InteNcode	**TRAINING SUMMARY REPORT** **(EMPLOYEE)**

To receive credit hours for the training attended, please complete the following:

1. Fill in the Training Summary Report and return the completed form to the Corporate Department, and
2. Attach any supporting documentation provided by the training provider, such as attendance form, certificate of completion or any other relevant materials.

SECTION A: EMPLOYEE DETAILS

EMPLOYEE NAME : SUNIL K. KHOBRAGADE

EMPLOYEE ID : INT-22102005 **DEPARTMENT** : TECHNICAL

POSITION : FULL-STACK DEVELOPER

SECTION B: TRAINING DETAILS

PROGRAM NAME : EMPLOYEES HANDBOOK
DATE : 24-05-2023
TIME STARTED : 24, MAY 2023 **TIME COMPLETED** : 25, MAY 2023
TRAINER NAME : ARNISYA BINTI RAMLI
LOCATION : REMOTE
ORGANIZE BY : INTENCODE INDIA PVT. LTD.

SECTION C: TRAINING SUMMARY

The training I attended provided a comprehensive overview of the company policies and procedures outlined in the employee handbook. The key learnings from the training include:

1. Understanding the company's organizational structure and its involvement in software development, import/export, distribution, and IT-enabled services.

2. Familiarization with the general terms and conditions of employment with INTENCODE, including the importance of the General Terms and Conditions (GTC) mentioned in the handbook and the Specific Terms and Conditions in the Letter of Appointment.

3. Insight into the different departments within the company, such as the Corporate Department responsible for strategy development and compliance, and the Technical Department managing the organization's technology infrastructure.

4. Knowledge about the onboarding process for new employees, including both general onboarding and departmental onboarding programs, aimed at facilitating a smooth assimilation into the company.

5. Understanding the concept of probation status and its implications for entitlements and benefits during the initial period of employment.

6. Insight into the transfer and termination processes, including the circumstances under which employees may be transferred to other departments/divisions and the notice periods for termination based on probationary period and length of service.

7. Familiarity with the leave and absence policies, including eligibility and entitlement to annual leave, sick leave, maternity leave, and other types of leave. Additionally, understanding the procedures and requirements for applying for emergency leave, medical leave, and compassionate leave.

8. Awareness of the maternity benefits provided to female employees, including the duration of maternity leave, eligibility criteria, and the need for notification and approval from relevant authorities.

9. Understanding the provisions for prolonged illness leave and the associated benefits for employees unable to work due to illness or disability.

10. Insight into unpaid leave and the claim submission procedures, as well as the deductions from salary for unpaid leave.

11. Knowledge about the training and development opportunities available to employees, including eligibility criteria for approved training programs and the monitoring process by the Corporate Department.

12. Understanding the company's salary and deduction policies, including the timeline for monthly salary payments, eligibility for annual increments and bonuses, overtime work, and contributions to the Employees' Provident Fund (EPF) and Employees' State Insurance (ESI).

13. Familiarization with the performance management system, code of conduct, and ethical business behavior expected from employees, including guidelines for the proper use of company assets and adherence to IT guidelines.

14. Awareness of security and safety measures, including responsibilities during office closure, consequences of improper use of company assets, and the importance of confidentiality and non-disclosure of proprietary information.

15. Understanding the company's stance on sexual harassment, dress code requirements, and disciplinary actions for misconduct. Insight into the investigation and inquiry process for handling such issues.

16. Knowledge about the grievance and conflict resolution process for addressing employment-related issues.

17. Understanding the disciplinary procedures for minor offenses, warnings, suspension, demotion, and dismissal, as well as the involvement of relevant authorities in serious cases.

Overall, the training provided a comprehensive understanding of the company's policies, procedures, and expectations, ensuring that employees are well-informed and aligned with the organization's values and guidelines.

SECTION D: RELEVANCE TO THE ROLE/PROFESSIONAL DEVELOPMENT

As a full-stack developer in the company, the training on the employee handbook is highly relevant to my current role. It has enhanced my skills and knowledge in several ways, contributing to my professional development.

1. Comprehensive Understanding of Company Policies: The training has provided me with a thorough understanding of the company's policies and procedures. This knowledge is crucial for ensuring compliance and aligning my work with the organization's guidelines. It allows me to make informed decisions and perform my duties within the defined boundaries, promoting a culture of professionalism and accountability.

2. Awareness of Departmental Functions: The training has shed light on the different departments within the company, particularly the Corporate and Technical departments. Understanding their roles and responsibilities helps me collaborate effectively with colleagues from various teams, fostering better communication and teamwork. This

knowledge enables me to contribute to the overall goals of the organization and align my work with broader objectives.

3. Onboarding and Assimilation: The training emphasized the importance of onboarding programs for new employees, including department-specific onboarding. This knowledge allows me to actively participate in onboarding initiatives when working with new team members, facilitating their integration into the company and ensuring a smooth transition. It helps create a positive and supportive work environment, which contributes to overall team productivity and cohesion.

4. Leave and Absence Management: Understanding the company's leave and absence policies is crucial for managing my own time off effectively and coordinating with colleagues. This knowledge enables me to plan, and request leave appropriately, ensuring minimal disruption to project timelines and team workflows. It also helps me support and guide fellow team members in understanding and adhering to these policies.

5. Training and Development Opportunities: The training highlighted the importance of ongoing training and development for employees. This knowledge encourages me to actively seek out approved training programs and opportunities that can enhance my technical skills, stay updated with industry trends, and broaden my knowledge base. It promotes a continuous learning mindset and professional growth, which ultimately benefits both me and the organization.

6. Code of Conduct and Ethics: The training emphasized the company's code of conduct and ethical business behavior. It has enhanced my understanding of professional ethics, promoting responsible and ethical decision-making in my daily work. This knowledge helps me maintain integrity, confidentiality, and professionalism while handling sensitive information and collaborating with stakeholders.

Overall, the training has provided me with a holistic understanding of the company's policies, procedures, and values. It has enhanced my skills and knowledge, enabling me to perform my role more effectively, collaborate with colleagues, and contribute to the overall success of the organization. The training has also reinforced the importance of ongoing learning and professional development, motivating me to continue expanding my skill set and staying updated in the rapidly evolving field of full-stack development.

SECTION E: APPLICATION OF LEARNING

I plan to apply the knowledge and skills acquired from the training in my daily work and specific projects/tasks in the following ways:

1. Adhering to Company Policies: With a comprehensive understanding of the company's policies and procedures, I will ensure strict adherence to them in my daily work. This includes the following guidelines related to code of conduct, asset management, IT guidelines, security measures, and confidentiality. By consistently applying these policies, I will contribute to maintaining a professional and secure work environment.

2. Effective Onboarding of New Team Members: I will actively participate in the onboarding process for new team members, especially during departmental onboarding. By sharing my knowledge and experiences gained from the training, I will help new employees assimilate into the company culture, understand their roles and responsibilities, and navigate through the organization's procedures. This will facilitate their integration into the team and contribute to their productivity from an early stage.

3. Efficient Leave and Absence Management: Applying the knowledge gained about leave and absence policies, I will effectively manage my own time off and coordinate with colleagues when necessary. By planning and requesting leave in a timely manner, I will minimize any disruptions to project timelines and team workflows. Additionally, I will assist and guide team members in understanding and adhering to these policies to ensure smooth operations and effective project management.

4. Professional and Ethical Decision-making: The training emphasized the importance of professional ethics and ethical business behavior. I will apply this knowledge to make responsible and ethical decisions in my daily work. This includes handling confidential information with utmost integrity, avoiding conflicts of interest, and using company resources appropriately. By practicing ethical decision-making, I will contribute to a positive work environment and foster trust among colleagues and stakeholders.

5. Continuous Learning and Development: The training highlighted the significance of ongoing training and development. I plan to actively seek out approved training programs and opportunities to enhance my technical skills, stay updated with emerging technologies, and expand my knowledge in the field of full-stack development. By continuously learning and upgrading my skills, I will be better equipped to tackle new projects, overcome challenges, and deliver high-quality work.

6. Collaboration and Communication: Understanding the functions of different departments within the company, I will foster effective collaboration and communication with colleagues from diverse teams. By leveraging my knowledge of their roles and responsibilities, I will engage in meaningful discussions, exchange ideas, and work together towards achieving common goals. This will enhance teamwork, promote innovation, and contribute to the success of projects and tasks.

By applying the knowledge and skills gained from the training in these various aspects of my daily work and specific projects/tasks, I aim to enhance my own performance, contribute to the overall success of the organization, and create a positive and productive work environment for myself and my colleagues.

SECTION F: VERIFICATION

EMPLOYEE	HEAD OF DEPARTMENT (HOD)	TRAINER (FOR INTERNAL ONLY)
Name: SUNIL K. KHOBRAGADE Date: 14, JUNE 2023	Name: Date:	Name: Date

FOR OFFICE USE ONLY

Total Hours (for this training)	
Accumulative Hours to Date	
Balance	