NIKAGENYX VISION TECH PRIVATE LIMITED

# Comprehensive Employee Handbook

This comprehensive handbook outlines the Code of Conduct, Terms and Conditions, and Policies & Procedures applicable to all employees of Nikagenyx Vision Tech Private Limited. It is intended to ensure clarity, consistency, and transparency across the organization. All employees are expected to read, understand, and adhere to these provisions.

## 1. Code of Conduct

1.1. Professional Behavior: Employees shall maintain a high standard of professionalism, courtesy, and respect in all interactions—whether with clients, coworkers, or external vendors.

1.2. Anti-Discrimination: Discrimination based on race, gender, religion, caste, marital status, age, disability, or sexual orientation is strictly prohibited.

1.3. Harassment-Free Workplace: Harassment in any form, including verbal, physical, or digital, will not be tolerated. Victims are encouraged to report incidents without fear of retaliation.

1.4. Confidentiality: All proprietary information, trade secrets, source code, and internal communication must be treated as confidential and must not be shared externally or with unauthorized personnel.

1.5. Conflict of Interest: Employees must disclose any personal, professional, or financial relationships that could influence decision-making or business outcomes.

1.6. Integrity and Honesty: All reports, time logs, expense claims, and communications must be truthful and accurate.

1.7. Representation: Employees must not speak to the media, post publicly about company matters, or represent the company in public forums without written authorization from management.

## 2. Terms and Conditions

2.1. Employment Basis: All employment is governed by the terms set forth in the signed employment agreement, including mode of employment (freelance or full-time), notice periods, and payroll structure.

2.2. Documentation: Employment is conditional upon submission and verification of identity, educational, and professional documents. Any falsification will result in immediate termination.

2.3. Compensation: Salary disbursal schedules, incentives, and deductions (e.g., tax, PF, ESI) will comply with statutory and company guidelines. No advances or loans shall be granted unless formally approved.

2.4. Project Assignment: Employees may be rotated across teams or assigned new responsibilities depending on project demands and client needs. Flexibility and cooperation are expected.

2.5. Termination: Employment can be terminated by either party with 30 days’ written notice. In cases of gross misconduct, the company reserves the right to terminate without notice.

2.6. Resignation: Employees must provide a formal resignation via email and serve the notice period. Absconding or leaving without notice will forfeit any pending dues or relieving documents.

2.7. Exit Formalities: Employees exiting the organization must return all company property, complete knowledge transfer, and participate in an exit interview.

## 3. Policies and Procedures

3.1. Attendance and Work Hours: Employees must log attendance via the official system. Core hours are flexible but must meet productivity standards. Late logins or repeated absences must be explained.

3.2. Remote Work Policy: While remote work is allowed, employees must ensure a distraction-free work environment, attend all scheduled meetings, and remain responsive during working hours.

3.3. Leave Management: Employees are entitled to 2 paid leaves per month. Leaves must be applied in advance through the HR portal or by email. Emergency leaves must be justified post-facto.

3.4. Holidays: The company observes national holidays. Optional holidays may be availed with prior notice. Comp-off requests must be pre-approved.

3.5. Communication Etiquette: All official communication should be clear, concise, and respectful. Internal chats, emails, and project platforms must not be used for personal matters.

3.6. Grievance Redressal: Concerns may be raised with immediate managers or emailed to hr@nikagenyx.com. All complaints will be handled confidentially and without bias.

3.7. Asset Usage: Company laptops, software, credentials, and files are for official use only. Sharing passwords or misusing assets will lead to disciplinary action.

3.8. Data Protection: Employees are prohibited from copying, uploading, or transmitting company data to unauthorized platforms (e.g., Gmail, USB, personal devices). All data is the intellectual property of Nikagenyx.

3.9. Performance Reviews: Reviews may be conducted quarterly or semi-annually. Parameters include quality, punctuality, collaboration, communication, and ownership.

3.10. Security and Access: Access to sensitive systems is role-based. Employees must report any security incident or system breach immediately.

3.11. Travel and Expense Policy: Any travel must be pre-approved. Reimbursements require submission of valid invoices within 7 days of return.

3.12. Client Interaction: Client communications must be documented and conducted with utmost professionalism. Only designated team members may negotiate deliverables or pricing.

This handbook is subject to periodic revision. Updates will be shared via email or internal portal. All employees are expected to remain informed of changes. Non-compliance with any section may result in disciplinary action, including termination or legal proceedings, depending on severity.