

# Company Policy, Terms & Salary Documentation

## 1. Company Overview

Company Name: ABC Technologies Pvt Ltd

Headquarters: Chennai, Tamil Nadu, India

Industry: Artificial Intelligence & Software Development

Founded: 2022

Mission: To deliver scalable AI-driven solutions that solve real-world problems.

Vision: To become a globally recognized leader in intelligent and ethical AI systems.

## 2. Terms and Conditions

### 2.1 Employment Policy

Employees are expected to work with integrity, professionalism, and accountability. Employment may be terminated based on misconduct or poor performance.

### 2.2 Confidentiality Agreement

Employees must not disclose company data, client information, or proprietary systems. Violations may lead to legal action.

### 2.3 Working Hours & Attendance

Working hours are 9:00 AM to 6:00 PM (Monday to Friday). Regular attendance is mandatory.

### 2.4 Leave Policy

Employees are entitled to paid leave, sick leave, and emergency leave subject to approval.

### 2.5 Code of Conduct

Harassment, discrimination, or unethical behavior will not be tolerated.

### 2.6 Remote Work Policy

Remote work may be allowed based on project requirements with proper accountability.

### 2.7 Termination Policy

Employment may be terminated based on violations, performance issues, or resignation with notice.

## 3. Salary Structure

### 3.1 Freshers

Eligibility: 0–2 years experience

Monthly Salary: ₹20,000

Annual CTC: Approximately ₹2.4 LPA

### **3.2 Experienced Employees**

Experience: 3–7 years

Salary Range: ■5,00,000 to ■10,00,000 per annum (5–10 LPA)

Compensation varies based on skills and performance.

### **3.3 Benefits and Perks**

Health Insurance

Provident Fund (PF)

Performance Bonuses

Paid Time Off

Learning & Development Support

### **3.4 Salary Payment Terms**

Salary is credited monthly with applicable tax and statutory deductions.

## **4. General Policies**

Employees must comply with company rules and contribute to a positive work environment. Policy updates will be communicated officially.