



Employee Handbook

Welcome to Our Team

Welcome Message from Director

Welcome To Appinventiv!

On behalf of all the Co-Founders & your new colleagues, I personally welcome you to the family and wish you every success here.

In a short span of 7 Yrs, we have grown immensely and unlike other organizations we performed extraordinarily well in the initial phase of our Foundation Year' 2015 by hitting a million dollar revenue. Since then we are unstoppable.

Our historical and the future success is grounded in our collective commitment to our core values. These values include Passion, Accountability and Integrity.

We sincerely hope that your experience here will be Challenging, Enjoyable and Rewarding..

Please feel free to approach me anytime for any reason. Let's join hands to be successful together.

Again, Welcome
Yours truly,

Prateek Saxena
Mail: Prateek@appinventiv.com

1.) ATTENDANCE AT WORK:

Employees are employees who, because of the type of duties performed, the usual level of decision making authority, and the method of compensation, are expected to follow all rules and regulations related to Office Timings, Working Hours and Attendance policy of the company.

- Card is compulsory for all.
- In case a person loses his/her card he will be allowed to mark entry in the register for a maximum of THREE days.
- After 3 days it is important to have ID Card, else will be marked absent automatically.

Official Working Hours - 10 AM to 7 PM

2.) LATE POLICY: A generic policy where every employee is entitled to:

- No. of late comings allowed in a month will be 3.
- All the late comings must be signed, if no late comings are signed/approved, half day will be considered for every late arrival.
- If a person exceeds the official late comings i.e 3 then a meeting will be arranged with the concerned Reporting Manager.
- If we find someone not meeting out 9 Hours on regular basis, a strict action will be taken against them

3.) PERFORMANCE REVIEW

- In the next month of Joining a meeting will be scheduled with the Reporting Manager, HR as well as the Functional Head. If in case your performance is not satisfactory, There will be 2 outcome or plan where the company can put you in:

A.) Performance Improvement Plan (PIP):

- Monthly individual performance review will be conducted among the Team /Department.
- If in case Individual is not able to cope up with the Team/ Department performance standard then a PIP (performance improvement Plan) will be raised to respective team member.
- This PIP will be just an effort to make you match to the Team/Department set standards.
- To meet these standards individual will be provided with necessary training & guidance by the respective Team/Department members. This plan doesn't lead to any termination or any other action by the company.

B.) Performance Improvement Warning (PIW):

- In case the performance/ behaviour is not as per expectations a P.I.W (Performance Improvement Warning) will be raised for X number of day as directed by the Reporting Manager.

- After the end of given "X" days for which the PIW has been raised a re-evaluation meeting will be called up to discuss over the performance during the days PIW was raised.
- Despite of the PIW raised if there is no improvement in the performance/ behaviour, the company holds every such right to terminate you from your services with or without notice.

Please Note: In both the above cases, if employee resigns He/ She either needs to serve notice period as per company policy or can be relieved based on the mutual discussion with the employer.

4.) PROBATION COMPLETION PROCESS

- Once a person will complete the Probation a mail will be dropped to the Reporting Person, PC & RM for the review.
- If the review is positive, a confirmation mail will be dropped to the concerned person once from Management's end.

5.) RESIGNATION/NOTICE PERIOD

- In case a person resigns, his/her salary will be on hold till the duration of his notice period and the same will be cleared in Full and Final Settlement once the notice period is completed.
- The salary is on hold from the month you resign till the last working day.
- If the resignation is shared on a date which impacts the salary cycle and 3 months salary is on hold then 1-month salary will be released on the last working day. Rest 2 months notice period salary will be cleared during Full and Final Settlement after clearance of dues from IT, Finance, Admin and HR department.
- Post resignation from the organisation any variable component or bonus will not be applicable.
- If in case anyone resigns during probation period, the employee is liable to serve notice period as per the company policy. If in any case employee doesn't report to office after resignation for 3 days it will be treated as abscond or doesn't serve notice period, company has the right to hold with his/her full & final settlement.
- As per the policy a person will have to serve a notice period of 2 Months.
- FnF is done after completion of 45 days from last working day and the date for FNF is 15th of every month (Note: At the time of exit it will be priorly informed to which 15th you will be receiving your FnF)

Please Note: During Probation period you will be liable to serve at least a month notice period. This may also be extended based on the work dependencies.

6.) ADVANCE SALARY POLICY

- Anyone who has completed 1 year with the organization can avail this Advance Salary. Which means He/She can take the benefit of taking/withdrawing a month's salary in advance at any time of the month
- The HR department will have monthly budget and can manage only few cases every

month. This is going to be on 0% interest and the repayment has to be within 6 months and will be deducted from the Salary.

- The Salary advances will be considered only in a limited number of situations, meant for few exceptional cases, like any sudden emergency or if you are in some sudden need.

7.) Daily Status Report Process (DSR)

- Daily Status Report has to be updated on a regular basis, every day for attendance.
- If DSR is missing and regularly not submitted then it will impact the salary cycle.
- The DSR for the day has to be submitted on the same day for attendance marking.
- If a delay in DSRs happens then it will impact the salary release date, the salary date will be shifted to the 15th of the month.

8.) Variable Component and Bonus

- Variable or Bonus component is not mandatory for all, this is subjectively given as per performance.
- If the variable or bonus is applicable quarterly then it will be released in the 4th-month salary after quarter completion.
- Post resignation from the organisation any variable component or bonus will not be applicable.

9.) REFERRAL POLICY

- If anyone's referral stays in company for 3 months he/she will be rewarded with Referral Bonus.

10.) APPRAISAL POLICY

- We at Appinventiv follow two Appraisal cycles - **April** and **October**
- To track work performance monthly performance rating will be conducted.

Please Note: Your appraisal will be done based on your Date of Joining and this will be communicated to you at the time of your joining in which cycle you will lie & get appraised..