confidential and Employee shall limit the disclosure to the maximum extent possible and Confidential Information will not, without our prior written consent of the Company, be disclosed by the Employee to any other third party, except as required in the lawful performance of Employee's duties to the Company; and
  - c. The Employee acknowledges that the Confidential Information and any Company and shall remain the Company's sole property and its disclosure shall not confer on the Employee any rights over the Confidential Information whatsoever. On the Company's written request, the Employee shall use reasonable endeavors to return to the Company the Confidential Information in whatever form in the Employee's possession, and the Employee shall delete



CIN: (U72900HR2012PTC045537)

and remove all Confidential Information from any database or document retrieval system into which it may have been placed.

- iv. Notwithstanding the provisions of Section iii above, Employee may disclose Confidential Information of the Company pursuant to a request or order made pursuant to applicable law, regulation or legal process, provided that (i) the Employee gives the Company prompt notice of such request or order so that the Company has ample opportunity to seek a protective order, confidential treatment, or other appropriate remedy to such request or order, (ii) the Employee provides the Company with all reasonable assistance (at the Company's expense) in opposing such required disclosure or seeking a protective order or confidential treatment for all or part of such Confidential Information, and (iii) the Employee discloses only such portion of the Confidential Information as is either permitted by the Company or required by the court, tribunal, governmental agency or other authority, subject to any protective order or confidential treatment obtained by the Company.
- v. Upon cessation of the internship/employment of the Employee or any time on the written notice to the Employee the Company can procure either (i) the return to the Company, of all Confidential Information held by the Employee (without keeping any copies, extracts or other reproductions thereof, except as required by any applicable law or regulation) or (ii) (except as otherwise required by applicable law or regulation) the destruction of the same and, in either case, Employee will, on written request, provide the Company with a declaration made after due and careful enquiry and signed by a duly authorized officer certifying that the Employee has complied with its obligations under this clause.

## 2. WORK PRODUCT

- i. Original Development: Employee represent and warrants to the Company that all the work that is performed by the Employee on behalf of the Company and the clients, and all work products that is produced, including but not limited to software, documentation, ideas,



CIN: (U72900HR2012PTC045537)

designs, inventions, processes, algorithms, etc., (“Work Product”), will not knowingly infringe upon or violate any patent, copyright, trade secret, or other Intellectual Property right of any of the former employers or of any other third party.

- ii. Disclosure: Employee will promptly disclose to the Company all Work Product developed by the Employee within the scope of internship/employment with the Company or which relates directly to, or involve the use of, any Confidential Information, including but not limited to all software, concepts, ideas and design, and all documentation, manuals, letters, pamphlets, drafts, and other writings or tangible things of any kind.
- iii. Copyright Ownership: Employee acknowledges and agrees that all Work Product which is made by the Employee (solely or jointly with others) within the scope of internship/employment and which is protected by copyright is being created at the instance of the Company and is ‘work made for hire’.
- iv. Assignment of Work Product: Employee shall assign to the Company all of Intellectual Property rights, title and interest in and to all Work Products prepared by the Employee. Whether patentable or not, made or conceived in whole or in part by an Employee within the scope of internship/employment by the Company, or that relates directly to, or involves the use of Confidential Information. Employee will execute all documents reasonably requested by the Company to further evidence the foregoing assignment and to provide all reasonable assistance to the Company (at the Company expense) in perfecting or protecting and or all of the Company’s rights in the Work Product.
- v. Existing Intellectual Property of Employee: Employee acknowledges that any existing intellectual property owned by the Employee at the Date of Joining should be disclosed to the Company. The Employee further warrants that any Work Product developed by the Employee for the Company during the term of their employment, incorporating such intellectual property would be considered work made for hire and Employee shall assigns to



CIN: (U72900HR2012PTC045537)

the Company all of intellectual property rights, title and interest in and to all such Work Products prepared by the Employee.

### **3. THIRD PARTY INFORMATION**

Employees shall recognize that Company may receive and will receive confidential or proprietary information from its customers as well as third parties subject to a duty on Company part to maintain the confidentiality of such information and to use it only for certain limited purposes. During the term of my internship/employment and thereafter, the Employee will not disclose such confidential or proprietary information to anyone except as necessary in carrying out work for the Company and consistent with Company's agreement with such customers or third parties. Employees will not use such information for the benefit of anyone other than Company or such third party, or in any manner inconsistent with any agreement between Company and such third party.

### **4. UNAUTHORISED SYSTEM ACCESS AND SOFTWARE**

- i. Employees have a responsibility to ensure that computerised data is accurate and kept secure. Accordingly, Employee shall ensure not to disclose personal data without written authority of the Company not to access information or systems not directly relevant to your job responsibilities;
  - not to treat any personal data carelessly;
  - to lock all printouts away in opaque storage when not in use; and
  - not to disclose your computer password to any unauthorized person.
- ii. Non-compliance with the above is a serious offence and can result in Employee's prosecution.



CIN: (U72900HR2012PTC045537)

- iii. Use of unauthorised software on any company equipment or the use of authorised software on any personal or non-company equipment is forbidden. In addition, unauthorised access (or attempt to access) of any data maintained on computer systems is forbidden.
- iv. The use of unauthorised software or breach of above mentioned policy, without the express prior approval of senior management, will be considered as gross misconduct by an Employee and a material breach of Company regulations resulting in disciplinary action against the Employee for which the Employee shall be liable.

## 5. TERM

The Employees obligation to protect Confidential Information as defined in this Agreement shall continue throughout the term of the internship/employment with the Company and remain in effect after the termination of Employee's employment.

## 6. INJUNCTIVE RELIEF

The Employee agrees that the Company may be irreparably harmed by any breach by the Employee of the provisions of this Agreement and that damages alone may not be an adequate remedy for such breach and, accordingly, without prejudice to any other rights or remedies that the Company might have, the Company shall be entitled, without proof of special damage, to the remedies of injunction, specific performance, monetary relief and other equitable relief for any threatened or actual breach by the Employee of the provisions of this Agreement.

## 7. GENERAL TERMS

- i. Governing Law and Jurisdiction: This Agreement and our respective rights and obligations shall be governed by, and construed in accordance with, the laws of India and the parties irrevocably submit to the non-exclusive jurisdiction of the Courts of Haryana.
- ii. Non-Waiver: No failure or delay by either party or time or indulgence given in exercising any remedy, right, power or privilege in relation to this Agreement shall operate as a waiver



CIN: (U72900HR2012PTC045537)

of the same nor shall any single or partial exercise of any remedy, right, power or privilege preclude any further exercise of the same or the exercise of any other remedy, right, power or privilege.

- iii. Assignment: The Employee shall not be entitled to assign the benefit or the burden of any provision of this Agreement to any third party without our prior written consent of the Company.
- iv. Notices: Notices and other communications required or permitted pursuant to this Agreement, shall be in writing and shall be delivered personally, or by speed post or by mail, or sent by confirmed facsimile transmission to the other party, or by use of professional overnight courier service, at the addresses set forth above.
- v. Prior Employment: Employee should not be subject to any restrictive covenant resulting from any previous internship/employment engagements with any other employers that affect the Employee's ability to perform the job or meet any condition of this Agreement.
- vi. Non Solicitation: All the employees deployed either at TFT's client location or base location shall not join the TFT's clients company through direct or indirect means while being employed with TFT and 1 (one) year post termination of his/her internship/employment with TFT.
- vii. Client Promotion: During his/her internship/employment at TFT, the employee shall communicate to TFT any likely business opportunity, resource requirement and/or any other information of past, present and possible clients that can affect TFT. In addition to it the employee is under an obligation to restrict himself/herself from sharing/communicating any details of clients externally via his/her social media, word of mouth and/or any medium whatsoever.





CIN: (U72900HR2012PTC045537)

## 8. NO REPRESENTATION OR WARRANTY

- i. The Company does not accept responsibility or liability for, or make any representation, statement or expression of opinion or warranty, express or implied, with respect to, the accuracy or completeness of the Confidential Information or any oral communication in connection therewith unless and save to the extent that such representation, statement, expression of opinion or warranty is expressly incorporated into any legally binding contract between the parties.
- ii. The Company is under no obligation to provide access to any Confidential Information or to update, or correct any inaccuracies which may become apparent in the Confidential Information disclosed unless and save to the extent that such Confidential Information is the subject of or relates to a representation, statement, expression of opinion or warranty that is expressly incorporated into any legally binding contract between the parties.

**IN WITNESS WHEREOF** each of the Parties hereto has duly executed this Agreement as of the date and year first above written

**Accepted and Agreed**

**For Think Future Technologies Private Limited**

A handwritten signature in blue ink, reading 'Abhishek Khandelwal', is written over a circular blue ink stamp.

(Authorised Signatory)

Date: <<Date>>

**Accepted and Agreed**

**Employee**

(Signature)

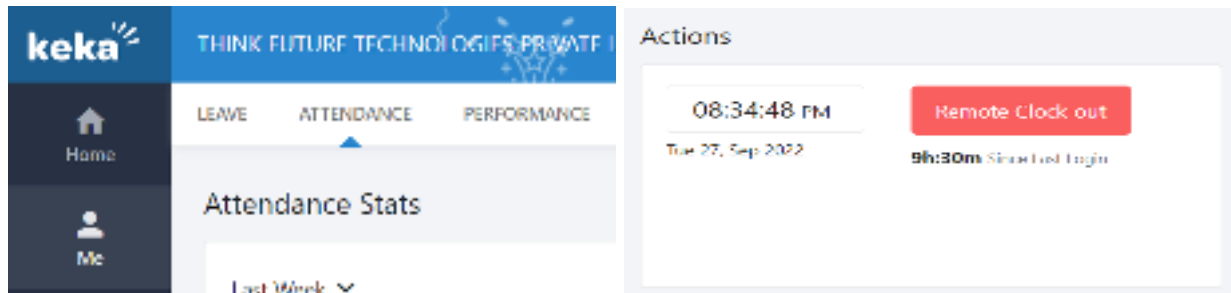
Date:

## Attendance Marking & Regularization on Keka - Process Overview

Please ensure to Clock-in and Clock-Out on KEKA, daily, using the web app or mobile app. It is important to Click on the Clock-Out button twice and wait for the time to be registered on the attendance view, before closing the web page or mobile app

### How to Clock-in/out on Keka?

- Go to the 'Me' tab on Keka and select 'Attendance' from the top menu
- Under 'Actions', you will find the 'Remote Clock-in/out' button

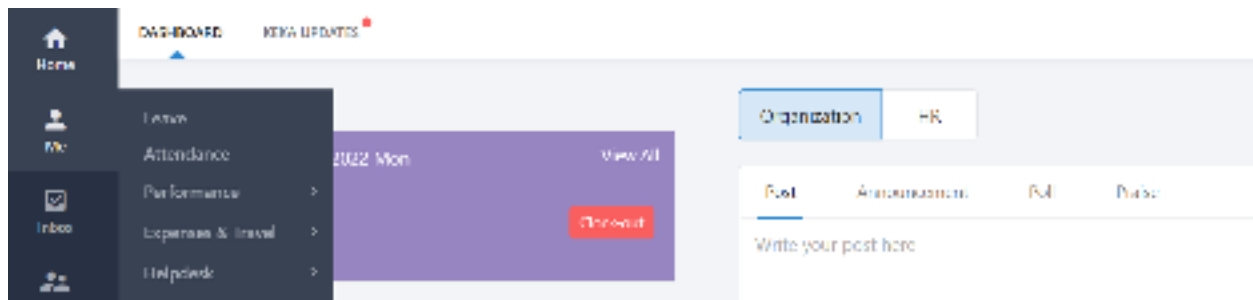


### When to regularize your attendance?

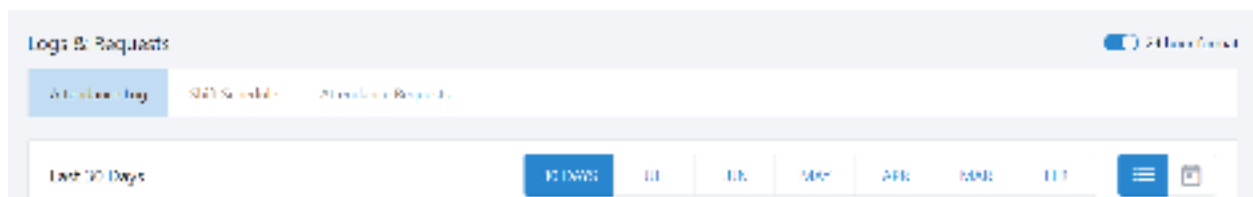
- When you miss clocking-in/out or do not apply leave.

Please follow the below mentioned steps to regularize your attendance on Keka:

- Click on the 'Me' Tab on the dark panel in the left



- Click on 'Attendance' from the top menu
- Scroll down, and click on 'Attendance Logs' under 'Logs & Requests'



- At this stage, you can see a comprehensive log of the last 30 days
- Scroll down to the date for which you want to regularize your attendance



- Click on the yellow/red icon at the right corner of that date (Under Log column)
- Click on Regularize and you will see a dialogue box appear on the screen



- You will see an option on the screen - 'Raise regularization request to exempt this day from tracking policy penalization'

Request Attendance Regularization - 27 Sep, 2022

☒ Raise regularization request to exempt this day from tracking policy penalization.

Note

Cancel Request

- Add your actual working hours and the reason for regularizing in the note section, and click on 'Request', your Reporting Manager will receive a notification to approve your attendance for that date.

The primary objective of SimplifyPath is to provide a centralized and easily accessible interface, leveraging the power of chat, to retrieve organization-wide information seamlessly. By integrating various applications into the platform, we enable users to perform actions and retrieve data effortlessly based on their specific requirements, all within the familiar chatbot environment. Harnessing the capabilities of advanced machine learning models, SimplifyPath streamlines processes and enhances organizational efficiency. Through natural language understanding and intelligent automation, the platform empowers users to effortlessly access information and execute tasks, minimizing the need for manual intervention and reducing the time required to perform routine actions.

Holiday List 2024			
Name	Date	Day	Type
New Year's Day	1st January 2024	Monday	Restricted Holiday
Republic Day	26th January 2024	Friday	-
Vasant Panchmi	14th February 2024	Wednesday	Restricted Holiday
Holi	25th March 2024	Monday	-
Eid- Al - Fitar	10th April 2024	Wednesday	Restricted Holiday
Rama Navami	17th April 2024	Wednesday	Restricted Holiday
Budh Purnima / Vesak	23rd May 2024	Thursday	Restricted Holiday
Independence Day	15th August 2024	Thursday	-
Rakshabandhan	19th August 2024	Monday	Restricted Holiday
Mahatma Gandhi Jayanti	2nd October 2024	Wednesday	-
Diwali	1st November 2024	Friday	-
Christmas	25th December 2024	Wednesday	