

HR Policy Manual

Company: Info Tech Pvt. Limited

Effective Date: [01/01/2024]

Introduction

- Purpose: To provide clarity on workplace policies, employee rights, responsibilities, and organizational culture.
- Scope: This manual applies to all employees of Info Tech Pvt. Limited, across offices and remote setups in India.
- Core Values: Innovation, Respect, Ownership, Transparency, and Work-Life Balance.

Employment Policies

- Recruitment & Onboarding: We are an equal opportunity employer, conducting fair recruitment processes with background checks. Employees will undergo a 6-month probation period (extendable by 3 months).
- Categories of Employment: Full-time employees, Fixed-term/Contract employees, Interns/Trainees.
- Working Hours: 9 hours/day (including breaks), 5 days/week. Flexible timings allowed with core hours of 10 AM – 4 PM. Hybrid work model is available based on team requirements.

Leave Policy

- Casual Leave (CL): 10 days/year.
- Sick Leave (SL): 12 days/year (medical certificate required for more than 2 consecutive days).
- Privilege Leave (PL): 15 days/year (carry forward allowed up to 45 days).
- Maternity Leave (ML): 26 weeks (as per Maternity Benefit Act).
- Paternity Leave: 10 days.
- Compensatory Off: For working on weekends/holidays with prior approval.
- Public Holidays: As per State Government notifications.

Compensation & Benefits

- Salary: Paid on or before the 30th of the same month.
- Statutory Deductions: PF, ESI, PT, Income Tax as per law.
- Performance Incentives: Quarterly performance-based bonuses.

- Insurance: Health insurance coverage for employees and dependents.
- Growth Incentives: Employee Stock Option Plan (ESOP) eligibility after 1 year.

Performance Management

- Goal Setting: Done annually with quarterly reviews.
- Review Process: Quarterly check-ins and Annual appraisal cycles.
- Feedback: Open and constructive 1:1 discussions are encouraged.
- Promotions & Salary Revisions: Based on merit, performance, and organizational needs.

Code of Conduct

- Employees must maintain professionalism, integrity, and mutual respect.
- Zero tolerance for harassment, bullying, or discrimination of any kind.
- Confidentiality: Company and client data must be safeguarded at all times.
- Responsible Usage: Company assets (laptops, email, software) should be used only for official purposes.
- Conflicts of Interest: Must be disclosed immediately to HR or Management.

Workplace Ethics & Safety

- POSH Policy: Prevention of Sexual Harassment (POSH) Committee is in place for complaints.
- Substance-Free Workplace: Zero tolerance for alcohol or drug abuse during work hours.
- Safety Drills: Fire safety and emergency drills conducted periodically.
- Remote Work: Employees must follow ergonomic and digital security best practices.

IT & Data Security

- Official Communication: Company email IDs must be used for all official communication.
- Cybersecurity: Strong passwords and 2FA are mandatory.
- Software Policy: Unauthorized installations are prohibited.
- Data Protection: Compliance with IT Act 2000 & DPDP Act 2023 is mandatory.

Travel & Expense Policy

- Travel Authorization: Business travel requires prior approval from reporting manager.
- Reimbursement: Travel, lodging, and meals reimbursed as per company limits.
- Expense Submission: Claims to be filed within 15 days of travel.

Grievance Redressal

- Step 1: Discuss issues with the immediate manager.
- Step 2: If unresolved, escalate to HR.

- Step 3: Grievance Committee intervention for final resolution.
- POSH Complaints: Addressed separately by Internal Complaints Committee (ICC).

Exit Policy

- Notice Period: 30 days from the date of resignation submission.
- Exit Interview: Conducted to gather feedback and insights.
- Full & Final Settlement: Processed within 45 days of last working day.
- Asset Return: All company-owned assets must be returned before clearance.

Statutory Compliance

- Info Tech Pvt. Limited complies with applicable laws including:
- Shops & Establishments Act (State-specific), Factories Act (if applicable), Maternity Benefit Act, Payment of Wages Act, EPF, ESI, POSH Act, and other relevant Indian labour laws.

Amendments

- HR reserves the right to review, amend, or update policies based on legal requirements and organizational needs.