

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.