

FORTUNESOFT IT INNOVATIONS PVT. LTD.
EMPLOYEE HANDBOOK

HR POLICY

Personal Information:

It is important that the personnel records of Fortunesoft IT Innovations Pvt. Ltd. be accurate at all times. In order to avoid issues or compromising your benefit eligibility we request our associates to promptly notify the appropriate HR representative of any change in name, home address, telephone number, marital status, number of dependents, or any other pertinent information which may change.

Attendance:

- Working Days- Monday to Friday.
- Every associate is required to work for 9.5 hours (inclusive of lunch break of 1 hour) starting from 9 am to 6.30pm.
- A Minimum of 4.5 hours continuous work (excluding lunch break) will constitute a half-day.
- Lunch timings will be observed from 1.30 p.m. to 2:30 p.m. Depending on their work, associates can choose 1 hour break at any time during this period.
- 9 am to 1.30pm is the first half of the day and 2.30pm- 6.30pm is the second day half.
- Some associates may be required to adjust their timings as per the requirement of their department. This may be done in consultation with their Departmental Heads.
- Associates may be asked to come early or stay back late after their scheduled hours for official work, due to exigency of work.
- It is essential to mark the attendance by signing the attendance register in the office every day and marking the time in and out. If not in the office for a day or half day please mark yourself L in the register.
- Any absenteeism will have to be reported to the Department Heads/Manager – HR/ Asst. Manager – HR.

Holidays:

All holidays are decided without bias towards any religion, sect, caste or creed. The HR Department, on the basis of the list issued by the State Government, revises the list of holidays annually.

Procedure to avail Restricted Holidays:

Every associate is eligible for 2 RHs in a year. To avail a RH the associate needs to inform his/her Manager with a copy to HR at least 5 working days in advance. The Manager has the authority to approve this depending on the work planned. Trainees are not eligible for RH.

Leave Policy:

- ☞ Leave year is from 1st January to 31st December.
- ☞ Eligible leave is credited to the employees on the 1st of January every year.
- ☞ The different types of leaves given under the policy are:
 - Sick Leave (SL)
 - Earned Leave (EL)
 - Loss Of Pay (LOP)
 - Compensatory off
- ☞ The Leave policy is applicable for all associates of the company.
- ☞ Employees who are appointed during the course of the year shall be entitled to the above leaves on pro rata basis.
- ☞ Employees whose date of joining service falls between 1st to the 15th of a month are entitled to get the leave credit for that month.
- ☞ Employees whose date of joining service falls between 16th to the end of the month are not entitled for the leave credit for that month.
- ☞ Clubbing of different types of leave is not possible.
- ☞ Sanctioning of leave is at Management's discretion based on exigencies of business or seriousness of the case.

SICK LEAVE:

ELIGIBILITY

- Sick leave is calculated for a period of one year (January to December).
- All staff after completion of training period.

ENTITLEMENT

1. 5 days of Sick leave in a year.
2. Associates who join between January to June will be eligible for 5 days of SL, those who join in the months of July, August and September are eligible for 3 days of SL, those joining in October and November will have 2 S L and those joining in December will have 1 SL.
3. If SL extends beyond 5 days, then the excess days taken will be deducted from compensatory off and EL if available, otherwise those days will be treated under LOP.
4. National / Festival / Declared / weekly off days can be prefixed and / or suffixed to SL.
5. Intervening National / Festival / Declared holidays will **NOT** be counted as part of the leave.
6. Half day of SL can be taken as needed.
7. Balanced SL remaining unutilized as on 31st December will lapse.
8. When leave is taken without prior sanction (under certain unavoidable circumstances), the absence should be notified to their respective managers on the same day either through phone / email.
9. Encashment not applicable.

EARNED LEAVE (EL):

ELIGIBILITY

1. All permanent staff.
2. All staff after completion of the training period
3. An employee should have worked 30 days to avail 1.5 days of EL

ENTITLEMENT

1. 18 days of EL in a calendar year.
2. EL can be availed only on prior approval.
3. National / declared / festival / weekly off days can be prefixed and / or suffixed to EL.
4. Half day of EL cannot be taken.
5. Balance EL remaining unutilized as on 31st December can be carried forward to the following year.
6. Any absence of more than the number of EL sanctioned will be treated as leave without pay.
7. Encashment not applicable.

LOSS OF PAY (LOP):

- Unpaid leave of absence may be availed only after an employee has exhausted the available vacation balance.
- Any request for unpaid leave of absence for medical reasons must be evaluated as per the sick leave policy.
- Employees will not accrue vacation or compensation-related benefits while on unpaid leave of absence.
- Requests for unpaid leave of absence for duration of up to 5 working days must be made in writing and approved by the supervisor at the level of TL / level E / Specialist / Consultant or above with a copy to the HR representative. Requests for unpaid leave of absence for duration above 5 working days must be made in writing and approved by the Entity HR Lead, or designee thereof at the level of manager, and the Entity Lead at the level of senior executive, or designee thereof at the level of senior executive.
- The right to approve such leave is at the sole discretion of the Company.

COMPENSATORY OFF:

- In cases where an associate has worked on a Public holiday/Weekly off, he can take a compensatory off in the following months.
- All staff after completion of training period is eligible.
- Compensatory offs can be carried forward to the following year.
- The right to approve such leave is at the sole discretion of the Company.
- Encashment not applicable.

Maternity Leave Policy:

- Applicable to all married female employees of Fortunesoft IT Innovations Pvt. Ltd.
- The competent authority may grant leave of any other kind admissible in combination with, or in continuation of maternity leave if the request for its grant is supported by sufficient medical certificate.
- The purpose is to provide facility to female staff member during the stages of pregnancy and at time of delivery and convalescence.
- Maternity Leave shall be of Three weeks before and Three weeks after delivery total applicable period of 6 weeks, if the employee claims less than 3 weeks before delivery, the balance can be claimed after delivery or vice versa.
- The member may claim this facility for a maximum of two instances in one's career in Fortunesoft IT Innovations Pvt. Ltd.
- Maternity Leave would not be treated as break-of-service and all benefits due in the normal course would be payable.
- Advance information along with a certificate from the doctor to be provided at least two months in advance before the proposed date, for proceeding on leave.
- Accumulation / Encashment: Not Applicable.

Paternity Leave Policy:

- All male employees are entitled to paternity leave of 2 working days for each instance of child birth, which can be taken at any time after the date of delivery of his child but not later than 3 months from date of birth of the child.
- The member may claim this facility for a maximum of two instances in one's career in Fortunesoft IT Innovations Pvt. Ltd
- Application for the paternity leave should be made in writing to the employee's supervisor and copied to the HR representative.
- Accumulation/Encashment not applicable.

Guidelines for availing Leave:

- In case an employee wants to avail leave for 2 days or less, then minimum 2 days advance notice in writing or via email is expected and should be approved by their respective Functional Heads and HR Manager. A copy of which should be forwarded to the HR department.
- In case an employee wants to avail leave for more than 2 days up to 5 days, then one week advance notice in writing or via email is expected and should be approved by their respective Functional Director and HR Manager. A copy of which should be forwarded to the HR department. Leave approval from Functional Directors can be received through their respective Leads or Managers.
- In case an employee wants to avail leave for more than 5 days, then 15 days advance notice in writing or via email is expected and should be approved by their respective Functional Director and HR Manager. A copy of which should be forwarded to the HR department.

Leave approval from Functional Directors can be received through their respective Leads or Managers.

- In case of sickness or emergency at least a prompt call or 1 day prior intimation to the Functional Head is expected and is also expected to complete all the leave formalities once the employee is back in office. Functional heads are expected to intimate same to the HR Department.
- Any employee who is absent for more than 5 days (including National/ Festival/ weekly offs) without information and approval, will have to face the company disciplinary actions and proceedings.

Non- Disclosure and Non- Compete Policy:

- The Employee shall devote his/her full time and attention exclusively to the duties entrusted to him/her from time to time by the Fortunesoft IT Innovations Pvt. Ltd. and while in the service of this Company he//she shall not work for any person or company in any capacity. The employee shall not Freelance nor engage in any private business during your employment period.
- The Employee shall ensure that he/she will not directly or indirectly engage in any activity or have any interest in or perform any services for any person who is involved in activities which are or shall be in conflict with the interests of the Company.
- So long as the Employee is in employment of the Company and for a period of two years after separation, he/she shall, at all times, observe secrecy in respect of any technical, trade or business data or any other information that might come to his/her knowledge or possession, which is valuable property of the Company and not made available to the public. Furthermore, he/she will not disclose them without authority of the Company to anyone other than the Company's officers authorized to receive the same even after he/she has ceased to be in the Company's services. This includes any names and addresses of any of the customers of Fortunesoft IT Innovations Pvt. Ltd. or any other information pertaining to them.
- During the course of employment with the Company and for a period of two years after separation of employment with Fortunesoft IT Innovations Pvt. Ltd (irrespective of the circumstances of or the reason for the separation) the Employee will be under contractual obligation with the Company not to solicit, induce or encourage any of the existing employees to become associated with or perform services of any nature for self or for any third party.
- During the course of employment with the Company and for a period of two years after separation the Employee shall not accept any offer of employment from any customer or the customers end-user customer of the Company and shall not either directly or indirectly, either for oneself or for any other person, firm, company, or corporation, solicit, divert or take away any of the existing customers of Fortunesoft IT Innovations Pvt. Ltd.
- During the Employee's tenure with the Company he/she shall disclose and assign to Fortunesoft IT Innovations Pvt. Ltd. as its exclusive property, all inventions, ideas, concepts, discoveries, techniques and improvements developed or conceived by him/her solely or jointly with others that are related to the Company's business or that results from work that he/she performs for the Company or using the Company's equipments, supplies or facilities and shall comply with the Policies of the Company in relation to Intellectual Property

- If and when the Employee is chosen for an overseas deputation or for an overseas project assignment, he/she will be required to sign an overseas deputation agreement/ undertaking, to serve the Company forthwith for a period of two years. The overseas deputation agreement thus provides a clause for the transfer of knowledge and skills you have acquired from such assignment to the Company in India.
- The Employee shall not sign any contracts or enter into any binding agreements, which are outside his/her defined authority limits on behalf of the Company. He/she may be authorized from time to time to enter into contracts incidental to the running of the office with the prior express approval of the Company
- During the course of employment with the Company and after separation the Employee shall not disclose or mention the company's customer name or the customer's end-user customer names of the Company in his/her Resume or any Job Portals.
- That said the Employee shall not during the period of this agreement work directly or indirectly in any similar trade or business either as employer or partner or advisor or in any other capacity.
- That the said employee shall be just and faithful to the Company in all matters and shall not at any time divulge to any person whosoever and shall use his/her best endeavors to prevent the publication or disclosure of any trade secret or software development process or any information concerning management decision of the Company or of its dealings, transactions, or affairs which may come to his/her knowledge.
- That during the period of his/her employment, the Employee shall be bound to observe and abide by all terms and conditions and stipulations hereinafter contained as also by such other rules and regulations as may be framed by the Company from time to time to be observed by or to be applicable to the Employees of his class.
- That the said employee if voluntarily decides to resign and get separated during the first year of employment, for the purpose of career change, he/she shall not be eligible to claim his/her experience and relieving letter from the company.
- During the course of employment with the Company and for a period of two years after separation, the employee shall not get connected, with any customer or the customer's end-user customer of the company through any Social Media / Social Networking Sites using his/her personal credentials.

Separation Policy:

In case an Associate wishes to separate from Fortunesoft IT Innovations Pvt. Ltd. he/she needs to send a resignation letter to his/her Manager and take his/her acceptance. If the Manager agrees to relieve the associate, the associate needs to serve 60 days notice period from the date of acceptance of resignation to allow for the transition, handing over of all work/documents in his/her custody, do the knowledge transfer to a team member identified, complete the clearance formalities from all concerned and submit it to the HR Department in order to be formally relieved from the duties and responsibilities assigned. An associate is not entitled to leave during the notice period. An exit interview is conducted by HR to collect feedback.

Associate Codes of Conduct:

Do's:

Kindly:

1. Adhere to the Policies, Processes and Procedures of the Company.
2. Perform tasks assigned by a Manager in the appropriate manner.
3. Keep the workplace clean and organized.
4. Utilize the working hours productively and effectively for the Company.
5. All associates can use the common browsing machine for general and personal purposes.

Don'ts:

Kindly refrain from:

1. Engaging in any other personal commercial activity during the working hours of the Company
2. Absenting for three or more consecutive work days without notification to your Manager or department head, unless a reasonable excuse is offered and accepted by the Company
3. Engaging in unnecessary gossips or discourteous conducts with fellow associates, customers.
4. Altering or falsifying any time keeping record, intentionally falsifying another associate's time card, allowing someone else to keep/mark your time card, removing any time keeping record from the designated area without proper authorization or destroying such a record.
5. Releasing confidential information about the Company, its associates or its customers.
6. To maintain a healthy internet environment Fortunesoft IT Innovations Pvt. Ltd. has blocked certain websites. Trying to access them through any other means is strictly prohibited
7. Involving in theft or unauthorized removal or possession of property from the Company, fellow associates and customers.
8. Falsifying or making material omission on an employment application or making erroneous entries or material omissions on the Company's records.
9. Misusing, destroying or damaging property of the Company, a fellow associate, a customer or a visitor.
10. Misusing E-mails and Internet provided by the Company
11. Bringing in on Company property dangerous or unauthorized materials, such as explosives, firearms or other similar items.
12. Participating in any Political or anti-social activity.
13. Possessing, distributing, selling, using or being under the influence of alcoholic beverages or illegal drugs while on Company property, while on duty, or while operating a vehicle leased or owned by the Company

Issued by Fortunesoft IT Innovations Pvt. Ltd.