

COMPANY POLICIES

Please note that the Company policies may be altered/modified and new policies introduced from time to time. Any such change or addition to policies will be informed to you.

LEAVE POLICY

You are eligible for Annual/Earned/Privilege leave of 1 day per Calendar month subject to a maximum of 12 in a Calendar year on a pro rata basis. In addition, there are 6 leaves which can be taken for emergency reasons or sickness. These 18 leaves if not taken in one year may not be carried forward to the next year, however any unused leaves may be encashed at the end of leave year. The computation for which will be based on Basic pay. Please note that there are 10 public holidays per year as per the state government.

The leave period runs from January to December. Leave must be taken at times convenient to the Employer and approved prior to being taken by the manager. The Employee is requested to provide as much notice as possible.

If the Employee has taken more holiday than accrued at the end of a leave year, then the Employee must repay those days the following year, if possible.

MATERNITY BENEFITS

The Company offers maternity benefits with leave up to four months and 50% of the gross salary with necessary statutory deductions as applicable and payable on return.

PERFORMANCE RELATED BONUS

There will be regular performance reviews up to two per year, which will be linked to the future increase in your compensation and prospects in the company. This entirely depends on your project delivery, efficiency, hard work, regularity in attendance, good conduct and such other relevant factors and company's performance. Such increase in no case shall be automatic and /or a matter of right.