

Company Name: Nexora Technologies Pvt. Ltd.

Employee Handbook and Office Policies

1. Working Hours

- Standard office hours are from 9:30 AM to 6:30 PM, Monday through Friday.
- Employees are expected to work 8 hours per day excluding a 1-hour lunch break.

2. Leave Policy

- Annual Leave: 20 paid leaves per calendar year.
- Sick Leave: 10 paid sick days.
- Casual Leave: 7 days per year, subject to manager approval.
- Maternity Leave: 26 weeks (as per Indian labor law).
- Paternity Leave: 10 working days within the first 3 months of childbirth.
- Unpaid Leave: Allowed in special cases with HR approval.

3. Work From Home (WFH)

- Employees can avail WFH up to 6 days per month.
- Prior approval from the team lead or manager is required.
- WFH is not allowed on Mondays and Fridays unless explicitly permitted.

4. Dress Code

- Business casual is mandatory on weekdays.
- Fridays are casual dress days.

5. Probation Period

- All new employees will serve a 3-month probation period.

- Performance will be evaluated before confirmation.

6. Notice Period

- Employees must serve a 1-month notice period upon resignation.
- Early release is subject to management discretion.

7. Use of Office Resources

- Use of company laptops, email, and internet must comply with the IT and data security policy.
- Personal use of office Wi-Fi or printers should be minimized.

8. Grievance Redressal

- Employees can report issues to their reporting manager or HR.
- All concerns will be addressed within 7 business days.

9. Code of Conduct

- Harassment, discrimination, or unprofessional behavior will not be tolerated.
- Ethical conduct and mutual respect are expected at all times.

Contact HR:

For any clarification, please email hr@nexora.in or visit the HR help desk on Floor 3.