

COMPANY HR & OPERATIONS POLICY

1. Working Hours & Attendance

Standard Working Hours: - Monday to Friday: 9:00 AM to 6:00 PM IST
- Lunch break: 1:00 PM to 2:00 PM (1 hour) - Saturday and Sunday: Closed (weekend)

Remote Work: - Eligible employees may work from home up to 2 days per week (Tuesday, Wednesday, Thursday) - Must coordinate with manager in advance - Core hours: 10:00 AM to 5:00 PM (must be online for calls and meetings)

Attendance: - Biometric attendance required at office (fingerprint or badge)
- Late arrival: Up to 2 times per month is acceptable with manager approval - Repeated tardiness may result in salary deduction or warning

2. Leave Policy

Types of Leave (per calendar year):

Leave Type	Days	Rules
Casual Leave (CL)	10 days	Can be taken individually; requires 1-day notice
Sick Leave (SL)	8 days	Doctor's certificate required for absence >2 consecutive days
Earned Leave (EL)	20 days	Can be carried forward up to 10 days to next year; must use before December 31
Paid Leave	As per applicable law	Diwali, Holi, Independence Day, Republic Day, etc. (10 days annually)
Unpaid Leave	On request	Requires approval from HR and Department Head; max 5 days per year
Maternity Leave	90 days	As per applicable employment law

Leave Type	Days	Rules
Paternity Leave	5 days	Available for male employees; must be taken within 6 months of child's birth

Leave Application Process: 1. Apply through HR system or email (hr@company.com) at least 2 days in advance 2. Approval from direct manager required 3. HR processes and confirms 4. Balance updated in payroll system 5. Rejection reasons must be communicated within 24 hours

Leave During Notice Period: - Casual and Sick Leave cannot be taken during notice period - Earned Leave balance must be encashed or taken with HR approval

3. Holidays & Public Holidays

National Holidays (Non-working days): - Republic Day (26 January) - Holi (dates vary) - Diwali (dates vary) - Independence Day (15 August) - Christmas (25 December) - Eid (dates vary as per lunar calendar) - Additional state/regional holidays as applicable

Holiday Rules: - If a holiday falls on a weekend, the next working day is given off - Holiday bonus (if applicable) is paid in December along with salary - Work on holidays requires prior approval and is compensated with off-in-lieu (OIL) or extra pay (50% bonus)

4. Salary & Payroll

Salary Components: - Basic Salary - House Rent Allowance (HRA): 40% of basic - Dearness Allowance (DA): 15% of basic - Special Allowance: As per offer letter - Conveyance Allowance: 1,200 per month

Salary Payment: - Salary is credited on the 25th of every month - Delay beyond 5 days is subject to penalty charge from bank

Deductions: - Professional Tax (PT): As per state rules - Income Tax (IT): As per income and tax slab - Provident Fund (PF): 12% of basic (employee contribution) + 12% (employer contribution) - Employee State Insurance (ESI): As per applicable rates (if salary < 21,000) - Group Health Insurance: 500 per month (deducted from salary)

Salary Advance: - Up to 1 month's basic salary available at 2% interest - Repayment over 3 months maximum

5. Travel & Conveyance

Travel Allowance (TA) for Official Trips: - Domestic flights: Economy class, pre-approved routes only - Hotels: Budget category, max 3,000 per night - Ground transport: Taxi/cab via approved vendors; personal vehicle 10 per km

Reimbursement Process: 1. Submit original receipts/invoices within 10 days of travel 2. Attach pre-approval email or travel request form 3. Submit through finance portal or email (finance@company.com) 4. Reimbursement within 5-7 business days

Meal & Incidental Allowance: - Domestic tours: 500 per day - International tours: As per company policy or offer letter

6. Reimbursements & Expense Claims

Eligible Expenses: - Official travel (flights, trains, taxis) - Hotel accommodations for business purposes - Meal expenses during business trips - Office supplies and materials (with approval) - Client entertainment (with manager approval) - Professional training/courses (pre-approved only)

Ineligible Expenses: - Personal or leisure activities - Alcoholic beverages (except client entertainment with approval) - Traffic fines or parking violations - Personal medical expenses - Gym or wellness programs

Claim Submission: - Submit within 30 days of expense - Provide original receipts/invoices - Include business justification - Approved claims reimbursed within 5-7 business days

7. Bonuses & Incentives

Annual Performance Bonus: - Up to 2 months' salary based on company performance and individual rating - Eligible after 12 months of service - Paid in December along with December salary

Project Completion Bonus: - 5,000 to 50,000 based on project scope - Requires manager recommendation - Subject to HR and Finance approval

Referral Bonus: - 10,000 when a referred candidate is hired - 5,000 additional if candidate completes 6 months - Paid in the month following candidate's joining

8. Work from Home (WFH) & Flexible Work

WFH Eligibility: - Employees in non-client-facing roles - After probation completion (6 months) - Requires manager approval

WFH Guidelines: - Maximum 2 days per week (not consecutive preferred)
- Must maintain core hours (10 AM – 5 PM) - Must be reachable on email, chat, and phone - Attendance system updated with WFH status - Performance expectations remain the same

Flexible Timing: - Flexible start time: Between 9:00 AM – 10:00 AM (approval required) - Must complete 9 hours per day - Lunch break remains 1 hour
- End time adjusts accordingly

9. Health & Wellness

Health Insurance: - Group Health Insurance provided for all employees - Coverage: 5 lakhs per employee - Dependents covered under family plan (spouse + 2 children) - Premium: 500 per month (deducted from salary)

Health Checkup: - Annual free health checkup for all employees - Scheduled in April or May - Reports submitted to HR

Wellness Programs: - Yoga/meditation sessions every Tuesday and Thursday (5:30 PM) - Fitness center partnership: 50% subsidy on gym membership - Mental health support: Counseling available through EAP (Employee Assistance Program)

Medical Leave: - Covered under Sick Leave (8 days per year) - For serious illnesses, additional unpaid leave may be granted - Medical certificate required for absences >2 days

10. Conduct & Discipline

Code of Conduct: - Professional behavior at all times - Respect colleagues and clients - Maintain confidentiality of company information - No harassment, discrimination, or bullying - Alcohol/drugs strictly prohibited on office premises

Disciplinary Action (Progressive): 1. Verbal warning (first offense) 2. Written warning (second offense) 3. Suspension (third offense) 4. Termination (repeated violations)

Grounds for Immediate Termination: - Theft or fraud - Violence or assault - Gross negligence - Serious breach of confidentiality - Violation of company policies

11. Probation & Confirmation

Probation Period: 6 months

Probation Rules: - Performance reviewed monthly - No bonus or incentive during probation - 2 weeks' notice for resignation - No severance if terminated during probation

Confirmation: - After 6 months, employee is confirmed - Written confirmation email issued by HR - Eligibility for bonus and other benefits begins

12. Notice & Resignation

Notice Period: 30 days (for confirmed employees)

Resignation Process: 1. Submit resignation letter to manager and HR 2. Serve full notice period or pay in lieu 3. Complete knowledge transfer 4. Return all company property (laptop, ID, keys, etc.) 5. Full and final settlement within 10 days of exit

Exit Formalities: - Off-boarding checklist must be completed - Full and final settlement includes: final salary, bonus (if eligible), leaves encashment, gratuity - Experience certificate issued post-submission of relieving documents

13. Grievance & Redressal

Grievance Process: 1. Report to direct manager or HR (within 10 days of incident) 2. HR investigates within 5-7 days 3. Resolution communicated to employee 4. If unresolved, escalate to HR Head 5. Final appeal to Managing Director (if needed)

Escalation Contacts: - HR Manager: hr@company.com - HR Head: hr-head@company.com - Grievance Officer: grievance@company.com

Confidentiality: All grievances handled with utmost confidentiality

14. Contact & Support

HR Department: - Email: hr@company.com - Office Hours: 9:00 AM – 6:00 PM, Monday–Friday - Helpline: +91-XXXX-XXXXXX

Frequently Needed Support: - Leave application issues - Salary/payroll queries - Policy clarifications - Travel/reimbursement approvals - Grievance resolution

Policy Version & Update

- **Version:** 1.0
- **Effective Date:** 1 January 2025
- **Last Updated:** November 2025
- **Next Review:** November 2026

This policy is subject to change at the company's discretion. Employees will be notified of any changes. In case of conflict between this policy and applicable labor laws, labor laws take precedence.

Document Status: For Internal Use Only **Confidentiality:** Restricted Distribution