

# Employee Handbook 2025

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**Note : Our HR Portal is- <https://anviam.greylhr.com/>**

Anviam has outlined its company policy for employee and corporate welfare. The purpose of the policy is to provide ANVIAM employees with general information regarding the policies and procedures of the Company.

## **Probation/Training/Internship**

We have designed some norms that are followed by the organization, employee and trainee after his/her onboarding process until the employment is confirmed are mentioned below:

1. The **Probation/Training/Internship** period for every employee will start from the date of joining or the date informed by the HR department.
2. The Probation/Training/Internship period will be of 3 months or as per the training period and can be extended by Team Lead/ Supervisor or management.
3. CL, SL or as a matter of any other leave such as PL or Paternity or Maternity Leave is not granted during Probation/Training/Internship for the reason that the Probation/Training/Internship period is meant to judge the suitability of an employee for a given position. If leave is considered, the whole process gets defeated, hence generally not given.
4. Employees are not eligible to take any restricted holiday, WFH during the Probation/Training/Internship period.
5. In case any employee has taken more than 7 leaves during the Probation/Training/Internship period his confirmation will be extended.
6. Employees are required to take TL approval on all types of leaves and if anyone is extending leave duration for more than 7 days(including Saturday, and Sunday) with or without prior approval, all the holidays (i.e. Saturday, Sunday, gazetted holiday) will be counted as leave.
7. The salary deductions are informed at the time of joining by the HR department and will be made during the informed duration period.
8. Trainees can avail a maximum of 1 paid short leave every month during their training period.
9. During this period, salary/stipend will be credited on the 15th of every month.

10. The notice period will be 15 days for both parties (Employee and Company) during the Probation/Training/Internship period.
11. Employees are required to update their remarks in the self-assessment sheet, once they receive it from the HR department, on completion of the Probation/Training/Internship period.
12. Once the employment is confirmed the employee will be eligible for all employment benefits applicable to him/her.

## **Dress Code Policy**

1. Employees are required to dress in formal business attire every Wednesday, negligence in the same can attract a penalty.
2. During the period of client visits, employees are expected to make their presence in formals.
3. Employees are expected to dress in casual, business casual, smart casual, and business attire unless the day's tasks require otherwise.
4. Employees must always present a clean, professional appearance. Everyone is expected to be well-groomed and wear clean clothing, free of holes, tears, or other signs of wear.
5. Clothing with offensive or inappropriate designs or stamps is not allowed.
6. Clothing and grooming styles dictated by religion or ethnicity are exempt.

## **Anviam Referral Policy**

This policy emphasizes on rewarding the employees who help identify and refer competent talent in order to meet our resource requirements at an optimum cost, have a referral policy with the below-mentioned details:

1. For the reference of **1 to 3 years** of experience candidates, the bonus amount is **INR 5,000 only**.
2. For more than **3 years** of experience, the bonus amount is **INR 10,000 only**.
3. The bonus amount will be credited to the employee's account only after the confirmation of the referred employee.
4. The curriculum vitae of the referred candidates are required to be shared from the official email id of the employee on [career@anviam.com](mailto:career@anviam.com)

## **Performance Assessment Policy**

1. Employees are expected to set challenging targets and take up the task to achieve them. Self-development is a Key Result Area. TL will provide support to the employees under his/her supervision to achieve the targets and initiatives. The performance of employees will be reviewed monthly by management.
2. It is the responsibility of employees to receive their performance feedback from TL for professional development.
3. Team leads are required to share monthly reviews in writing about the performance of the team so that required steps for training and development can be taken.

## **Performance Improvement Plan**

1. The Company can put an employee on PIP (performance improvement plan) if his/her performance fails to meet the expectations of the team lead or project manager.
2. Under PIP the performance will be observed between 15 days to 1 month starting from the given date as per the current scenario and employee job type.
3. The performance of the employees will be monitored on a monthly basis in case any employee fails to fulfill the job requirements, he/she will be informed for the same verbally and after that by the team lead in an email. If the employee is still not performing as expected he/she will be given 15 days to 1 month improvement period in email. Failure in part of the employee for performance improvement, the company reserves the right to terminate the employee on performance grounds.
4. In order to support the employee through this process, the progress will be monitored and discussed with his/her TL against the performance goals.

## **Appraisal Policy**

We are committed to supporting every employee to reach their potential and achieve their personal goals, which in turn will assist the organization to achieve its objectives. The appraisal is an ongoing process with an annual formal meeting to review progress. The performance appraisal policy supports the performance appraisal scheme. The purpose of the meeting is to review the previous year's achievements and to set objectives for the following year. These should align individual employees' goals and objectives with organizational goals and objectives.

### ***Core Principles of the Appraisal Policy***

1. The appraisal discussion is a two-way communication exercise to ensure that both the needs of the individual, and of the organization are being met, and will be met in the next year.
2. The appraisal cycle for the employees joining after mid (later to 15th) of the month will start from the 1st of the next calendar month. In case the salary of any employee is redesigned before completion of the year or before the due date of the evaluation, the appraisal cycle will be changed accordingly.
3. In case any employee has taken more than 15 leaves in a year, excluding allocated leaves, his/her appraisal cycle will be deferred to the next month.
4. In case an employee has breached any confidential information/ data/ discussion or included in any unlawful activity, will not be eligible for the annual assessment or appraisal.
5. The appraisal process will be used to identify the individual's development needs and support with the objective of his/her Training and Development.
6. The appraisal depends totally on the performance, attitude, behavior of the employee inside the workplace, and the duration of the same can be extended also due to the performance issues of the employee.
7. All directly employed employees, who are eligible for appraisal assessment, will receive an annual assessment form within 15 days once eligible and are required to submit the same in the next 4 working days. Until & unless the form is not updated properly, the further process will not be initiated.
8. The appraisal discussion will be scheduled by the HR department between management and employee, both parties are required to discuss their views before one week of salary credit.

9. The discussion will be held in private. Information shared during the appraisal will be kept in records and will be shared only with senior management. The exception to this is a requirement of training that will be informed to HR for action. Confidentiality of appraisal process is required to be maintained.
10. All appraisal documents should be issued to both parties prior to the discussion, in order to allow time for both parties to reflect and prepare. These will provide a framework and focus for the discussion.
11. Employees are required to keep their salaries/ appraisal/ appraisal discussions/ or any written notes or official documents to be private. In case any negligence is found, the company has the right to cancel the appraisal or reserve the right to take “breach of the confidential information” actions against the employee.
12. The discussion should be a positive dialogue and will focus on assisting the appraisee to acquire the relevant knowledge, skills, and competencies to perform his/her current role to the best of his/her abilities.
13. The appropriate forms will be completed and signed by both parties. The appraisee will be given the opportunity to note any comments that he/she does not agree with and complete a self-assessment.
14. After the appraisal acceptance (with effects from the acceptance date) by the employee, the employee cannot apply for resignation for the next 6 months.
15. The appraisee and line manager should agree on a Personal Development plan for the appraiser for the following year. This will reflect the appraiser's aspirations and the organization's requirements and should align personally.



## **Obligations and Conduct of Employee**

1. If any employee is found involved in any unlawful activity or acts inside or outside the company before or after signing the service agreement, then the company shall not be liable for such an act and reserves the right to terminate employee service immediately after notice of such action.
2. As per the appointment letter employees promise to never engage in any theft of the employer's property or attempt to defraud the Employer in any manner. In case it happens, the company reserves the right to take action against the employee.
3. An employee shall always ensure that his/her conduct is in accordance with all the rules, regulations, and policies of the company notified from time to time. An employee is required to follow workplace values and ethics, not doing so may result in termination.
4. An employee shall not, during the term or after leaving the organization hereof, be interested directly or indirectly in any manner, as proprietor, freelancer, partner, officer, director, stockholder, advisor or in any other capacity, in any other business similar to company's business or an allied trade, without consent from Employer Company.

## **Usage of IT Infrastructure**

1. The employees would be provided with laptops and other IT devices as per the requirement. Employees are expected not to use, nor permit others to make or use unauthorized copies of the software, including associated documentation and backup copies while at the same time maintaining the security of the respective data files.
2. Each employee would be provided with a unique email id for official business communication. One must not misuse the email facility. Keeping in view the same, these emails would be considered as organizational property and hence individuals are discouraged from deleting the same. One must ensure no information is shared from the official email id for personal use.
3. Employees should treat the company assets as personal assets and should avoid getting them damaged. In case the employee fails to do so, the company is liable to recover the repair or value of the asset from the employee.
4. Employees are not allowed to use personal email for business purposes. The company reserves the right to monitor all the data and communication done through company assets and networks and can use it for company purposes.
5. The data on the laptops, server, and the official domain is property of the company, and transferring data without authorization of the company to any third party shall amount to theft of property of the company.
6. Once any device is assigned to the employee, the assessment declaration form is required to be signed, if asked by the company. In case of any damage to the devices found due to the negligence of employees, the company reserves the right to recover the appropriate cost of repair/purchase/fine etc.
7. Employees in probation/training/internship are not allowed to take laptops home. Special permission is required from the TL/manager, with IT and HRD in loop for the same.

## **Advance Salary Policy**

The advance salary policy is for the benefit of all employees of Anviam Solutions Pvt. Ltd. It is an immediate short-term fund to take care of any sort of financial emergency and needs. We believe that sometimes one suffers from a shortage of reserves to meet his/her circumstances and financial needs for which Anviam introduces an advance salary loan option. Though the company doesn't encourage salary advances or soft loans for its employees, the direct needs can also not be ignored.

### *Eligibility*

1. An employee with a minimum continuous service of “One-year” with the organization after employment confirmation.
2. The employee should not be on active PIP (Performance Improvement Plan) or disciplinary, performance, leaves a warning at the time of application.
3. Employees can avail the benefit of **advance salary loan once in a year** or after completion of the outstanding amount of any previous loan taken.

### *Advance Amount*

1. Depending on the financial need the salary advance may vary between one (1) month gross salary to three (3) months gross salary (maximum).
2. As part of advance salary documentation, employees are required to submit the advance payment cheque for security reasons which will be returned after receiving the last installment.
3. The advance amount will be paid to the employee account only.

### *Repayment*

1. No interest shall be charged on the Advance Amount.
2. Repayment of the advance amount needs to be done within one year of equal installments only.
3. The installment amount will be deducted from the monthly salary of the employee.

4. In case an employee wishes to go in separation within 1 year of loan amount disbursement date, they are required to pay an interest of 12% on the loan amount.
5. In case an employee wants to pay the installments without salary deductions in any other manner he/she is required to inform the same prior to the HR department in the email.
6. The first monthly installment shall start from the next month in which the advance salary was credited to the employee's salary bank account.

### *Guidelines*

1. The salary advance request needs to be first approved by the HR department, and finally by the management team before being processed.
2. The employee shall only be eligible to receive an advance in case of a medical emergency and personal exigency.
3. An employee is eligible for salary advance only once in a block of 12 (twelve) months, provided there are no pending advances or other dues recoverable from an employee on the date of their request.
4. The employee availing of advance salary from the company is required to sign the advance salary agreement with the organization as per the advance amount.
5. From the date of receiving the amount of advance, the employee will serve the one-year employment agreement with the organization.
6. In case an employee separates from the company due to any reason whatsoever, prior to repayment of the entire advance amount, he/she shall be required to clear the entire pending amount upfront and settle the dues before the last working day.

### *Application Process*

1. A written email request should be sent by the employee to the HR Department stating the reason for the salary advance.
2. The HR department needs to apply jurisprudence while approving such a salary advance request. Employee's performance, behavior, commitment, and most important reason for taking advance salary are some of the factors that should be considered.
3. Once the amount is approved, written agreement will be shared with the employee along with the installment & declaration of the employee.
4. Post the approval from the management team, the HR department team will get the Advance Salary Agreement signed by the respective employee.

5. After the advance request is sanctioned by the appropriate authority, it will be processed within a maximum of “3 to 7 working days” of receiving the request by the HR department.
6. The salary advance amount can either be credited to the employee’s salary savings account or shall be given in form of an account payee cheque only.
7. In case the advance request is disapproved, the HR department shall inform the employee stating the reason for the decline.
8. The management team reserve the right to disapprove any advance request and is not liable to provide reasons for decline as deemed appropriate.

## **POSH**

### **POLICY FOR PREVENTION OF SEXUAL HARASSMENT**

#### **1) PURPOSE:**

To create and maintain safe work environment, free from sexual harassment & discrimination for all its employees. As per the guidelines of “The Sexual harassment of women at workplace (prevention, prohibition & redressal) Act, 2013.

#### **2) SCOPE:**

ANVIAM aims to adopt zero tolerance attitudes against any kind of Sexual Harassment or discrimination caused by any employee during their tenure in ANVIAM towards any other person being an employee of ANVIAM, Client, Vendor and Contractor in Company premises or elsewhere in India or abroad.

#### **3) APPLICABILITY:**

All employees of ANVIAM at all locations.

#### **4) DEFINITION:**

- ❖ **Employee of ANVIAM:** Includes persons carrying out any work on behalf of ANVIAM and may have been hired as Permanent, Temporary, Contracted or on Retainership Basis, part-time basis etc either directly or indirectly or through vendor organization.
- ❖ **Sexual Harassment:** Harassment of a Female/Male employee consisting of any unwelcome sexually determined behavior, whether directly, indirectly, by any male/female in charge of the management or a male/female co-employee either individually or in association with other persons to exploit the sexuality of co-employee to harass him/her in manner which prevents or impairs his/her full utilization of full benefits, facilities or opportunities or any other behavior which is generally considered to be derogatory.
- ❖ **Aggrieved Women:** In relation to workplace, a woman of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the Respondent.
- ❖ **Respondent:** Employees against whom the complaint has been filed.

**5) POLICY GUIDELINES:** Sexual Harassment shall include but not limit to:-

- I. Physical Contact & Sexual advances
- II. Demand or request for sexual favors;
- III. Sexually- colored remarks;
- IV. Showing pornography;
- V. Any other unwelcome physical, verbal or non-verbal or written conduct of a sexual nature.

**6) GRIEVANCE MECHANISM: PROCEDURE TO REGISTER COMPLAINTS:**

A complaint shall be submitted in writing to [icc@anviam.com](mailto:icc@anviam.com) or to any member of the Internal Committee mentioned herein within 3 months of occurrence of an act of Sexual Harassment. If the respondent is the direct supervisor of the complainant, or person influencing the career growth of the complainant, the reporting structure will be changed till the time the enquiry is completed.

**7) INTERNAL COMMITTEE:**

Each complaint of Sexual Harassment shall be dealt with utmost confidentiality and urgency by an Internal committee consisting of:

Sr. No	Name	Particular
1	Mr. Kamal Ubbi	Presiding Officer
2	Ms. Shifali Sharma	Member
3	Mr. Amit Kumar	Member
4	Ms. Shalini Sharma	Member

1. Within 3 working days, the Internal committee shall commence Official Internal Enquiry by:
2. By informing the said complaint to the respondent
3. By instructing to stop the alleged act of Sexual Harassment immediately
4. By informing not to reach out to the complainant directly or indirectly
5. By asking an immediate explanation from him/her to the same

6. Within 5 working days from the receipt of original complaint, the designated person shall respond in writing to the complainant informing him/her about the initial steps taken by ANVIAM in order to stop the alleged act(s)
7. Within 15 days from receipt of the original complaint, the Internal committee shall record and accordingly communicate in writing to the complainant and the Respondent, its prima facie findings, upon giving the concerned parties a fair and due opportunity to represent themselves and upon conducting fact finding, truth verification and counseling sessions with persons involved in alleged act(s)
8. A complaint will be closed no later than one month from receipt of original complaint by recording the decisions of the internal committee, accordingly informing the complainant and the Respondent of the same.
9. Employees are duty bound to assist in investigative steps, employees' wholehearted participation shall be mandatory in this regard. Whistleblowers shall be protected from exposure, retaliation or hostility.
10. Within 2 working days from receipt of prima facie findings or the charges, if the complainant or the Respondent is dissatisfied with the decision of the internal committee, she or he may appeal specifying the reasons in writing to the Managing Director. Within 5 working days from the receipt, the appeal shall be finally disposed of by written communication to the said party. The decision of the Managing Director shall be final and cannot be appealed.

#### **8) REDRESSAL:**

- a) An amicable resolution of the complaint is possible only with the written consent of the complainant.
- b) Within 24 hours of closing the case file, the internal committee shall present the same to and inform its decision to the Managing Director.
- c) In case of decision establishing the offence of Sexual Harassment of the complainant, within 3 working days, the internal committee shall recommend Disciplinary action against the offender considering the nature and extent of injury caused to the complainant, prior complaints or repetition of offence etc and the impact of the offence on the company profile as a whole.
- d) The position of the offender and the criticality of the position occupied by the offender shall not be any hindrance to the disciplinary action taken against the offender. The disciplinary action that shall be commensurate with the nature of the gravity of the offense, shall include but not limited to,
  - i) - Warning
  - ii) - Written apology from offender,
  - iii) - Bond of good behavior
  - iv) - Transfer
  - v) - Debarring from supervisory duties



- vi) - Denial of employee benefits like increments/promotion/salary correction etc.
  - vii) - Cancellation of specific work Assignment
  - viii) - Suspension
  - ix) - Dismissal
- e) Annual report summarizing complaints and Redressal of Sexual harassment shall be prepared by designated person. The said report as well as all documents regarding sexual Harassment complaints shall be in the custody of designated person and will be termed as 'Strictly Confidential'.

## **Anviam Rules & Regulations**

Anviam has regulated some rules and regulations to maintain discipline in the company and all employees are requested to follow the same:

1. Employees are required to check their attendance sheet by the end of the month and for any changes they can reach the HR department via email.
2. Each employee is required to share a daily status report (DSR) on a daily basis by end of the day or on the next day, the failure of the same will attract SL.
3. Once an employee reaches the office he/she is required to update his/her task sheet in the first 30 minutes in the “time estimation” column of his/her 8 hours and rest details by end of the day. In case an employee is not doing the same, will be liable for SL in the attendance sheet.
4. In case SL is marked incorrectly, employees can drop email with the approval of TL to the HR team. Also, the hours spent on tasks should be updated by the end of the day.
5. Employees working late at night due to urgent project delivery, informed by the Project manager or TL can take 30 minutes relaxation for the next day only after the written approval of TL.
6. In the first week of every month, if any employee is taking more than 3 leaves, his/her salary will not be credited on salary day. The date of the same will be informed to the employee by the HR Department.
7. No employee is allowed to share his/her remuneration with any employee except HR and management.
8. Sitting plans can change as per the demand of the project or by the HR department.
9. Employees are required to participate in all official celebrations.
10. All employees are required to log in to the official communication channel on their mobile and to reply to the messages within 10 minutes, however, reply to emails can be made within 30 minutes during working hours.
11. For the identification, employees are required to upload their professional photographs on official accounts and it is mandatory to upgrade the email signatures with the below-mentioned details:

**Name**

**Designation**

**Contact no**

**WWW.ANVIAM.COM**

12. Employees are required to subscribe to all Anviam's social media accounts & to **share relevant information only** and also it is mandatory to chat in a professional language only, on all official & social media platforms.
13. Employees are expected to behave according to the ethical and moral norms of society.
14. Employees are required to answer only urgent calls during working hours. The usage of social media, games, etc. is prohibited during working hours.
15. ID cards are considered as the front face of the organization & are required to be "carry & wear" inside the office premises.
16. The Organization maintains a non-smoking policy within the office premises.
17. It is mandatory for employees to lock their screens before leaving his/her seats.
18. In case employees are not assigned 8-hour tasks he/she is required to contact their immediate supervisor. In case of non-availability of TL, employees have to inform the same to our COO and CTO Mr. Ankur Sharma & Mr. Arun Dev Guleria via email.
19. All TL's are required to update their remarks by the end of the day in the Tasksheet.
20. In case any employee is assigned to a last-minute task by TL or PM, he/ she can use the cab and dinner facility provided by the organization & for the reimbursement, the employee is required to share an email to the HR department with the invoice after approval of TL.
21. Anviam provides facilities for employees like parking, gym, swimming pool and residence inside the Quark building at controlled rates, employees can contact the HR department to avail the same as per the terms and conditions.

## **Safety Policy**

The Organization is sincerely interested in the safety and well-being of the employees. The Company will make every effort to keep the office equipment in excellent condition and make sure that all safety devices are working properly. If, instead of our efforts to ensure safe working conditions, an employee has an accident or becomes ill on the job, it should be reported to the manager immediately. They will see that prompt medical attention is provided.

## **Work From Home Policy**

Work from home is a growing trend in today's work environment, in which employees can easily plug in from just anywhere they are.

### *Guidelines*

This Policy has been compiled to ensure all workers fully understand and are able to comply with the Company's Working from home procedures. Following are some guidelines:

1. Once the employment of an employee is confirmed, he/she can apply for the WFH on HR Portal.
2. The employee is required to share the reason for WFH on GreytHR.
3. In the case of a client visit or pre-informed team meeting, the WFH application will not be accepted.
4. Only 2 WFHs are allowed every month. Every WFH exceeding the set limit of 2 will be considered as 0.75 days.
5. The employee is required to get approval comments from his/her team lead. Until the approval comments of TL, the WFH will be considered as leave & in the case of disapproval of WFH, the leave will be counted as casual leave.
6. It is mandatory to log in 8 working hours in the time tracker.
7. The login & out timings must be as per office timing or as per project.

## **Attendance & Leave Policy**

1. All employees are required to complete their 9 working hours on the working days including a 1-hour lunch break. 4 hours are required to be locked for half day leave and 6 hours for short leave (excluding lunch break). Those availing are required to complete the designated task assigned by the supervisor during the assigned timing.
2. The pay period is monthly and starts from the 1st of every month.
3. In case working hours are not completed, SL/ half day leave/ full day leave will be marked as per the record of biometric machines or any other tracker.
4. The standard office time is 10:00 AM to 07:00 PM. If anybody wants to change it as per their working schedule, can drop an email to the HR department with the approval of team lead/management.
5. It is mandatory to punch in the biometric machine, failing to do the same can attract the respective penalty. In case one forgets to punch, he/she is required to inform the HR department via email. In case of non-updation, it is the liability of the employee.
6. The Lunch timing is 02:00 PM to 03:00 PM and extra breaks should be adjusted with working hours.
7. Standard office timings are from 10:00 AM in the morning. A Grace period of 20 minutes is given for emergencies, anyone coming will be remarked as a late-comer (SL in attendance sheet). Also if the DSR is not shared, it will attract Short leave.
8. At the end of the month, the salary will only be calculated on the basis of attendance fetched from the biometric device. No request will be entertained thereafter in case of absenteeism or non-Punching of attendance.

## Leave Management

Anviam Solutions Pvt. Ltd. has below mentioned Leave Policy, which is employee-friendly as well as good for the business. The below-mentioned number is for 1 calendar year.

SR. NO.	TYPE OF LEAVE	NUMBER
1	Casual Leave	6
2	Urgent/Sick Leave	6
3	Special Leaves (after 1-year employment)	3
4	Gazetted Holidays	10
5	Short Leaves	12

### *Rules to Apply Leaves-*

1. All types of leaves need to be applied on the portal only, no other means will be considered.
2. Leaves will be allocated every quarter. 1.5 SL and 1.5 CL will be allocated at the beginning of every quarter.
3. All casual leaves should be applied at least 3 working days prior, otherwise, leave requests will not be entertained. Employees are required to get their CL approved by their respective team lead otherwise it will be considered as urgent leave.
4. Team leads are required to share his/her comments on the leave application after receiving the same.
5. In case the applied leave application receives the UNAPPROVED comments by the team lead/HR department for any reason, and the employee still takes the leave then there will be 2 days leave deduction from the leave balance. To avoid the same, employees are required to get their application pre-approved.
6. If a casual leave is more than 2 days in a continuous way, it should be applied prior to 6 working days with prior approval.
7. Employees can avail the special leave after his/her one-year employment with prior approval from TL, along with this employees are required to apply at least 15 days prior.
8. Special Leaves will be only in two situations i.e. If an employee is getting married or as paternity leaves only.

9. Employees can avail Special Leaves within the 7 days of the event only. After that day will be counted as casual leaves or LWP in case CL/SL is not available.
10. Employees are required to take TL approval on more than 3 leaves and if anyone is extending leave duration for more than 15 days( including Saturday, Sunday) with or without prior approval, all the holidays ( i.e. Saturday, Sunday, gazetted holiday) will be counted as leave.
11. Sick leave can be informed to concerned persons and HR over a notification email, to get the benefit as paid leave from the company side, employees must apply for the same in leave format on next day only, after resuming the work.
12. If there is no urgent/sick leave in balance 1.5 days of unpaid leave will be marked.
13. If sick leave is applied for more than 1 working day a VALID MEDICAL CERTIFICATE has to be submitted to the HR department at the earliest without any exception.
14. All leaves, which are out of balance on a monthly basis, will be considered as UNPAID LEAVE and will be adjusted with the Employee's monthly salary.
15. Balance casual and sick leave will be carried forward to next year up to a maximum of 3 CL.
16. Balance leaves at the time of Full and final settlement will be encashed.
17. The first Saturday of every month will be working and the rest will be off.
18. The maternity benefits are as per the Maternity Benefit Act 1961.
19. To avail of the restricted holiday employees are required to apply on portal at least before 7 working days.
20. Restricted holidays cannot be taken by more than 40% of employees in any department. It is a key responsibility of the Team manager/Lead to cater for the same.



## Holiday List Of Calendar- 2025

HOLIDAYS-2025		
Sr.No	Name Of Holiday	Date & Day
1	New year	1 January Wednesday
2	Republic Day	26 January Sunday
3	Holi	14 March Friday
4	Raksha Bandhan	9 August Saturday
5	Independence Day	15 August Friday
6	Mahatma Gandhi Birthday	2 October Thursday
7	Dussehra	2 October Thursday
8	Diwali	21 October Tuesday
9	Next-Day of Diwali	22 October Wednesday
Restricted Holidays (Choose one among these)		
1	Maha Shivratri	26 February Wednesday
2	Eid-al-fitr	31 March Monday
3	Eid-al-zuha (Bakrid)	7 June Saturday
4	Gurpurab (Guru Nanak Dev Ji Birthday)	5 November Wednesday
5	Christmas	25 December Thursday
6	Self Birthday	

## Termination Policy

Anviam Solutions Pvt. Ltd. is always trying to make its work culture happy & employee-friendly and is looking for the same loyalty from employees also. In case anyone mistreats this confidence, the termination is done on the grounds mentioned below:

1. In case any employee is not performing even after warnings and not willing to improve his/her self, can be terminated from the organization.
2. If any employee violates the discipline of the organization.
3. Harassment of any sort, be it sexual, physical, mental, or emotional.
4. Lack of cooperation and progressive discipline.
5. Leaking information, misuse of official credentials, etc.
6. Theft of the company code, assets.
7. Smoking, possession/consumption of alcohol, use of drugs or intoxicants in the workplace.
8. On the breach of company rules & regulations, engagement in illegal activities or disrupts the workplace.
9. Polluting the company environment.
10. Absconding case- If any employee is absent for 3 working days without any intimation.

### Procedure:

Any employee indulging in the above-mentioned indiscipline activities is liable to be terminated by the company.

1. Breach of the company's regulations will be treated as a threat to the company and employees and may attract disciplinary action and a verbal warning would be given at the initial stage followed by a written warning by the HR department.
2. If the employee still continues the same even after the warnings, strict disciplinary action will be taken by the organization which will be the termination of the employment.
3. This termination will not be in accordance with the severance payments and the service agreement will be treated as null and void.
4. The terminated employee will not be provided with any documentation from the company like relieving or experience certificate.

5. The employee need not indulge in any anti-company activities or misuse social media for putting bad words against the company after termination, any such activity/behavior will attract legal action.
6. In case of any IT breach or illegal use of social media which proved to be a high threat to the organization, direct termination will be one with any warnings or prior notice.
7. All company benefits will end at the time of termination.

## **Separation Policy**

In the last part of employment, it is the responsibility of both parties to complete their duties on time which are mentioned below:

1. As per the employment service agreement & appointment letter, every employee is required to complete a one-year employment (or as mentioned in the appointment letter) with Anviam Solutions Pvt. Ltd. In the event of default of this condition, Anviam will be fully authorized to recover all costs and year employment period, he/she will not be eligible to get his/her relieving documents.
2. Employees are required to share resignation on the HR Portal.
3. An employee must keep his/her resignation confidential until his/her relieving.
4. Restricted holidays are not allowed in the notice period.
5. If any employee is taking any kind of leave in his/her notice period, the duration of the notice period will be extended accordingly.
6. On average employees can avail one leave in a month. In case leaves are availed more than the average on a monthly basis will be adjusted during the full & final settlement.
7. After resignation acceptance by HR or management, employees are required to serve a 45 day notice period and employees holding a total industry experience of 3 or more years have to serve a notice period of **90** days, company holds the right to increase and decrease the notice period to get completion of all tasks assigned to the employee.
8. The relieving formalities will be initiated only after the “KT completion” confirmation from the respective team lead.
9. Once the employee submits company assets & signs on the account clearance form shared by the HR department, IT department, and accounts department, his/her Full & Final settlement will be adjusted within the next 45 working days.
10. All the relieving documents and amounts of full and final will be shared within 45 working days after the relieving of the employee.

**We hope all the above mentioned will help in smoothing the employment process and come out with the best productivity.**

***Thank You!***