

SIGMASOFT INFOTECH PRIVATE LIMITED

Office Policies

2018-19



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OFFICE TIMINGS & ATTENDANCE POLICY

Applicability:

It shall be applicable to all regular employees and employees on contract

Working days – Office Timings:

⇒ All employees should adhere to the office timings specified below -

» Monday to Friday:	Day Shift: 9:00 AM to 6:30 PM
	Evening Shift: 8:00 PM to 5:30 AM
	Break Time – 1 hour subject to not more than 30 min at a time.

⇒ All employees should punch their attendance i.e. office log-in and log-out time in the biometric device installed in the office.

⇒ If an employee fails to punch their attendance i.e. office log-in and log-out time on any working day, he/she should obtain written/email approval from their respective team manager for each instance of failure. If employee fails to punch their log-in and log-out time for 3 times in a month, he/she will be subjected to disciplinary action by the company.

⇒ Working hours logged in the biometric device for an employee should not be less than 9 hours in a day. If on any working day the logged working hours are less than 9 hours, the employee should obtain and produce written approval from their team manager.



EMPLOYEE ID CARDS

Applicability:

It shall be applicable to all regular employees and employees on contract

Policy:

- ⇒ All employees should carry and display their office employee ID cards at all times when in office.
- ⇒ If any employee fails to carry their employee ID cards when in office, he/she should obtain approval from their respective team manager. If any employee is found not carrying their employee ID cards and have not taken approval from their team manager, they are not allowed to enter office premises. Any violation of the above policy will lead to disciplinary action against the employee.
- ⇒ In case of loss of card, employee should report loss of card to the team manager and operations team at the earliest. Employee will have to pay Rs. 250/- for getting new employee ID card.



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LEAVE POLICY

Policy & Procedure:

⇒ For the purpose of leave, “year” shall mean the calendar year commencing from 1st January - 31st December.

⇒ Employees are eligible to take as per

Casual Leave	<ul style="list-style-type: none">- 12 days per year; will lapse at the end of the year- CL can be availed for half day also- Cannot be availed for more than 4 days at a stretch including intervening holidays
Sick Leave	<ul style="list-style-type: none">- 6 days per year - Medical Proof of leave exceeding 2 days to be submitted by the employees- Cannot be en-cashed- SL can be availed for half day also
Compensatory -Off (C-Off)	<ul style="list-style-type: none">- Employees who work on weekly off/ public holiday- C-Off shall have to be availed within 2 months following the month in which it accrued, else it will lapse

⇒ Employees must obtain leave approval from their respective team managers before proceeding on planned / casual leave.

⇒ During first three months of joining, Fresher i.e. Trainee can take leave with prior approval from his/her respective team manager, however this will **NOT** be a paid leave.



SIGMASOFT INFOTECH PRIVATE LIMITED

DRESS CODE POLICY

Dress Code guidelines articulated below have been developed in order to foster a professional environment in the company and to present an image of the company consistent with its values and culture.

Applicability:

It shall be applicable to all regular employees and employees on contract.

Policy:

⇒ All employees shall practice good personal hygiene, select attire that is clean and in good condition and must present a professional image at all times.

⇒ When in office, or in business engagements outside office, the following attire is expected:

» Monday to Thursday:	Smart business casuals, except for formal occasions or meetings where formal western attire is expected to be worn. Formal meeting invitations shall include dress code guidance.
» Friday:	In addition to above, one can choose to wear smart casuals with matching footwear and on festive weekends, one can choose ethnic wear as well

⇒ When in office, or in business engagements outside office, the employees are expected **NOT** to wear clothing with printed message, slogan, or political message, picture or art depicting drugs, alcohol, smoking, weapons, violence, or that is obscene or disrespectful or having sexual connotations, tops & blouses that are sleeveless, backless, strapless, or have spaghetti straps, sleeveless shirts & kurtas, excessive visible body piercing or tattoos, short-skirts ending above the knees, shorts, Bermuda pants, capris, flip-flops, round neck T-shirts, body hugging clothes, neon coloured or faded or frayed clothes etc. or any other sartorial inappropriateness as decided by the management.



SIGMASOFT INFOTECH PRIVATE LIMITED

DOMESTIC TRAVEL POLICY

Applicability:

This policy is applicable to all employees on the regular rolls of the company.

Travel:

- ⇒ By Air - Domestic travel booking is permitted only in economy class.
- ⇒ By Train – Travel bookings is permitted only in Non-AC sleeper class.
- ⇒ By Road – Travel bookings is permitted for AC/Volvo bus

Hotel Stay:

Designation	Eligibility Limits
Director	Actual expenses subject to the limit of 5,000/- + tax per day in case of metro cities and 3,500/- + tax per day in case of other cities
Other employees	Actual expenses subject to the limit of 4,000/- + tax per day in case of metro cities and 2,500/- + tax per day in case of other cities

Food Expenses and local conveyance & Incidentals:

Designation	Food Expenses	Local conveyance & Incidentals
Director	Actual expenses subject to the limit of Rs. 500 /- per day	Actual expenses subject to the limit of Rs. 500 /- per day
Other Employees	Actual expenses subject to the limit of Rs. 300 /- per day	Actual expenses subject to the limit of Rs. 300 /- per day

Expense Statements & Receipts:

- ⇒ All employees should submit their statement of expenses along with receipts with-in a week after close of their business travel.
- ⇒ Expenses incurred by the employees over and above the threshold amounts mention in the policy above are not be reimbursable unless approved by the management.



INFORMATION SECURITY

Applicability:

All the employees and vendors

Policy & Procedure:

- ⇒ The company security policy ensures the following:
- ⇒ Information is protected against unauthorized access
- ⇒ Confidentiality of the information is assured
- ⇒ Integrity of the information is maintained
- ⇒ Availability of the information is ensured
- ⇒ Regulatory and legislative requirement are met
- ⇒ Business continuity framework is maintained
- ⇒ Minimize the extent of loss or damage from a security breach or exposure
- ⇒ Ensure that the principles of information security are consistently and effectively applied during the decision making and planning of activities within the company
- ⇒ Ensure that adequate resources are applied to implement an effective information security program
- ⇒ All breaches of information security are reported to appropriate authority in the company

Enforcement:

- ⇒ All users shall abide by the company's Information Security Policy.
- ⇒ Any employee found in violation to this policy shall be subjected to disciplinary action.
- ⇒ Severe, deliberate or repeated breaches of the policy may be considered grounds for instant dismissal; or in the case of the company vendor, termination of their contracted services.
- ⇒ All employees and vendors are bound by these policies and are responsible for their strict enforcement.