

## 1. Welcome to Deleywc LLC

Welcome to the Deleywc LLC family! Founded in 2018, we have rapidly grown into a premier technology consulting firm dedicated to delivering cutting-edge solutions to our esteemed clientele, including several Fortune 5 companies. This handbook serves as your comprehensive guide to understanding our culture, core values, policies, and the benefits of being a part of our organization. Please read it carefully as it forms an integral part of your employment agreement.

## 2. Our Identity & Organization

### 2.1. Our Vision

To be the most trusted and innovative technology consulting partner for the world's leading enterprises, driving transformative results through deep industry expertise and unparalleled technological prowess.

### 2.2. Our Mission

To empower our clients to achieve their business objectives by providing strategic, reliable, and scalable technology solutions. We are committed to fostering a culture of continuous learning, collaboration, and excellence that attracts and develops the best talent in the industry.

### 2.3. Our Core Values

**Integrity:** We operate with unwavering honesty and transparency.

**Client-Centricity:** Our clients' success is our ultimate metric.

**Innovation:** We encourage a relentless pursuit of creative solutions.

**Excellence:** We hold ourselves to the highest standards of quality.

**Collaboration:** We believe in the power of teamwork and diverse perspectives.

### 2.4. Leadership Team

Priya Sharma: Chief Executive Officer (CEO)

Rohan Mehta: Chief Technology Officer (CTO)

Anjali Singh: Chief Operating Officer (COO)

Vikram Das: Chief Financial Officer (CFO)

Sunita Krishnan: Head of Human Resources

### 2.5. Our Departments

**Technology Consulting:** Core service delivery, client solutions, and project management.

**Sales & Business Development:** Client acquisition and relationship management.

Human Resources: Talent acquisition, employee relations, and benefits administration.

Finance & Administration: Accounting, payroll, and office management.

Marketing & Communications: Brand management and public relations.

Information Technology (IT): Internal systems, network, and security.

### 3. Employment & HR Policies

#### 3.1. Code of Conduct & Ethics

All employees must maintain the highest standards of professional and ethical conduct, including confidentiality, avoiding conflicts of interest, and adhering to the company dress code (business casual).

#### 3.2. Internal Communication

Email: The primary channel for formal communication.

Slack/Teams: For informal, real-time collaboration and team discussions.

Town Halls: Monthly all-hands meetings conducted by the leadership team to share company-wide updates.

Tone: All communications must be professional and respectful.

#### 3.3. Equal Employment Opportunity

Deleywc LLC is an equal opportunity employer and does not discriminate on the basis of caste, religion, gender, sexual orientation, marital status, age, nationality, or disability.

#### 3.4. Prevention of Sexual Harassment (PoSH)

We have a zero-tolerance policy towards sexual harassment, in compliance with the PoSH Act, 2013. The Internal Complaints Committee (ICC) is the designated body for complaint resolution.

#### 3.5. Work Timings & Attendance

Standard hours are 9:30 AM to 6:30 PM IST, Monday to Friday. Attendance must be logged daily via the HRMS portal. Overtime requires pre-approval and is compensated with time-off.

#### 3.6. Disciplinary Action

A progressive disciplinary policy is followed, which may include verbal/written warnings, a Performance Improvement Plan (PIP), or termination, depending on the severity of the infraction.

### 4. Leave Policy

All leave must be applied for via the HRMS portal in advance, except in emergencies.

#### 4.1. Earned Leave (Privileged Leave)

Accrual: 21 days annually (1.75 days per month).

Carry Forward: Maximum 10 days to the next calendar year.

Encashment: Balance beyond 10 days is encashed in the following January payroll.

#### 4.2. Casual / Sick Leave (CL/SL)

Entitlement: 12 days combined per calendar year. Lapses if unutilized.

Documentation: Medical certificate required for sick leave over 2 consecutive days.

#### 4.3. Maternity & Paternity Leave

Maternity: 26 weeks of paid leave for eligible female employees.

Paternity: 10 working days of paid leave for eligible male employees.

#### 4.4. Public Holidays (2025 Example List)

The company observes a list of public holidays, which includes but is not limited to:

Republic Day (Jan 26)

Holi (Mar 14)

Good Friday (Apr 18)

Independence Day (Aug 15)

Gandhi Jayanti (Oct 2)

Diwali (Oct 21)

Christmas Day (Dec 25)

A final, location-specific list is published annually.

#### 4.5. Bereavement Leave

Up to 5 days of paid leave on the demise of an immediate family member.

#### 4.6. Compensatory Off

A day off can be availed within 30 days for working on a holiday/weekend with prior approval.

### 5. Employee Benefits & Compensation

#### 5.1. Statutory Benefits

Includes mandatory contributions to the Employees' Provident Fund (EPF) and eligibility for Gratuity after five years of service.

#### 5.2. Insurance

Group Medical Insurance: INR 5,00,000 family floater coverage for self, spouse, and up to two children.

Group Term Life Insurance: Coverage of 3 times annual fixed CTC.

### 5.3. Professional Development

Reimbursement up to INR 50,000 per year for approved courses and certifications, subject to a one-year service agreement.

### 5.4. Technology & Connectivity

A company-provided business laptop and a monthly internet reimbursement of INR 1,500.

### 5.5. Performance Bonus

A discretionary annual bonus based on individual, team, and company performance.

## 6. Remote Work Guidelines

### 6.1. Eligibility

Remote work is available to eligible roles based on job function and manager approval. It is a privilege, not an entitlement.

### 6.2. Expectations

Availability: Employees must be available online during standard working hours.

Productivity: Performance standards are the same for remote and in-office employees.

Work Environment: Employees must maintain a safe, secure, and distraction-free home office environment.

Meetings: Attendance at virtual or in-person meetings is mandatory as required.

### 6.3. Equipment & Security

Company-provided equipment must be used for all work. Employees are responsible for ensuring the security of their home network and company assets.

## 7. Security & Content Policy

### 7.1. IT & Data Security Policy

Asset Usage: Company assets are for business purposes only.

Password Policy: Passwords must be complex and changed every 90 days.

Data Protection: The transfer of company or client data to personal devices or unauthorized cloud services is strictly forbidden. All sensitive data must be encrypted.

Incident Reporting: Any suspected security breach must be reported to the IT department immediately.

### 7.2. Content Creation & Intellectual Property (IP)

Ownership: All work, code, documents, and content created by an employee as part of their job duties is the exclusive intellectual property of Deleywc LLC.

Public Representation: Only authorized individuals may speak or create content on behalf of the company.

Social Media: You are personally responsible for content published on your personal social media. Do not post confidential information or engage in conduct that could harm the company's reputation.

## 8. Onboarding and Separation

### 8.1. Probation Period

Six months from the date of joining, extendable based on performance.

### 8.2. Notice Period

30 days during probation and 90 days post-confirmation for both employee and the company.

### 8.3. Exit Process

Involves a formal clearance process and handover of assets. Final settlement will be processed within 45 days of the last working day.

## 9. Our Investors

Deleywc LLC is proud to be backed by leading venture capital firms who share our vision for technological innovation and client success. Our primary investors include:

Nexus Venture Partners

Sequoia Capital India

Accel India

This partnership provides us with the strategic guidance and resources to continue our ambitious growth trajectory.