Registration

Is your company a PVT LTD, public LTD, or Sole proprietorship?

* **The company is Private LTD.**

Contracts

**What contracts are important to your company? Is SLA/ NDA/ MoU/AoA signed or not?**

We sign an NDA when we hire our employees. An important clause in them is that once leaving our company, the employee cannot work on a similar project that they worked on in Retrocausal for a period of 6-12 months.

What were the main elements of your contract?

* **The points that were in my NDA were that anything I developed during my stay here at Retro Causal, I cannot develop the same for anybody for the next 2 years or neither discuss nor disclose with anyone outside of my organization.**

What is the termination period of the contract for both parties’ employees as well as clients?

* **It’s a 30-day notice for both the employer and the employee.**

What forms of security do you implement to protect contractors as well as the company's data?

* **We mainly work on video-based data, so we have a lot of clients’ data which is in the form of videos of their workers working on factory floors, so their data is protected by encrypting through AWS S3.**

How do you deal with a breach of contract?

* **Not Answered.**

Discrimination

Do you think that there is any Discrimination during the hiring process?

* **Not Answered.**

Does your company have any quotas for minorities?

* **The company does not have any quota for minorities, it’s all merit based.**

What action do you take in case of harassment at the workplace?

* **Not Answered.**

Do you have any policies for women who have babies?

* **The policy is pretty open, there’s no special policy about Married women or the ones with babies.**

Legal issues

How do you avoid running into legal issues?

* **All legal matters are handled by a 3rd party legal firm.**

Does your company have a trademark for existing work, as well as for ideas for potential future work?

* **Yes, the company has a trademark for any work which is developed during the R & D period, is trademarked, and patented as well in the USA region or any region in which the company has clients. Even for ideas that are not fully developed yet or in the prototyping phase.**

What conditions must be met to obtain patent protection? Does Retro have one?

* **We do have patents. Patents for intellectual property and for basically proof of concepts, we protect the things we haven’t made yet, and thinking of making, we protect these in the America/North America region. Once we get a patent in America because that is where our firm is primarily operated and then we proceed to require the patent in the areas where our clients are present.**

HR

What is your recruitment procedure for individual positions vs for mass employee recruitment?

* **For mass recruitments, what we do is, we really ask the existing employees to give recommendations and those are given a lot of weight, so we ask the existing employee to recommend some good engineer because that is the credibility for the person that is recommending, so if someone is recommending then the person must be a good fit for the organization and it has been very fruitful in our past hirings.**
* **For individual hirings we do make Facebook or LinkedIn posts and the response has been good from there as well.**

What do you think are the major factors that increase employee loyalty?

* **To be very blunt, there is no such thing as employee loyalty, the employee stays loyal for two main reasons, if the money is good or if the growth is good, so at Retro-Causal we try to keep a balance of both.**

Data

Has the company ever come across any kind of data breach?

* **The company is yet to face a data breach, we haven’t so far, and we hope not to see the day as our data-employee policies are pretty safe in terms of breach control.**

How does Retro Causal protect their work data? What measure do they take?

* **At Retro Causal, we protect clients’ data by giving each client a separate S3 bucket, they are given a pair of encryption keys and if he loses those keys, everybody loses access to that data, so he’s made aware of the consequences. If the client wants his/her data to be protected then the encryption keys are given to them and even their S3 buckets are encrypted.**

As the company has different offices in different regions, how do you migrate your data?

* **Not Answered.**

We learned in our information security course that usually important data in databases are hashed is that true? Like companies use this phenomenon?

* **At Retro causal, we hash our data with some sort of password. We mainly use an MD-5 Hash with salt at the start of the password and at the end of the password.**

Do you guys sign an NDA for data security or do u guys have any policies?

* **Yes, there’s an NDA policy. Every employee that joins Retro Causal is made to sign an NDA and the terms of that NDA are, if anything is developed during our tenure of Retro Causal, we cannot disclose it with anyone while we are working or even after we are done with the company, we can not work along the same lines for at least 2 years.**

Are you prepared for a data breach?

* **I like to think we are prepared for a data breach as all our S3 buckets are version, so yes, if we don’t lose control of our Cloud, we can not lose the client’s data, we can recover it anytime.**

Who in the organization is responsible for privacy?

* **For managing privacy, since we are an ISO-27001 organization, we follow the guidelines mentioned there, we use our 3rd party client called Vanta inc., which ensures that everybody in the organization is following the guidelines and all our Cloud is within those standards and we have a dedicated engineer that manages all this and makes sure that everybody in the company is in accordance with those standards.**

Have you calculated the financial impact of high-risk data if leaked?

* **Yes, the financial the impact is very high, because some of the clients that we worked with, signed a liability clause with us that if their data gets leaked, we are liable to pay the decided amount to them.**

Individual

Are there any defined policies to tackle workplace conflicts between employees?

* **If you have a conflict with somebody, a co-worker, or a manager, then u can take it to any senior with the person you have a conflict with. And, there is no chain of command that u have to follow, you can take it up with anybody in the managerial position.**

Do you think the firm gives equal opportunity to all the employees in terms of growing as an individual? is everybody treated the same way or there's a factor of bias that exists between the corporate and the employees?

* **We give everybody equal opportunities, even if somebody believes that they would perform better at some other vertical, we shift them to that vertical in the period of 3 months, we do shift people immediately too to their desired vertical which is suitable according to them and put somebody else on the vertical on which the shifted employee was working on. And it doesn’t matter, if you were hired really close to your review, you don’t have to wait till your next cycle of review but 6 months of your hiring and we have annual reviews.**

Extras

- What are the actions a person can take while observing discrimination in the workplace?

* **If an employee faces discrimination, then he complains to any manager without following a chain of command or anyone who is above him in a managerial post.**

On what basis is a fresh graduate judged considering their set of skills or any other factor that plays a vital part?

* **We usually judge a candidate based on two fronts, first is academic skills and academic competency, mainly his GPA, if the GPA is not that good then his extracurricular like what are his side projects, what kind of projects has he done and what kind of community activities does he do and how well he does under pressure.**

- What are the main goals of the organization? And are the goals of the employees aligned with the company?

- What do you do if one of your employees, after hiring, does not perform well at his place?

* **After the hiring process, if the person is not performing well, there is this inclusion process, in which they are given extra attention by their manager so that we know what is making them not perform to their fullest.**

- How does the organization help with your professional development

* **Our organization promotes personal growth by supporting you through any online course that you will be doing, the company pays the expenses.**

- What motivation makes the employees connected to your organization? so they don't switch jobs?

* **To ensure the employee doesn’t switch jobs frequently, everybody is asked how they are feeling about their job, their job, the kind of work they are doing and if they like the kind of work they are doing, if they want to switch in work posts, if one engineer is not finding frontend post suitable for his career, he can switch very easily. If the employee still thinks they can’t see any growth, they can leave whenever they want.**

- What strategies does the company adopt in order to train the employees?

* **To train an employee, we just pair him with someone who’s been working for a long, we give the task to the newbie and the senior person helps him do the task.**

- What values to the company and what value does it has?

**Is the company a service based or product based?**

We are a product-based company.

**Has the company ever faced a data breach? Is there a contingency plan in place in case one occurs?**

We never faced data breach. But there occurred one problem that our database got dropped but we have the backups of all databases. So, we were missing data for about half an hour data. But we log the data as we have logging mechanisms so from there, we recover our data. But to deal with all these things we do two things. Firstly, we use software which monitors our cloud security. There is a company which provides a client whom we deploy on our cloud which continuously does monitoring. Secondly, before deploying code we use **SonarQube** software to check the vulnerabilities. Thirdly, we have a scrutiny department which ensures that our software is compliant and up to date with security.

**How is a case handled when discrimination happens?**

In order to disallow discrimination and avoid power imbalance we keep our hierarchy flat.

**Are there any roles for the Security/Data Management of the Company? (e.g. Cyber Security Engineer, CDO, Data stewards )**

We have recently established a data security department and have hired 3 Cyber Security Engineers. This is because we intensively use data from other companies, and we want to ensure that the data remains secure.

**What legal actions are taken if something goes against SLA/NDA**

**What steps do you take for employee retention? Do you use any of the following: job rotation, job enlargement, job enrichment?**

Employee satisfaction is a key priority for us. Which is why we offer job rotation and job enlargement to our employees to ensure that their work never remains stale. And that they keep working on new things.