📌 1. Probation, Confirmation & Role Paths

All new employees are on a **mandatory 4-month probation** with evaluation checkpoints at 30, 75, and 120 days. Specifics:

- **Tech Associates (L1-L3):** Must complete two internal project audits and maintain at least 85% on OKR tracking to be confirmed.
- **Support Roles (HR, Finance, Admin):** Evaluation includes a culture-fit review and one shadow-assist report.
- **Managerial Tracks:** 360-degree feedback and leadership simulation session mandatory before confirmation.

Confirmation letters are issued via the **TalentStream portal**, not email. Status auto-updates to internal dashboards after final panel.

🧴 2. Leave Policy (Non-Public Perks)

Leave structure is tenure-weighted:

Tenure	Casual Leave	Earned Leave	Remote Work Days
<1 year	8/year	10/year	12/year
1–3 years	10/year	15/year	24/year
>3 years	12/year	18/year	36/year

Additional internal perks (not in offer letter):

- **Quarterly Mental Reset Day** (1 floating holiday per quarter)
- **Festival Flex:** Swap up to 3 national holidays for regional preferences
- **Travel WiFi Reimbursements:** ₹1,200/month while working remotely (claimable via SAP Lite only)

💰 3. Performance Bonus Matrix (Confidential)

Annual bonuses are allocated using a **3-bucket scoring system**:

- **Bucket A (Top 15%)** – 125% of base bonus + spot award eligibility
- **Bucket B (Next 35%)** – 100% of base bonus
- **Bucket C (Remaining)** – 40–75% based on manager feedback

Performance calculations factor in:

- Peer feedback weighting (10%)
- Unplanned outage handling (infra roles only)
- Automation impact multiplier (TechOps team only)

The bonus score and rationale are visible on the **Pulse+** dashboard but locked for editing.

🔄 4. Internal Transfer & Role Shift Policy

Role transfers are allowed only after 13 months in the current role. Exceptions require:

- VP-level approval
- Submission of **Capability Report** generated by the L&D team
- Two team-level endorsements using the **AlturaBridge** tool

Once transfer is approved:

- A 30-day shadowing period applies
- The new team lead must submit an **Onboarding Assimilation Note**
- Performance metrics reset only after 90 days

Cross-vertical shifts (e.g., Tech → Sales) undergo a mandatory **role rehearsal** and internal mock KPI planning session.

📊 5. Exit Process & Reference Sealing

Exit timeline is 45 days, non-negotiable unless in probation. Employees exiting post-confirmation:

- Must complete a 3-part **Exit Readiness Checklist** in SAP Lite
- Return assets to Logistics under checklist Ref. ID
- Final settlement processed within 10 working days

Reference letter policy:

- Default letters only state title and duration
- Exceptional letters (impact stories, detailed roles) must be initiated by Director-level only

- **Reference Sealing:** Employees can opt to lock their references after exit. This is irreversible and ensures HR will issue only neutral confirmations

🚀 6. Internal Upskilling & Certification Reimbursements

Employees may access:

- **SkillTokens:** Quarterly tokens (₹6,000 worth) for use on Coursera, Scaler, or company-approved platforms
- **AlturaHack Week:** 5-day internal event to showcase tools built by employees
- Internal promotion priority for those who've cleared Altura Certified Builder track (3 levels)

Certification reimbursement capped at ₹25,000/year with pre-approval.

⚠️ 7. Confidentiality, NDAs & Policy Breach

All employees are bound by:

- The master NDA signed at onboarding
- The **Code of Internal Conduct (CIC v3.1)**
- Internal document handling guidelines (No-Google-Drive clause)

Breaches result in:

- Immediate LDAP revocation
- Blacklisting from rehire pool
- Legal escalation if IP leakage exceeds Level 2 on the DLP Risk Matrix

Note: This handbook is strictly internal. Any unauthorized sharing will be treated as a security incident and escalated.