

COMPANY POLICIES

PROBATION :

Newly joined Employee will be on probation for a period of three months. The period of probation can be extended at the discretion of the Management and he / she will continue to be on probation till an order of confirmation has been issued in writing.

Employee can avail only One leave per month (Week offs depends on PM/RM only). An Employee will also have a regular weekly performance review and meetings with the Management about the work delivered.

LEAVE POLICY :

Paid leaves -

An employee is allowed 20 paid leaves throughout the year (12 Scheduled Leaves & 8 Unscheduled Leaves), which will be revised on January 1st of every year.

- **Scheduled leaves** - The leave which is taken with prior notice will be considered as scheduled leaves on approval of PM/RM.
Case 1 - If an employee wants to avail one day leave, he/she should apply for leave via mail on or before office hours of previous day subject to approval of PM.
Case 2 - If an employee wants to avail 2 days or more, he/she should apply for leave via mail at least 2 weeks prior subject to approval of PM.
- **Unscheduled leaves** - The leaves which is taken due to sickness or emergency reasons on the same day with notice will be considered as unscheduled leaves on approval of PM/RM.

For an employee joining in middle of the year, the leaves will be calculated and assigned according to the month he joins for that particular year.

Leave allocation is applicable only after Job confirmation. Also Number of leaves will be calculated from the month of Confirmation.

Example - An employee joining in the month of Jan getting confirmed after 3 months in April will get 17 leaves for that year.

If an employee **relieves in the middle of the year**, the salary will be calculated according to the leaves taken and allowed until that particular time of relieving. Any leaves taken beyond the permitted leaves will lead to **loss of pay**.

Unpaid leaves-

Leave without pay for an employee is authorized based on exceptional circumstances and attentive to the business impact.

An employee is allowed only **10 leaves** as loss of pay, above which, the employee receives a warning, and if the employee continues taking leaves after loss of pay and a warning thereof, his employment may be terminated.

Long leaves-

Long Leave - Scheduled Leave -

Long Leaves are applicable only for Employees who are working with the Company for 6 months and more.

An Employee should inform the Management well in advance and only on getting the approval from the Management he/she can go on a long leave. Request will be approved after checking the current status of the project / work, previous leave(s) taken, etc.,

In case an Employee wants to take continuous leave for going on a Vacation or for any other reasons, he will be allowed maximum 5 days of continuous leave.

Long Leave - Sick Leave -

In case of leaves taken for 3 days & more due to Sickness, a Medical Certificate has to be produced on the date of return to Office.

Work from Home -

10 days of 'Work from Home' option allowed in a year in urgent / important situations on a case by case approval basis.

Permissions -

Permission for day is **1.5 hours** only, more than this will be marked as Half Day Unscheduled. Not more than **Two Permissions** per Month are allowed on prior approval.

Compensatory Off - If Employee works on non-working days due to deployment of the projects on approval of PM/RM can avail for Compensatory off on working days which should be a Scheduled Leave.

UnSchedule leave is not considered as a Compensatory off.

Carry Forward Policy - Maximum 5 days from the scheduled leaves will be carry forwarded to the next year to the scheduled leave balance.

MARRIAGE Leave POLICY :

Marriage Leave policy is applicable only for Employees who are working with the Company for 6 months and more.

Max leave allowed is **4 weeks** where two weeks are paid and two weeks LOP.
2 weeks paid will be deducted from the Schedule Leave balance of the respective Employee. If he/she doesn't have enough Schl Leave balance it will be LOP.

MATERNITY POLICY :

Maternity Leave is applicable only for Employees who are working with the Company for 6 months and more.

Maternity leave can be used a maximum of 2 occasions during an employee's tenure with the Company. All intervening holidays and weekends falling during this period of maternity leave are counted.

The employee must apply for the Maternity leave & inform it well in hand the start date & end date to the Project Manager & to the HR Department.

Government Extends Benefits Of Extended Maternity Leave To Women. Maternity leave on the date of enforcement of the Maternity Benefit (Amendment) Act, 2017 i.e. as on April 1, 2017.

The salary during maternity leave will be processed every month, as per the salary cycle.

Increased Paid Maternity Leave:

The Maternity Benefit Amendment Act has increased the duration of paid maternity leave available for women employees from the existing 12 weeks to 26 weeks. Under the Maternity Benefit Amendment Act, this benefit could be availed by women for a period

extending up to 8 weeks before the expected delivery date and remaining 18 weeks can be availed post childbirth. For women who are expecting after having 2 children, the duration of paid maternity leave shall be 12 weeks (i.e., 6 weeks pre and 6 weeks post expected date of delivery).

Work from Home option:

The Maternity Benefit Amendment Act has also introduced an enabling provision relating to "work from home" for women, which may be exercised after the expiry of the 26 weeks' leave period. Depending upon the nature of work, women employees may be able to avail this benefit on terms that are mutually agreed with the employer.

Employees undergoing medical termination of pregnancy under medical advice or miscarriage are entitled to **6 weeks** of maternity leave. A duly registered attending medical practitioner should certify this & a medical certificate should be obtained.

OFFICE TIMING :

Every employee must be in office, at his/ her work place before the start time. For any deviation from the regular office timings, the same needs to be communicated to the PM/RM and the HR Department.

Work Timings- 9:30 AM - 6:30 AM, Monday to Friday

Break Timings- 10 mins Tea Break- 40 mins Lunch break - 10 mins Tea Break

Late Policy -

If an employee is coming late, he/she should inform their respective PM/RM and the HR department, and the same is accepted only for a maximum of 3 days/Month.

If he/she coming late frequently it will be marked as 1/2 day LOP based on PM/RM recommendation.

SEPARATION POLICY :

Employee Initiated (Normal Resignation)- The employee desires to leave the services of the organization due to personal or professional reasons, this is by means of Resignation.

Resignation should be given in writing by the employee to the Project Manager and to the HR Department.

Resignation shall be effective as soon as the **Management team accepts** it. The Management has the right to withhold the acceptance of the resignation if any dues are recoverable from the employee or if the employee is under suspension or if any disciplinary proceedings are pending against the employee or for any other reasons.

During the probationary period and any extension thereof, your services may be terminated on intimating the employer by giving one month's notice or salary in lieu thereof only **on approval of management**. On confirmation the services can be terminated on intimating the Management by giving two months notice or salary in lieu thereof. **Also, during this period any leaves taken will push the relieving date automatically.**

During notice period, the salary will be on hold. It will be released in the full and final settlement after relieving.

Employer initiated (Termination)- The reasons here could be non performance or misconduct of the employee or non conformance to the company policies or any ethical or integrity issues.

- Poor Job Performance - Conducts himself/ herself in a manner inconsistent with the due and faithful discharge of his/her duties
- Is habitually negligent of his/ her duties
- Couldn't meet the standards set and couldn't meet the deadlines.
- Downsizing or Shutting down of a division/Department

With Notice-Siam Computing may terminate the services of an employee with notice of 7 days to 15 days can go upto 30 days, which will be decided by the Management,

Without Notice- Siam Computing may terminate the services of an employee without notice or without payment in lieu thereof if he/ she:

- Creates a competitive business or activities against the company's business operations
- Willfully disobeys a lawful and reasonable order
- Violates company policies
- Fails to comply with the regulations and conditions of employment
- Is found guilty of fraud or dishonesty

Upon termination of employment, the employee is expected to immediately transfer and deliver to the company all documents, information, assets belonging to the company, which the employee holds by reason of his/ her position in the company.

Management reserves the right to terminate an employee's service without statement of cause in order to protect the integrity and reputation of the company.

Settlement of leaves on Separation -

In any case an employee is relieved/terminated from his job in the middle of the year, the leaves will be calculated only till that period. Any leaves taken beyond the number permitted will be considered as loss of pay in the final settlement.

DRESS CODE POLICY :

Our goal is to provide a workplace environment that is comfortable for all employees. We expect that your business attire, although casual, will exhibit professionalism. An employee's appearance can create a positive or negative impression that reflects about our company and culture.

RECOGNITION/REWARDS :

Best Performer(Employee) of the month :

- PM/RM will nominate the team members for best performer award along with the performance report/feedback.
- From the nominees, only two employees will be selected, which will be decided by the CEO.

Best Team :

Non-monetary recognition awards will be given to those nominee and deserve a kudos - these include an appreciation or a complimentary gift or a Team outing.

Night Stay:

If any female employee has to stay beyond 8:30 PM:

- She needs to inform her higher official about her plans whoever is available - PM / HR / Finance Manager / CTO / CEO.

- An Email has to be sent by the employee to her PM and to the HR about her work plans for the night.
- According to her plans, the higher official can help take care of her travel plans for the night (arranging Cab & Dinner), If needed.
- If the female employee is going via cab, late night, she can be accompanied by one or more workers to ensure her safety.
- If she wants to stay at office, that can also be arranged.

WORKFORCE HARASSMENT POLICY :

Our anti-harassment policy expresses our commitment to maintain a workplace that's free of harassment, so our employees can feel safe and happy. We will not tolerate anyone intimidating, humiliating or sabotaging others in our workplace. We also prohibit wilful discrimination based on age, sexual orientation, ethnicity, racial, religion or disability.

This workplace harassment policy applies to all employees, clients, public visitors anyone else whom employees come into contact with at work.

Harassment includes bullying, intimidation, direct insults, malicious gossip and victimization. We can't create an exhaustive list, but here are some instances that we consider harassment:

- Sabotaging someone's work on purpose.
- Engaging in frequent or unwanted advances of any nature.
- Commenting derogatorily on a person's ethnic heritage or religious beliefs.
- Starting or spreading rumors about a person's personal life.
- Ridiculing someone in front of others or singling them out to perform tasks unrelated to their job (e.g. bringing coffee) against their will.

Sexual harassment is illegal and we will seriously investigate relevant reports. If an employee is found guilty of sexual harassment, they will be terminated.

How to address harassment

If you're being harassed, whether by a colleague, customer or vendor, you can choose to talk to any of these people :

- **Offenders** : If you suspect that an offender doesn't realize they are guilty of harassment, you could talk to them directly in an effort to resolve the issue. This

tactic is appropriate for cases of minor harassment (e.g. inappropriate jokes between colleagues.) Avoid using this approach with customers or stakeholders.

- **Your manager** : If customers, stakeholders or team members are involved in your claim, you may reach out to your manager. Your manager will assess your situation and may contact HR if appropriate.
- **HR** : Feel free to reach out to HR in any case of harassment no matter how minor it may seem. For your safety, contact HR as soon as possible in cases of serious harassment (e.g. sexual advances) or if your manager is involved in your claim. Anything you disclose will remain confidential.

Disciplinary Consequences:

Punishment for harassment depends on the severity of the offence and may include Counseling, Reprimands, Suspensions or Termination.