

Human Resource (HR) Policy Manual

TalentAxisPro Private Limited

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1. Introduction

This HR Policy Manual is intended to guide all employees of **TalentAxisPro Private Limited** in understanding the organization's employment practices, work culture, benefits, conduct standards, and responsibilities. These policies are reviewed periodically and may be updated to align with business needs and applicable legal requirements.

2. Employment Policy

TalentAxisPro Private Limited is an **equal opportunity employer**. Employment decisions are made based on qualifications, performance, and organizational needs, irrespective of race, gender, religion, age, disability, or any other protected category under applicable laws.

3. Working Hours & Attendance

Standard working hours are **Monday to Friday, from 9:30 AM to 6:30 PM**. All employees are expected to adhere to this schedule unless a flexible, hybrid, or remote work arrangement has been formally approved by HR and reporting management.

4. Leave Policy

Employees are entitled to the following types of leave:

- **Casual Leave (CL):** 7 days per calendar year
- **Sick Leave (SL):** 7 days per calendar year
- **Earned Leave (EL):** 15 days per year, applicable post-probation
- **Maternity/Paternity Leave:** As per the Maternity Benefit Act, 1961 and relevant statutory provisions

All leave must be requested through the official HRMS and approved by the reporting manager.

5. Code of Conduct

Employees are expected to uphold the highest standards of professionalism. This includes:

- Maintaining respectful and inclusive behavior toward all colleagues
- Avoiding discrimination, harassment, and workplace misconduct
- Safeguarding confidential information related to the company, clients, and candidates

- Adhering to lawful and ethical business practices at all times

Any breach of the code of conduct may result in disciplinary action, including termination.

6. Performance Management

TalentAxisPro Private Limited follows a structured **annual performance review** cycle, supplemented by regular feedback and goal-setting discussions.

Employees will be evaluated based on:

- Achievement of role-specific KPIs
- Quality and timeliness of work
- Collaboration and teamwork
- Alignment with the company's mission, values, and innovation goals

7. IT & Data Security Policy

Employees are required to use all IT resources responsibly. The following are **strictly prohibited**:

- Sharing login credentials
- Installing unauthorized software
- Transmitting sensitive data without encryption
- Misuse or mishandling of internal, client, or candidate data

The company reserves the right to monitor systems and enforce disciplinary action for violations. Confidentiality is a core pillar of our operations.

8. Exit Policy

Employees must submit a **minimum of 30 days' written notice** before resignation.

Exit procedures include:

- Clearance from HR, Admin, and IT departments
- Handover of responsibilities and documentation
- Return of company property
- Completion of the exit interview

Final settlements will be processed after successful clearance.

9. Policy Review & Amendments

This manual is reviewed **annually** or as needed based on updates in labor laws and organizational strategy. Any changes will be communicated formally to all employees through HR channels.