

Employee Handbook

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Sr.	Amendments section	Version no.	Date of change	Remarks
1.	Initial Release	1.0	09/27/2018	NA
2.	Updates in sections 3 and 7.1.	1.1	09/09/2020	NA
3.	<ul style="list-style-type: none"> Added PF details in a section 6.1. Updates in Section 7.1,7.4 and 7.6. Added a new section 12.4 Appreciation Bonus. Added link to POSH Policy, section 24. Updates in Contact list, section 25. 	1.2	04/06/2021	NA
4.	<ul style="list-style-type: none"> Updates in section 4, 7.2, 7.3,7.4,7.8, 8,9.1,9.2,10.4,11, 12.3,17.2 and 22. Added sections 12.5 and 20. Updates in Contact list, section 26 	1.3	05/30/2023	NA
5.	<ul style="list-style-type: none"> Update in section 7.8 and 16. Updates in Contact list, section 26 	1.4	07/04/2023	NA
6.	<ul style="list-style-type: none"> Update in Section 12.3,19 and 26 Added section 12.6 	1.5	12/12/2023	<ul style="list-style-type: none"> Updated Employee Motivation Allowance/ Outdoor

				<p>Engagement Activities</p> <ul style="list-style-type: none">• Introduced Life Insurance as one of the benefits.• Updated Women safety policy• Updated contact list
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1 Introduction

Each employee plays a vital role in contributing to 1Rivet's growth. The Office of Human Resources strives to foster a work environment that enables all employees to embrace the spirit of 1Rivet India and contribute at the highest possible level to support the mission of the organization.

This manual establishes policies, procedures, benefits, and working conditions that will be followed by all 1Rivet India employees as a condition of their employment at the Company. This manual is not a contract of employment nor is it intended to create contractual obligations towards the Company of any kind. This manual should be used as a reference and as a general guide rather than as an inflexible rule book.

The policies and procedures outlined in this manual will be applied at the discretion of 1Rivet India. The Policy Manual will be updated on a regular basis, and 1Rivet India reserves the right to change, modify or supersede any of these policies and procedures with or without notice at any time.

Furthermore, the company reserves the right to withdraw or change the policies, procedures, benefits, and working conditions described in this handbook at any time, for any reason, and without prior notice.

Human resource questions, which are not directly addressed in this manual, should be referred to the Office of Human Resources. It is expected that managers and supervisors will strive to apply these policies equitably and fairly, and that appropriate consideration will be given to previous actions that may have been taken under these policies.

Please take the time to go through the policies to help you understand better the environment we aspire to build. For any query/concerns that you may have, we encourage you to reach out to the Office of Human Resources to help you with it. Please refer to last section for contact details.

2 Employment Equality

The talents and skills needed to conduct business successfully are not limited to any group of people. 1Rivet India has a commitment to a meaningful policy of equal employment opportunity. The Company's policy is to ensure equal employment and advancement opportunities for all qualified individuals without distinction or discrimination based on race, religion, gender, sexual orientation, age, national origin, disability, covered veteran status, marital status or any other unlawful basis. As part of this commitment, the Company will make reasonable accommodations for applicants and qualified employees.

3 Days of Work

- We have weekdays (Monday through Friday) as working.
- All Saturdays and all Sundays will be observed as off.

4 Hours of work

- General shift: 10:00 a.m. to 8:00 p.m. with a one-hour lunch break.
- Full day: 9 hours of work shall be normally considered and counted as a full day; but in exceptional cases like medical emergency, weather condition, 7 hours could be counted as a full day.
- An employee may leave early for the day after seeking permission from their reporting manager, provided they have fulfilled all their tasks.
- Half day: 5 hours of work would be considered as a half day. Hours less than five would not be considered, and it would be counted as a full day leave.
- Since we have international clients, an employee is expected to stay flexible with the working hours. It may be required for them to stay back at times due to the difference in time zones.
- We try to provide flexible working hours. However, the actual flexibility will depend on finding the optimal balance between team need, business need and customer need. It could be worked out with your manager and might also change based on the phase of the project.
- Overtime: We do not pay for overtime. However, an employee's effort and dedication would be appreciated and reflected in the next performance/ remuneration review cycle. The employees are expected to stay after official working hours to meet project deadlines.

5 Probation Period

- The first 180 days of employment for a Sr. Associate L1 and lower and 90 days for a Sr Associate L2 and higher shall be considered as a probation period. The company reserves the right to terminate employment if your performance during this period is not at par with our standards/expectations.
- An employee is ineligible for documents such as relieving letter/experience letter/pay slips if they wish to quit/resign during the probation period.

6 Salary

- We will help set up your salary account with our bank.
- The salary account opening form would be provided during the Orientation.
- The salary would be credited to the employee's account on or before 7th of each month.
- You can access or download your salary slip from the HR software.

6.1 Deductions

- **PT:** Levied by the state government, ₹200 will be deducted as Professional Tax.
- **TDS:** TDS will be deducted for the employees crossing the exemption limit in compliance with the Income Tax rules.
- **LOAN DEDUCTIONS:** In case an employee has taken loan from the company, 50% of their take-home salary shall be deducted as installment.
- **PF:** The benefit of Provident Fund is extended to all employees from the date of joining their services with the company under the Employee Provident Fund & Misc. Provisions Act, 1952. The rate of contribution is as given below:

Employer's contribution: 12% of Basic salary plus all the allowances except HRA per month. If basic plus all the allowances cross Rs.15,000, the limit is capped 12% of Rs. 15,000.

Employee's contribution: 12% of Basic salary plus all the allowances except HRA per month. If basic plus all the allowances cross Rs.15,000, the limit is capped 12% of Rs. 15,000.

7 Leave Policy

- Leaves are granted to the employees to aid rest, recuperation and to fulfill social obligations; hence maintaining a well-balanced, healthy lifestyle.
- Every employee regardless of their years of experience can take paid leaves as per the company policy.
- All leaves must be applied at least five days prior for approval by the assigned manager. In times of urgency or sickness, leave may be intimated verbally, and a formal approval can be sought upon resumption of work.
- An employee is responsible for keeping their leave records updated in the system.
- If an employee's leave records are undermaintained, by default their leave balance at the end of the financial year would be zeroed out.
- There is no provision to carry forward unused leaves into the next year, but the unused Casual and Sick leaves would be encased in the next financial year.
- No credit would be given for unused comp offs (section 7.4) and festival leaves (section 7.7).

7.1 Casual Leave and Sick Leave

- An employee can have 7 Sick and 8 Casual days of paid leaves annually.
- Casual and Sick leaves are credited to an employee's account beginning from 1st April valid up to 31st March. (i.e., the financial year)
- Employees can use up to 7 days of paid leaves (including Comp off, Casual Leaves and Sick Leaves) each month; in case the number exceeds 7, then the rest of the leaves would be counted as unpaid leaves.
- Employees hired to work remotely will not be eligible for leave encashment.

7.2 Maternity Leave

- Maternity paid leave would be granted to a female employee for a period of 26 weeks if the employee has less than two children. If the employee already has 2 children, paid leave of 12 weeks is applicable.
- Maternity leave may commence after at least 3 months of pregnancy. Leave of absence from work due to an illness of any kind during the first 3 months shall be considered as normal sick leave.
- Out of the 26 weeks, not more than 8 weeks can be taken before the expected date of delivery. The remaining 18 weeks can be availed post-delivery. However, minimum 6 weeks of leave should be taken post-delivery.
- In case of 12 weeks, 6 weeks pre and 6 weeks post expected date of delivery would be allowed.
- Before availing this leave, a certificate from the gynecologist must be submitted mentioning the expected date of delivery.
- Casual leaves or Compensatory Off should not be clubbed with Maternity leave. The employee would not be eligible for casual leaves and Compensatory leaves unless they start working again. After resumption of work, casual leaves and Compensatory Off could be availed on approval from the reporting manager.

- A copy of the birth certificate must be submitted to the HR on the resumption of work after maternity leave.
- In the unfortunate event of a miscarriage, the employee can take up to 6 weeks of paid leave (inclusive of weekly offs and holidays), from the day of miscarriage. She must notify the HR with a certificate of miscarriage in such case.

7.3 Paternity Leave

- During the employee tenure, each male employee is eligible for paternity leave of 7 days with the gap of 2 years.
- Casual leaves or Compensatory Off should not be clubbed with Paternity leave. The employee would not be eligible for casual leaves and Compensatory leaves unless they start working again. After resumption of work, casual leaves and Compensatory Off could be availed on approval from the reporting manager.

7.4 Compensatory Off

- Employees who have worked on holidays during a project will be entitled to have compensatory offs and would be able to use them later, on completion of the project.
- Employees need to work a minimum of 7 hours to earn a compensatory off.
- Compensatory offs can be used up to a maximum of 3 days in a month & should be authorized by the Immediate manager and HR.
- Employees working on holidays will have to inform the reporting manager and reporting manager should inform the HR department to make necessary arrangement in the HR Software.
- If not used, earned compensatory off will lapse within 90 days, and would not be paid for either.
- Employees need to initiate a request for compensatory leave from the HR software within 3 working days.

7.5 Wedding Leaves

- An employee can avail 7 paid leaves for their own wedding.

7.6 Loss of Pay (LOP)

- Once 15 annual Leaves (casual and Sick leaves) are used, any further leave(s) taken will be considered as LOP.
- If any employee's leave request is unapproved/revoked by the immediate manager and despite it, if the employee takes leave, those leave(s) would be considered as LOP.

Exception: The reason for leave could be genuine (a family emergency etc. would not be revoked by the manager).

7.7 Festival Leave

- Apart from the casual leaves, each employee can take 2 paid leaves per year for their respective festivals (Mahashivratri, Pateti, Christmas, Eid, Lohri etc.).
- However, these 2 leaves are only allowed for festivals and can't be converted to 'Casual' or any other leave and won't be carried forward or encashed.

7.8 Sabbatical

The sabbatical leave may be given by the company as a token of appreciation, when an employee has shown the utmost dedication and results during their work tenure. A sabbatical gives employee the opportunity to take extended time off to improve their skills, rest, rejuvenate, and re-energize before returning to work with a renewed commitment to 1Rivet's future success.

1Rivet sabbatical leave program

Work tenure	Sabbatical Benefit
6 Year	30 Days
10 Years	40 Days
15 Years	50 Days
20 Years (Every five years thereafter)	60 Days

Eligibility

1. If an employee is hired as a full-time employee and has been with 1Rivet for six consecutive years, he/she is eligible for 1Rivet sabbatical leave.
2. When an employee is eligible for a sabbatical but resigns or gets terminated before they have had a chance to take it, sabbatical will not be paid at full and final settlement.
3. Employees cannot take sabbatical during notice period.
4. A sabbatical is an extended period of time away from work, and managers need to plan for employee absence and return. Employees should acquire consent from manager and HR at least 90 days in advance to allow the team to plan for the extended leave.
5. Sabbatical leave has to be taken in one continuous period. Employees may not split it into several shorter periods or cash it out.
6. Employee may use sabbatical for any purpose as long as it is not in conflict with the interests of 1Rivet India.
7. Employees' joining dates will be used as the basis for determining the first six years of service.

Employee will be ineligible for a sabbatical if any of the following situations occur:

- Employment with 1Rivet is terminated for any reason.
- The sabbatical has to be taken within 24 months of becoming eligible; extensions will not be granted. If an employee becomes eligible for a sabbatical but do not take it within the specified time frame, employee will forfeit sabbatical and will not be eligible for another until they complete 4 years and complete total 10 years continuous active service.
- If an employee leaves 1Rivet and is rehired as a full-time employee, their earlier years of employment will not count towards six years of active, continuous service.
- If employee have previously worked as a temporary employee or independent contractor for 1Rivet India, this period will not be counted towards six years of active, continuous service as a full-time employee.
- 1Rivet make the decision to discontinue the Sabbatical leave.

Sabbatical leaves cannot be combined with Maternity, Paternity, Casual, Wedding, Compensatory Off and Sick leaves.

7.9 Leave Settlement During Resignation/Termination

- If an employee resigns mid-year, he would not be eligible for 15 paid leaves. His leaves would be counted for the months he has worked and based on that, if he has used up more paid leaves than what he is eligible for, then those extra leaves would be considered as LOP and would be deducted from the final settlement.
- Employees on probation period will not be eligible to get leave encasement on termination or resignation.

7.10 Procedure to apply for leave

- Intimating leaves verbally or via email would not be considered valid, except under emergency circumstances.
- The approval of leave should happen via HR Software. Employees are encouraged to install HR Software mobile App for easier access.

7.11 Extension of leave

- All employees must get prior approval via the HR Software from their immediate manager for the extension of leave.

8 Attendance

- Employees are expected to be at work during working hours, except for the lunch hour.
- Employees should inform their manager if they need to go out during working hours for both official or personal work regardless of the time duration. On failing to do so, their attendance could be marked as a half day.
- All employees will be required to mark In and Out in the Biometric Attendance Monitoring System machine every time they move in or out of the office.
- Employees are expected to remain within office premises during breaks and working hours. If an employee leaves the office during these hours, the organization is not liable for any incidents that might happen.

8.1 Unauthorized absence from work

- Unauthorized absence from work for more than 5 days will be treated as “absconding from duty”; shall be deemed as “voluntary abandonment” and would imply that employee is no longer interested in working with the company. Therefore, employment shall be terminated immediately.
- After the 5th day, if the employee provides a valid reason with enough proof to back the claim, it would be treated as “rejoining of an ex-employee”, but would not need to serve the probation period.

9 Reimbursements

- Reimbursement would be processed after the accounts department is provided with proper receipts/invoices preferably with the Company's name on it.
- Employees are advised to exercise good judgment and discretion when it comes to spending company funds so that expenses incurred are necessary, have a useful business purpose and are reasonable.

9.1 Food Reimbursement

- During project deadlines, there may be times when an employee may be required to work post-official office hours. For an employee who works on a non-working day or after 9:00 p.m., the reimbursable food allowance per person, per meal, is up to a limit of ₹200 which can be claimed by submitting proper bills. Amount surpassing this limit should be incurred by the employee.
- The above allowance is subject to the approval of your Reporting Manager and is only valid when project timelines demand to work late hours or additional days.
- The team/employee would need to submit a voucher with details such as project name, the reason for staying late and the names of the fellow colleagues who stayed along, to the accounts department to process the allowance. The Voucher needs to be signed by the reporting manager. You can collect the voucher from Office of Human Resources.

9.2 Travel Reimbursement

- Requests for business travel should be made by the employee and be approved by the Office of Human Resources.
- Upon return from travel, employees are expected to claim reimbursements for the expenses made by submitting all original receipts/invoices within 7 days of arrival; if delayed the amount may not be sanctioned by the accounts department.
- In case of a lost receipt, approval must be obtained from the immediate manager.
- If an employee gets involved in any Illegal activity during business travel, his employment shall be terminated.

List of approved expenses:

- Boarding
- Meals, per head with the limit of breakfast ₹200, lunch ₹350, dinner ₹350.
- Conveyance (as per entitlements/local conveyance at actuals)

The following expenses will not be reimbursed:

- Health and beauty aids
- Personal Entertainment such as movies, events, shopping, theatre, etc.
- Alcohol, Smoking, or any other vices.

10 Our Workplace Etiquettes and Standards

- The Company's greatest strength lies in the talent and ability of its associates. Since working in partnership is vital to the Company's continued success, mutual respect must be the basis of all work relationships. One should not engage in behavior that ridicules, belittles, intimidates, threatens, demeans, affects productivity, or negatively impact the Company's reputation. As a rule of thumb, one must treat others with the same respect and dignity that any person may wish to receive. Hence, creating a work environment that is inclusive, supportive, free of harassment and unlawful discrimination.
- Keeping your personal working space/desk organized is encouraged. Putting things back to where they belong would be appreciated. Also, the trash/leftovers should be dumped into the trash can to maintain a healthy and clean environment for everyone.
- We spend most of our time in the office, and it's like our second home. The Company has provisions of food/snacks for all the employees with an intention to make the office more comfortable and everyone is free to help themselves with it. Employees are expected to clean up after themselves and not leave a mess behind or misuse/waste any provision.
- Smoking/Chewing tobacco infused products (Cigarettes, Pan, Gutkha, etc.) in the office premises is strictly prohibited.
- Employees are not allowed to turn off the air conditioner themselves. If necessary, please request someone at the reception for assistance with the temperature settings.

10.1 Computer Usage

- Employees are suggested to turn off their monitors/lock their systems while leaving their desk to avoid a breach of confidentiality/security.
- While leaving at the end of the day, the desktop systems should be shut down including the UPS (if applicable). Occasionally, it is required to turn off the system for a brief period (usually during power cuts when the generator is needed to be shut down for it to cool down), remember to turn off the UPS as the beeping sound would disrupt the peace of other employees and the battery life of the UPS would be affected.
- Employees are restricted from accessing anything remotely via TeamViewer (or other such software) or install any unapproved software. In case of urgency, they would need to convey it to the Enterprise Applications team and get their approval.

10.2 Office Facilities

- The facilities provided at the workplace like telephone, printers, etc. are meant for office use and should be refrained from using for personal agendas.

10.3 Media Communication

- Since an employee represents the company, an employee must use social media responsibly and should not post strong political or religious views or offensive/NSFW content as it could antagonize the company and negatively affect the business.
- It would be reckless for an Employee to talk to the media directly or indirectly to make any statement on behalf of the company and should be strictly avoided.

10.4 Personal and Company Property

- An employee may bring their personal belongings to the workplace, but it is solely their responsibility to observe reasonable care. Camera recordings would not be checked for theft/loss of your belongings. The company provides reasonable security regulations to ensure the safety of the workplace but is not liable for any claims arising out of loss, theft or pilferage. However, the employee should report to the HR department immediately in such cases; they would provide aid up to a rational degree.
- An employee is expected to utilize the company's facilities with discretion, to avoid inadvertent damage to the equipment/accessories directly or indirectly or cause any hazard within the environment or neighborhood. Also, adopt frugality to avoid wasteful expenditure of energy resources. (viz. switch off computers, AC and other electrical items when not required or are the last person moving out).
- Penalty: Employees are liable for a penalty of ₹500 for disobedience of the Employee Handbook. In case an employee continues to violate the Employee Handbook, his/her employment shall be terminated immediately.
- ID Cards: All employees must wear their ID card during office hours.
- Loss or damage will require an employee to put in a request for a new ID card amounting to ₹200.
- An employee is liable for the loss/damage of the company asset assigned/lent to them or any other office facility. They must get it fixed/replaced at their own expenditure within a week.
- All official meetings must be conducted in the conference rooms. After the meetings have concluded, lights and AC should be turned off, whiteboards must be wiped off, and the stationary items (markers, duster, etc.) should be left on the table making it easier for the next team to utilize the conference and the AC remote must be put back in the holder.
- One must not lean on the glass partitions/walls as it could be hazardous.

10.5 Telephone Etiquette

- Cell phones have become an integral part of our lives. They are an asset if used responsibly (for productivity apps, calendars, business calls, etc.) However, cell phones may also cause problems or hinder productivity when used imprudently or excessively.

Employees are advised to:

- Use company-issued phones for business purposes only and maintain them in good condition.
- Surf the internet, text or talk on the phone for a brief period throughout the day.
- Turn off or silence their phones during meetings.

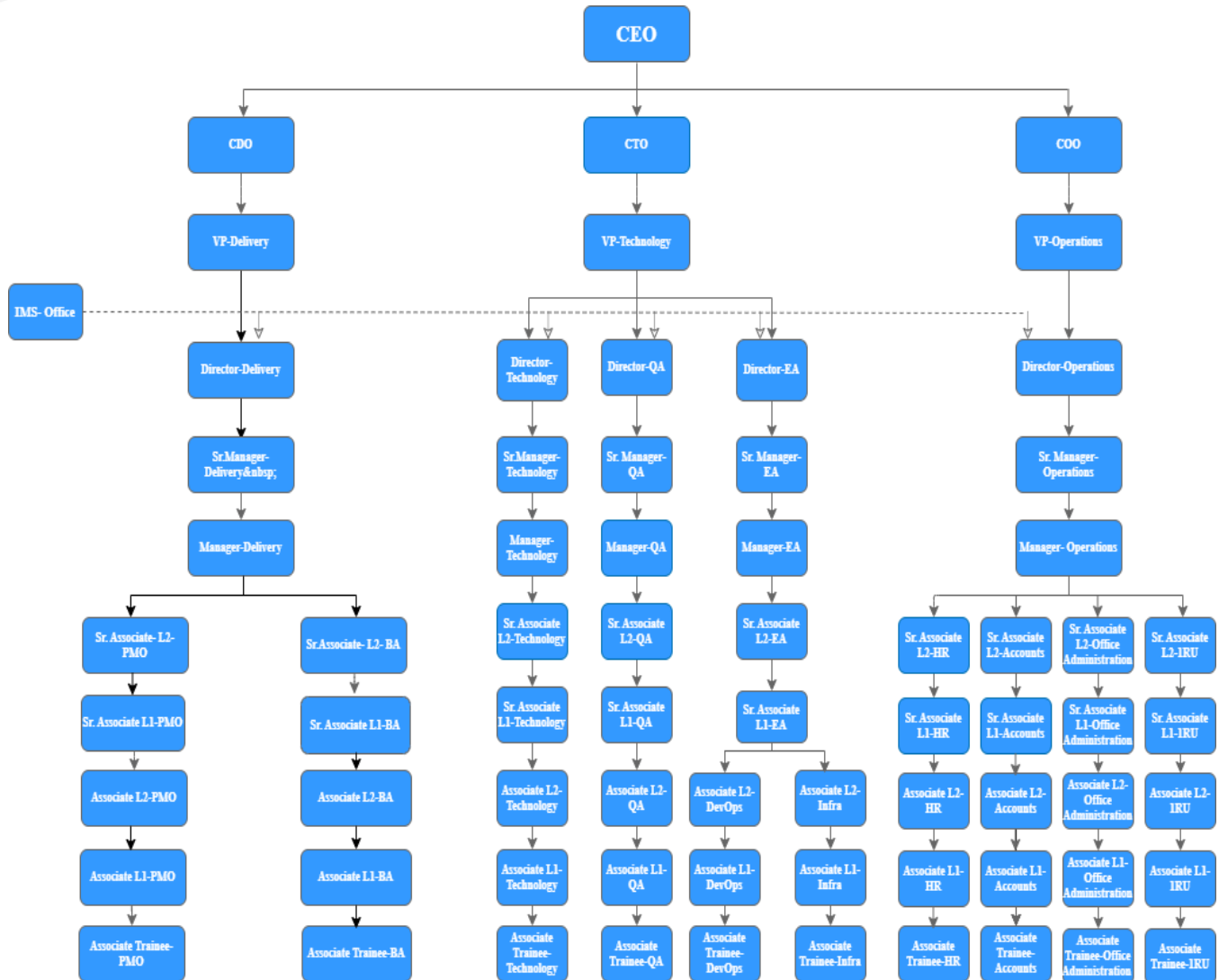
Employees should not:

- Play games during working hours.
- Record confidential information on their phones.
- Speak on their phones within earshot of colleagues' working space during working hours.
- Transfer inappropriate, illegal or obscene content on a company cell phone or using the company's internet connection.

10.6 Emergency Closing

- At times, emergencies such as severe weather, power failures or statewide/nationwide bandhs, can disrupt company operations. In extreme cases, these circumstances may require the closing of the work facility. When the decision to close is made, employees will receive official notification from the Office of Human Resources. All Employees will compensate for this by working on another day based on the management decision.

11 Organization Structure



12 Benefits

12.1 Medi-Claim

- After completing the probation period, an employee and their spouse and two children are eligible for a Mediclaim.

Work Tenure (Years)	Sum Insured (₹)
1 to 3	1,00,000
3 to 5	2,00,000
Above 5	3,00,000

12.2 Training and Certifications

- Training and certification are provided at the company's expense.
- The training and certification roadmap is created at the beginning of the calendar year and communicated with all. Employees can choose any or multiple topics.
- The company will only provide for the first attempt of an exam. Future attempts would need to be paid for by the employees themselves.
- Employees are encouraged to discuss with their lead/manager about any additional training they think are essential.
- To enhance their knowledge employees are given the opportunity to participate in various conferences across India. Domain leads provide the names of employees to 1RU to make necessary arrangements.

12.3 Employee Motivation Allowance/ Outdoor Engagement Activities

- Each project team can go out for lunch/dinner or fun-activity once in the lifetime of a project. In the case of support projects, that's once per year and for ad-hoc projects, that could be after successful deployment of the project.
- The annual limit per person is Rs. 2000. In case this budget is not used within the stipulated time, it cannot be carry forwarded to the next calendar year.
- The Project Manager must get approval from the Office of Human Resources at least a week prior to the date of the event.
- This activity needs to be planned on weekends.
- Reimbursement requests must be submitted within 5 working days. After the time limit, reimbursement requests will not be entertained.
- The team must ensure that the activity chosen is not hazardous in nature. The Company will not be held responsible or liable for any acts or omissions that are not in line with this policy.

12.4 Appreciation Bonus

- An Employee is eligible for Appreciation bonus as and when the Office of Human resources receives an email from the client appreciating their dedication and hard work towards a project. It is not mandatory that the employees receive this bonus every year or with every appreciation from client.

12.5 Health Checkup

- All employees are eligible for an annual health check-up as part of the employee benefits.
- The company has tied up with a medical agency to conduct the checkup.
- The Office Administration team will notify all the employees about the date and location in advance.

12.6 Life Insurance

- An Employee is eligible for life insurance after completing the probation period.

Work Tenure (Years)	Sum Insured (₹)
1 to 3	10,00,000
3 to 5	20,00,000
Above 5	30,00,000

13 Loan Policy

- The company facilitates employees with an interest-free loan.
- Employees in probation period are not eligible for loan.
- The amount of loan would depend on the employee's designation in the company.

Designation	Loan Amount
Associate Trainee	50,000
Associate L1	1,00,000
Associate L2	1,50,000
Sr. Associate L1	2,50,000
Sr. Associate L2	3,00,000
Manager and Above	5,00,000

- The maximum amount of loan given to an employee would be ₹5,00,000
- The loan installment would be 50% of employee's gross salary.
- The installment would be deducted from the employee's salary each month until the loan is repaid to the company.
- An employee must submit a security cheque against the loan taken from the company.
- If an employee wishes to resign while they have taken a loan from the company, they would not be relieved until he/she has repaid the full amount of loan. In case the employee tries to abscond from work without repaying the loan then the company reserves the right to take legal actions against that employee.
- Balance amount of loan taken from the company will be recovered from the legal heirs in case of uncertain death of an employee.

14 Work from Home

- If an employee wishes to work from home, written approval is required from the Sr. Manager and would need to provide sufficient proof of the work done.
- Failing to get the manager's approval on the same would be counted as leave; hence no attendance would be considered for that day.
- Work from home could be approved for the following reasons: health issues, family emergencies, train/transportation strike or severe weather.

15 Gratuity Policy

The payment of gratuity is governed by the Payment of Gratuity Act 1972. By this act, gratuity is payable to an employee on the termination of employment after they have rendered continuous service as a full-time employee for not less than 5 years.

15.1 Eligibility

An employee will be eligible from the date of joining as a full-time employee. The period as an intern/project trainee is not considered in this period.

15.2 Benefits

The benefits payable is calculated at the rate of fifteen days of current Basic pay for every completed year of service, subject to limits as per the gratuity act.

As per the Gratuity Act, if death occurs before normal retirement date, the benefit payable will be equal to fifteen days salary for 5 years of service irrespective of the number of years worked. Completion of 5 years' service in the company is not essential in such cases.

Gratuity Calculation = [Basic Pay x No. of years of service x 15 days] / 26

15.3 Forfeiture of Gratuity

Gratuity would be wholly forfeited in case of termination of service due to:

- Riotous or disorderly conduct or any other act of violence on an employee's part.
- For any act which constitutes an offense involving moral turpitude provided such offense be committed by an employee during his/her employment.
- In case of termination of service for any act, willful omission or negligence, causing any damage or loss or destruction of property belonging to the Company, gratuity payable under the scheme shall be forfeited to the extent of the damage or loss caused.

16 Performance Appraisal

- The performance of each employee will be reviewed quarterly, and based on the performance, salary review will take place annually. However, the increment is not guaranteed.
- As per the company's performance review system, if any employee has any concern or issue with their review, they are free to talk to their reporting manager and then with the Office of Human Resources about it.
- Salary review cycle takes place annually. The employees who have completed a minimum of 10 months would be eligible for the first increment cycle.
- The company does not have a fixed percentage of the hike. The increment is directly proportional to the performance review feedback and growth of the company.
- Sharing ratings and feedback with each other is restricted. If found doing so, the company reserves the right to cancel out the employee from the review cycle for that year. This would be treated as a breach of trust of the company's code of conduct and a reason for one warning towards termination.
- An employee's salary is a confidential matter and must not be disclosed to the other employees in any case. Strict action would be taken against the employee challenging this belief.

17 Computer Policy

17.1 Personal Devices

- Employees are not permitted to use their personal laptops for work, nor are they allowed to insert their storage devices in company laptops/computers.

17.2 Company Laptops/Computers

- Laptops/computers are defined as laptops/computers purchased by the employer and given to an employee for business use.
- Laptop/computer given to an employee is the property of the company and must always be treated that way.
- Employees are requested to keep their laptops in place while going home.
- Laptops/computers and the peripherals (charger, mouse, keyboard) are the employee's responsibility once they've been assigned to them. Any loss/damage for the same should be compensated by the employee.
- Only the team leads/project managers are permitted to take laptops home. Other employees would require approval from both their reporting manager and EA team if they need to take the laptop home for work.
- If an employee needs to move to another office, then they should inform the HR and EA team at least 2 days in advance to make necessary arrangements.

18 Accommodation and Late-Night Drop Policy

- An employee who needs to work post 8:30 p.m., stay shall be provided by the company.
- Female employees that are working beyond 8:30 p.m., necessary arrangements will be made to drop them using a company vehicle to their residence.
- The employee must take approval of the Reporting Manager for working late hours and should inform the Office of Human Resources.
- For availing company accommodation for more than a day the employee must drop an official email to the HR, Ops team and PM.

19 Women's Safety Policy

This policy is to ensure that all women employees feel safe and secure at our workplace, work effectively during times of pressure and reach home safely if they need to stay late hours for work.

- Under normal circumstances, a women employee who work in general shift (10 am to 8 pm) must plan their working hours such that they can leave the office before 8:30 p.m.
- Only if work/deadline demands they may stay back beyond 8:30 p.m.
- The project manager needs to take multi-level approval for working late hours. This approval should be taken as stated below:
 - Approval from Sr. Manager
 - Approval from the HR

This arrangement can only be used during times of project deadlines and not otherwise.

- Members traveling in the same direction/area should collaborate and avail the company vehicle facility together.
- A woman employee should not be working alone in the office under any circumstances. If it becomes an absolute necessity for her to be in the office, then she must call up the HR/Reporting Manager to arrange for someone to be present.
- After 8:30 p.m., women employees must use the company's vehicle even if they have their own.
- It is mandatory for women who work the night shift to use the company's pick-up and drop-off service.
- The reporting manager have to send shift details to the Office Administration team in advance so that required arrangements can be made.

20 Working from another branch

Employees have to get approval from the Reporting Manager and then from Human Resources Department if they want to work temporarily at another branch.

If an employee wants transfer to another branch on a permanent basis, he/she needs to submit a request to Human Resources Department. The Human Resources Department will notify the employee whether or not the request has been accepted after reviewing all of the possibilities.

Employees will have transportation facility for the below situations to travel from one branch to another branch:

- Organization-wide planned activity.
- When employees are required to attend meetings organized in another branch.
- When infrastructure team request employee to be present at the Valsad office to exchange laptops or any problem related to hardware or software.
- When employees are required to provide transition to another employee. This request has to come from the reporting manager or project manager to the Office Administration team.

21 Resignation Policy

- Employees would need to discuss with the reporting manager/team lead before sending the official resignation email to the HR department.
- Every employee will need to serve the 60 days' notice period.
- If an employee decides to resign during the probation period, then no documents such as experience & relieving letter would be given to them by the company.

21.1 Notice Period:

If an employee decides to leave the organization by resigning from their position, the employee should email the resignation letter. The Employee must serve the notice period which is two months (60 days) after the resignation (accepted date by the management). In case employee try to abscond/flee from work without serving the notice period, the company reserves the right to take legal actions against the employee.

Enforcing the option of the notice period is entirely up to the management. During the notice period employee would be given an Exit process document and a checklist, which would provide the details about the process. The employee is needed to fill out the exit-process checklist and get it signed by the designated departments.

On satisfactory completion of handover/notice period, the relieving letter & settlement if any will be given to the employee by HR.

If an employee is terminated due to low performance or any other disobedience of company policies or any other reason that would warrant the dismissal, the employee can be asked to leave on short notice.

Dues, if any, will be settled only after the satisfactory handover of responsibilities, files, documents, etc. to the employee nominated by management. There would be no benefits (mentioned in section 12) during the notice period, and if an employee already has rights to the benefits, then those benefits shall be terminated once the resignation is accepted by the management.

22 Dismissal

An employee's services may be terminated due to:

- Lack of required skills.
- Inadequate work performance.
- Improper character or attitude.
- Integrity issues.
- No change of behavior despite warnings.
- If a candidate fails in BGC (Criminal, Educational and Employment background check) his/her offer letter or employment shall be void/terminated, effective immediately.
- An employee will receive two written warnings from the HR department in case of a violation of the Employee Handbook. Upon receiving the first warning, the employee will be observed closely for a month. If there is no improvement within a month from the date of receiving the first warning, the HR department will send a second warning. Even after two warnings, if the employee's performance does not improve, HR and the company have all rights to terminate the employment without any further notice.

23 Dress Code

Our dress code policy outlines how we expect our employees to dress at work. Employees should note their appearance matters when representing the company. An employee's appearance can create an impression that reflects our company and culture.

- All employees must be well-groomed. Grooming styles dictated by religion and ethnicity aren't restricted.
- All clothes must be work-appropriate and should project professionalism. Mini-skirts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate for the workplace.
- All clothes must be clean and in good shape. Discernible rips, tears or holes aren't allowed.

24 Referral Bonus

- The purpose of Referral Bonus is to recognize and reward an employee's contribution in attracting new employees to the organization.
- For every joining through referral, the employee referring the candidate is eligible for the following bonus.
- The policy is effective from 8 March 2018.

Referral Category	Referral Bonus
Associate L1	1,500
Associate L2	2,500
Sr. Associate L1 and above	5,000

- The referral bonus is payable after the referred person completes their probation period.
- The referral bonus is not payable if the candidate already exists in our candidate database.
- Submit / Mail the resume to Office of Human Resources (hr@1rivet.com).
- The HR department will carry out the interview process if the candidate fits the profile we're seeking.
- If the candidate is selected, the referral details will be noted by the HR department and would be intimated to the Finance department once their probation period is complete.
- The finance department would credit the account of the respective employee with the referral bonus and the same would be informed to the employee.

25 Sexual Harassment and Other Discriminatory Harassment

1Rivet endeavors to maintain a workplace characterized by mutual respect to provide a productive and pleasant working environment. Accordingly, steps are taken to prevent harassment at our workplace.

For more information, please refer to the POSH policy.

All the 1Rivet employees are covered under this policy. [POSH Policy](#)

26 Contact List

Name	Email	Contact number	Roles/Responsibilities
Office of Human Resources			
Samim Shaikh	samim.shaikh@1rivet.com	6359919090	New hire onboarding process, Payroll, Orientation, resolve any disputes/issues which are related to human resources, Recruitment, Background and reference checks, Exit process, Performance Appraisal, TDS, HR Software related queries
Vandana Bhavsar	vandana.bhavsar@1rivet.com	9712333881	
Shrey Bhatiya	shrey.bhatiya@1rivet.com	6356129090	
Accounts Department			
Nishtha Vij	nishtha.vij@1rivet.com	6359210009	Reimbursements, form 16, Any other finance related queries
Dimple Joshi	Dimple.joshi@1rivet.com	6359210009	
Ayyad Sema	Ayyad.sema@1rivet.com0	6359210009	
Enterprise Applications			
Piyush Sadseliya	piyush.sadseliya@1rivet.com	9945030825	Email id, O365 installation other accesses
Samip Prajapati	samip.prajapti@1rivet.com	8758955953	Hardware related queries (laptop, computer, UPS, charger, keyboards, mouse, testing Devices)
Subetharan Muthuswami	subetharan.muthuswami@1rivet.com	8866811715	Hardware and Software related queries. Software related queries (Software installation)

Office Administration Department			
Zuberkhan Pathan	zuberkhan.pathan@1rivet.com	6359009090	Manage and maintain equipment and supplies. Coordinate with the staff in scheduling and managing various events and activities. Perform general office duties and errands. Lockers, Company's flat keys.
Mayuri Patel	mayuri.patel@1rivet.com	6359710006	
Khushboo Parikh	khushboo.parikh@1rivet.com	6356119090	
Hetal Wankar	hetal.wankar@1rivet.com	6359210005	