

Ginger

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Abbreviations Used and Scope of Rules and Regulations Manual

In this “Rules and Regulations Manual” the abbreviations used would mean the following:

Top Management or Company or Company’s or employer pertains to or means Ginger Webs Private Ltd.

You or he or she or his or her or person or employee or trainee or probationer pertains to or means employees working for Ginger Webs Private Ltd.

The rules and regulations manual applies to all the employees of Ginger Webs Private Ltd whether they are working in Delhi or any sales offices anywhere in India.

Recruitment and Selection Policy

The recruitments at Ginger Webs Pvt Ltd are made on the basis of requirements sent by different departments time to time. The requirements are assessed as per the policy of the Company and based on that selection is done. As per the Company's policy following are the minimum qualification of employees in different departments of the Company:

Department	Minimum Qualification
Design	B. Tech/B. Design fresher or Graduate with work experience of 2-3 years in design.
Sales	B. Tech/B.E./MBA in sales and marketing or Graduate with good communication skills and potential to grow.
Support	Graduate with basic computer knowledge and good attitude.
Human Resource	MBA with specialization in Human Resource
Software Development and Testing	B.E./B.Tech/MCA/M.Sc (IT)/M.Tech
Accounts/Purchase	Commerce Graduate
Business Analyst	B.Tech/MBA or both

Classification of Departments

Ginger Webs Pvt Ltd maintains organizational hierarchy as mentioned in the organizational chart which is attached.

Orientation/Induction

The Company will arrange for an orientation and induction program for new joiners for explaining Company's rules, policy and product training.

Probation Period

All the employees of Ginger Webs Pvt Ltd shall undergo probation for a period of 3 months inclusive of orientation/induction. Once the probation period is over the employee will be given a confirmation letter in writing. If the employee has not met the performance requirements his/her probation period can be extended or his services can be terminated.

Official Working Hours, Attendance

Working Hours from Monday till Friday:

Official working hours in the company is 10:00 A.M. till 7:00 P.M. inclusive of lunch break whereas actual time of leaving the office premises could vary depending on the work allotted to the employee along with criticality and time deadline of the project. An Employee reaching the office after 10.0 AM for more than twice a month will be marked a chronic late comer and such person will be issued a notice for the same by the Human Resource Department. The notice will be taken into account at the time of the yearly performance appraisal or promotion or incentives allocation by the company.

Working Days:

Official working days are from Monday to Friday whereas alternate Saturday's are working.

Attendance:

- a) Every employee needs to punch the bio metric machine in the morning or at any time later or when he/she is entering the office premises, whereas the same is also required to be done at the time of leaving the office premises even for small intervals or finally at the end of the day.
- b) The Human Resource Department is also maintaining a separate attendance register as a statutory requirement and the employee is at liberty to mark his attendance there as well in addition to the biometric machine. In case of any discrepancy between the record of biometric machine and the attendance register, the record of the biometric machine will be treated as final.
- c) For employees who are on outstation visit at the end of the client, attendance will be marked on the **basis of the email or SMS sent by them to their Reporting Manager** with regard to their job commencement at the end of the client. Like wise such employee should also fill up **"Exit Pass"** duly authorized by the reporting manager and submit the same to the Human Resource Department prior to leaving for such out station client's job. Absence of submission of exit pass will be treated as unauthorized absenteeism and "Disciplinary Action" as per rules can be taken against such person.
- d) If any employee is moving out of the office premises on official duty then such person needs to fill up "Exit Pass" duly authorized by the reporting manager and submit the same to the Human Resource Department prior to leaving the job. Absence of submission of exit pass will be treated as unauthorized absenteeism and "Disciplinary Action" as per rules can be taken against such person.

Time Keeping

The movement of the employees in and out of the Company will be supported by biometric attendance system. Hence any employee leaving the Company premises or gaining entry inside premises for any purpose is duty bound to do biometric entry at the exit gate. A record of the total working hours of the employee will also be maintained by the Human Resource Department wherein if the total working hours in a day is less than 8 hours excluding the lunch break then there will be salary deductions which will be as under:

If the total working hours is one hour or less than one hour in a day then 1 hour salary is to be deducted.

If the total working hours is below 7 hours in a day then half day salary is to be deducted.

Dress Code

The Company expects all its employees to be attired professionally while being at the workplace.

Category A : For Software Development, Design, Administration, Purchase, Accounts and Human Resource Department.

	Males	Females
Monday-Thursday	Smart casuals which includes collared shirts/short sleeved shirts with	Saree or Salwar kameez or Western formal shirts or formal

	trousers/jeans Footwear Only Shoes	trousers/skirt/jeans.
Friday	Official T-Shirt with Jeans or Trousers	Official T-Shirt with Jeans or Trousers

Category B : For Sales, Support, Customer Relations and Requirements Department

	Males	Females
Monday-Friday	Smart Formals which includes collared shirts with Tie and Trousers. Footwear: Formal Shoes Only	Saree or Salwar kameez, or Western Female Shirts or Formal Trousers or Formal Skirt.

Kindly note : No floaters, slippers or any shoes of the like type are allowed in the organization. Employees are expected to use their judgment while evaluating what is appropriate office wear.

Leave Policy

Objectives

The intent of this policy is to inform employees of their leave entitlements. Leave rules have been formulated to enable employees to maintain a healthy work life balance and to have enough time for rest and recreation.

- ✓ Half day Leave - Any working of less than 9 hours but more than 5 hours will be treated as half day leave.
- ✓ Leaves shall be credited on pro-rata basis depending upon the date of joining of a new employee / trainee. Full discretion shall rest with the Management to grant leave, to refuse or to revoke such leave at any time as per the work exigencies. This shall not, however, be interpreted in such a way as to abridge the leave entitlements of the employee and employees should, as far as possible, be encouraged to take leave at regular intervals.

Leave Entitlement and Nature of Leaves

An employee can avail 3 types of leaves i.e. **Sick, Casual and Earned** subject to the under mentioned guidelines. Leaves shall be admissible as per the calendar year i.e. 1st January to 31st December every year.

1. Leave can only be availed with the prior permission of the Team Leader/Manager/Senior Manager/Project Manager or Reporting Manager or authorized person on the prescribed format. Prior permission can only be granted by the immediate boss of the employee.
2. If any employee is suffering from any contagious disease then in that case approval of leave will only be given on his presentation of fitness certificate from a senior medical practitioner or civil Surgeon of a Government Hospital.
3. The Company will not grant or approve any type of reimbursements to the employees for the treatment in any hospital or by medical practitioner in any manner for any sickness or any other ailment or accident happening to the employee.

4. Sick leave, Casual leave and Earned leave cannot be combined together for the purpose of availing leaves.
5. Leave of any nature will require sanction/approval of the immediate superior or reporting manager and submission of duly filled form to Human Resource Department for maintaining their record and it cannot be availed as a matter of right. If an employee avails leave without an approval from reporting manager salary will be deducted for the number of days the leave is availed.

Leave Entitlement for a Year

Types of Leave	Number of Leave
Sick Leave	4 Days
Casual Leave	4 Days
Earned Leave	15 Days
Total	23 Days in a Year

Sick Leave

Employees outside the coverage limit of ESI act are eligible for Sick Leave.

SL for any calendar year become due on 1st January for the current year and is credited on pro-rata basis for part of the calendar year if someone joins in between the year.

In case of sickness, if the employee is unable to attend his duties for more than three continuous days or longer, employee shall intimate his HOD and HR department accordingly by sending a certificate of unfitness describing the illness and prescribed period of rest.

On rejoining duty, the employee will be required to submit a certificate of fitness issued by a MBBS Doctor bearing his signature, stamp and Medical Council of India (MCI) registration number.

In case of prolonged sickness, if the employee exhausts his due sick leave and makes an application for adjustment of EL against further absence, this may be permitted at the discretion of the Management. If Earned Leave is not there, then the absence will be treated as 'leave without pay'.

The Management reserves the right to get the employee medically examined by the Company's Medical Officer or any External Medical Consultant of its choice, if the situation so warrants.

1. Sick leave can be availed by all probationary and permanent employees of the Company.
2. Sick leave will be availed of by the employee only in case of sickness or accident.
3. Maximum sick leave in an English Calendar year is of 4 days.
4. Public holidays prefixed or suffixed to the casual leave or falling within the leave claimed will not be counted as sick leave.
5. Sick leave will be approved subject to prescription from medical practitioner who should at least be an MBBS. The applicant will have to produce chemist bill of the same period as well.
6. Under no circumstances accumulation and encashment of sick leave is allowed. If any employee does not avail sick leave during an English Calendar Year then the number of un-availed leaves will get automatically lapsed.
7. SL for any calendar year becomes due on 1st January for the current year and is credited on pro-rata basis for part of the calendar year if someone joins in between the year.
8. In case of sickness, if the employee is unable to attend his duties for more than three continuous days or longer, employee shall intimate his HOD and HR department accordingly by sending a certificate of unfitness describing the illness and prescribed period of rest.
9. In case of prolonged sickness, if the employee exhausts his due sick leave and makes an application for adjustment of EL against further absence, this may be permitted at the discretion of the Management. If Earned Leave is not there, then the absence will be treated as 'leave without pay'.

Casual Leave

1. Casual leave is a privilege extended to the employees to meet personal exigencies. In general, prior approval should be taken by the employee before availing CL. However, in case of emergency, employee should intimate his HOD and seek his verbal approval. The employee and the HOD must also intimate HR immediately. On return, the employee must get his leave approved from his HOD and submit to HR within 24 hrs of rejoining duty. Application submitted after the specified time is liable to be rejected and the said leave will be treated as leave without pay.
2. Maximum 4 days casual leave is allowed in an English Calendar Year.
3. CL for any calendar year becomes due on 1st January for the current year and is credited on pro-rata basis for part of the calendar year if someone joins in between the year.
4. Saturdays, Sundays and/or public holidays prefixed or suffixed to the casual leave or falling within the leave claimed will not be counted as casual leave.
5. If an employee fails to avail casual leave in a year it will lapse and under no circumstances any encashment or accumulation is allowed.

6. Casual leave for employees on probation will be at the discretion of the management and such decision will be final.
7. Casual Leave cannot be carried forward and will automatically lapse at the end of the year.
8. CL can be availed maximum for 3 days at a time.

Earned Leave

1. Every permanent employee of the Company will earn 15 earned leave after one year of continuous work i.e. of continuous work from his/her date of joining. The earned leave generated after one year can be availed in the next year and remaining earned leave that is the balance if any will be credited to the next year.
2. Earned leave can be accumulated upto a maximum of 45 days. Un-utilized earned leave will get lapsed which are over and above the maximum limit of 45 days.
3. At the time of separation from the Company the balance earned leave will be paid in the form of leave encashment.
4. Saturdays, Sundays and Public Holidays will not be counted under the earned leave.
5. Earned leave cannot be combined with any other type of leave which is casual or sick and an employee is at liberty to avail earned leave in which case the maximum balance accumulated will get debited.
6. For the purpose of leave encashment compensation considered will be Basic and HRA.
7. No employee will be allowed to avail earned leave in advance. In case an employee remains absent from his job before the earned leave is credited in the account then the top management will be at liberty to take any action against the said employee provided such absence is for reasons beyond the control of the employee.

Other Types of Leaves

Compensatory Off

Compensatory Offs will be on the sole discretion of concerned departmental Team Leaders or Reporting Managers or Senior Manager in consultation and approval with Project Manager. In case of departments where the above mentioned designations are not existing it can only be availed with the consultation and approval of Top Management.

Compensatory Offs can only be availed for working on Sundays. No compensatory off will be given for working on Saturdays if required as per need of the projects.

Leave without Pay

Leave without pay or loss of salary or CTC for a day or number of days or for a month or more than one month can not be availed as a matter of right and the same will be at the sole discretion of the top management of the Company and such decision will be final.

Public Holidays

A list of public and national holidays is maintained by the Human Resource Department and only such holidays as mentioned in the list will be taken into account at the time any leave is availed under public holiday.

Job Rotation

All employees will be working as per their respective KRAs as per their designations and any changes in their job profile on the basis of performance or potential appraisal or both can only be made by the top management as and when they feel the need to do so and the decision of the top management or Company will be final.

Transfer Policy

1. The transfer of any employee in the Company can be initiated either by the Company or on the request of an employee.
2. Transfer of any employee is the sole discretion and decision of the Company and such transfer can take place within the departments of the Company, one branch of the company to the other branch or from one location to another location anywhere in India or abroad.
3. If there is request by an employee for getting transferred the same will be accepted subject to the availability of vacancy at the location of his desire.
4. The Company will pay for charges incurred on packers and movers against submission of original bills and such payment shall only be for the purpose of goods necessary for transfer from one place to another.
5. The Company will not protect the tax liabilities of its employees for any payments made for allowances or expenses incurred or to be incurred by the employee during the course of his transfer or later on. Travel expenses for such transfer will be borne by the Company as per Domestic Travel Policy.
6. The transferred employee needs to inform Human Resource Department as well as Accounts Department in prescribed format about his transfer from one branch or one location to another. No such format is required if the transfer is within the same location but in different departments.

Workplace Communication

Each and every employee of the Company should be aware of the changes in procedures, information, policies and should communicate his ideas suggestions and problems with his reporting manager. All employees are under obligation to make it a habit of going through the contents of the official notice board of the Company and the contents of the rules and regulations manual. **All the employees should write down the responsibilities given to them from time to time by their managers through memorandums, meetings, emails and training sessions.** The employees should make it a habit of not making or receiving a personal call to a maximum of 5 minutes per call unless or otherwise approved by the reporting manager. Emails hold a legal status in the court of law and therefore even if used for private purposes the employee can be held liable for the contents of the email and its attachments and Ginger Webs Pvt Ltd will not be held liable for any such use of personal emails.

Training and Development

The Human Resource Department will identify the training needs of an individual in close proximity and coordination with the reporting manager and departmental head after assessing the performance as well as potential appraisal of the employee.

1. The training will be given to employees who are facing some issues in their day to day activities or at the time when new product or technology is being introduced whereas development will only be considered for those employees who the Company foresees as future managers.
2. The Human Resource Department will be responsible for the preparation of training schedules and it will work in close coordination with trainees, concerned departmental heads and trainer. The cost of the training will be monitored against the approved budget.
3. All training and development activity will be evaluated through feedback forms of the trainees as well as review of quality of training program of the trainer. The Human Resource department will maintain a training register for this purpose.
4. Participation in any training and development program in house or out house requires the approval from the departmental head as well as Managing Director or Location head/Branch Head in case the same is being held outside the city. A Training requisition form has to be filled and submitted to the Human Resource Department.
5. The Human Resource department will inform the respective departmental heads about the employees participating in the training development program.

Classification of Trainings

The company organizes trainings and development programs for its employees from time to time on topics related to up-gradation of technical knowledge, product knowledge, selling skills and development skills etc.

Performance Management

To drive a high performance culture in the organization by tracking and measuring performance against expectations. It will provide direction, guidance, feedback, training and development to the employee so that they can meet the desired level of performance with ease.

Guiding Principles: The individual Key Responsibility Areas (KRAs) and Key Performance Indicators (KPIs) will be communicated to the employees once they join the organization. An employee will be assessed through clearly defined KPIs and skill tests. Every employee knows exactly what is expected of him in a particular year and performance is tracked through clearly defined KPIs in a transparent manner.

Core Principles of the Appraisal Policy

1. The appraisal process aims to improve the effectiveness of the organization by contributing to achieving a well motivated and competent workforce.
2. Appraisal is an on-going process with an annual formal meeting to review progress.
3. The appraisal discussion will review the previous year's achievement, and will set an agreed Personal Development Plan for the coming year for each member of staff.
4. All directly employed employees who have completed their probationary period comes in the appraisal process.
5. The appraisal process will be used to identify the individual's development needs and support the objectives of the Training and Development Policy.
6. The appraisal process will be a fair and equitable process in line with our Equality Policy.

Process Cycle

1. Performance appraisal cycle will take place every year in the month of April.
2. Performance appraisal for every employee will take place once in a year when he/she completes one year in the company.
3. For new joining minimum of 3 months working is required to be a part of appraisal cycle
4. The increment will be only on the basis of skill tests and subsequent performance appraisals whereas reduction in salary could also be due to punishment given to the employee and for the reasons of low count in skill tests and low rating in performance appraisals.
5. Appraisal is totally on management discretion

Promotions

Bases on the annual performance of the employee against the set KRAs/KPIs and skill tests, promotions will be recommended by immediate superiors endorsed by Department Heads subject to vacancy in the concerned departments.

The HR department will then review the recommendations receive in the light of the approved HR policy and will prepare the final moderated recommendations for the MD and Directors' approval.

Domestic Travel Reimbursements

1. Domestic Travel would require a travel requisition form to be filled by the employee and authorized by the employee's reporting manager in advance.
2. All expenses need to be substantiated with bills or itemized descriptions as applicable.
3. On return from travel/official trip, the employee has to submit the statement of expenses along with bills/vouchers/receipts within one week to his reporting manager and take his approval but he is at liberty to submit the approved bills/vouchers/receipts to the HR and accounts department within one month of return from trip for payment.

Designations	Entitlement	Reimbursement	Mode of Travel
Trainee	Public transport hatchback cab only at odd times i.e. 11 PM to 6 AM only from Ola, Uber and Taxi for sure only. In the absence of hatchback cabs auto rickshaw can be used.	On actual against original bills only.	Sleeper (Non AC)
Executive/Senior Sales Officer/Software Developer	Public transport hatchback cab only at odd times i.e. 11 PM to 6 AM only from Ola, Uber and Taxi for sure only. In the absence of hatchback cabs auto rickshaw can be used.	On actual against original bills only.	Sleeper (Non AC)
Manager/TL	Hatchback cab only from Ola, Uber and Taxi for sure only. In the absence of hatchback cabs auto rickshaw can be used.	On actual against original bills only	Third AC or as availability.
Senior Manager	Hatchback cab only from Ola, Uber and Taxi for sure only. In the absence of hatchback cabs auto rickshaw can be used.	On actual against original bills only	Third AC or as availability.
Top Management	Hatchback cab only from Ola, Uber and Taxi for sure only.	On actual against original bills only	Third AC or as availability.

Note: If the client offers to pay the bill for travel then the mode of travel of the employee will depend on client's proposal.

Boarding and Lodging Policy

1. Employees are entitled to stay in a hotel upon declaration against actual room rent undertaken for the purpose of business.
2. Employees are required to arrange the hotel in coordination with the Administration Department.

Designation wise room tariff permissible per day are as follows:

Boarding: Boarding expenses is a fixed payment for the purpose of covering eatables expenses, the details of which are as under:

Designation	Eatables Expenses
Sales Trainee	Maximum 250/- per day
Executive	Maximum 250/- per day
Senior Sales Officer	Maximum 250/- per day
TL/Manager	Maximum 250/- per day
Senior Manager	Maximum 350/- per day
Top Management	Maximum 350/- per day

Lodging: Lodging expenses is a fixed payment for the purpose of covering hotel bills the details of which are as under:

Designation	Metro Cities	Other Cities
Trainee	Maximum Rs. 800/- per day inclusive of all taxes.	Maximum Rs. 700/- per day
Executive	Maximum Rs. 800/- per day inclusive of all taxes.	Maximum Rs. 700/- per day
Senior Sales Officer	Maximum Rs. 800/- per day inclusive of all taxes.	Maximum Rs. 700/- per day
Team Leader/Manager	Maximum Rs. 1000/- per day inclusive of all taxes.	Maximum Rs. 800/- per day inclusive of all Taxes
Senior Manager	Maximum Rs. 1500/- per day inclusive of all taxes.	Maximum Rs. 1200/- per day inclusive of all Taxes
Top Management	Rs. 2000/- per day inclusive of all taxes.	Rs. 1500/- per day inclusive of all taxes

The above lodging expenses are based on twin sharing basis if more than one employee visits the same place.

Business Related Reimbursements

Local Conveyance Reimbursements within Delhi/NCR

All employee working in Marketing, Sales, Support and Requirements departments.

Details of Policy

1. Employees can claim reimbursements upon declaration against actual local conveyance undertaken for the purpose of business.
2. However this does not include daily expenses of travelling from an employee's residence to his place of work.
3. The concerned employee will have to fill up a prescribed form in order to claim the reimbursement amount.
4. The form will be authorized by the designated authority who will then forward the same to the Accounts Department.

Approving Authority:

Reporting Manager and Senior Manager/Project Manager in concerned department both need to approve the reimbursement whereas if the reimbursement for Senior Manager the approval needs to be given by Top Management.

Mode of Transport

Posit	Mode of Transport
Trainee	Public transport i.e. Auto/Bus/Two Wheelers/Delhi Metro
Executive/BDO	Public transport i.e. Auto/Bus/Two Wheelers/Delhi Metro/Shared Cabs
Senior Sales Officer/Sr. BDO's	Public transport i.e. Auto/Bus/Two Wheelers/Delhi Metro/Shared Cabs
Sales Manager	Self driven car
Senior Manager/Project Manager	Self driven car
Top Management	Self driven car

Hatchback cabs are allowed for male employees working between 11:00 PM – 6:00 AM with maximum billing of Rs. 1000/- (Rupees One Thousand Only) for hatch back cabs against production of original bill along with meals reimbursement at the rate of Rs. 80/- (Rupees Eighty Only) per person.

All the female employees staying in office till 9 PM or onwards for official work are eligible for cab facility at the rate of Rs. 1000/- (Rupees One Thousand Only), hatch back cab only and the amount will be reimbursed on providing original bills and meals reimbursement at the rate of 80/- (Rupees Eighty Only) per person.

Employee can take shared cab or public transport (whichever has low fare)

Reimbursement Rate

Mode of Transport	Reimbursement Rate
Bus/Auto	On Actual
Self-Driven Car	Rs. 6.00 Per Km
Two Wheeler	Rs. 3.25 Per Km

Mobile Reimbursements

Mobile reimbursement can only be availed on approval from reporting manager, on a prescribed format along with original bill. The SIM card that is provided to the employee by the company is only meant for official use. The reimbursement is as follows:

Designation	Reimbursement in Rupees
Executive Accounts and Human Resource	Rs. 700/-
Sales Executive, Senior Sales Executive, Senior Sales Officer and Sales Manager	Rs. 1300/-
Manager Technical Support	Rs. 1300/-
Team Leader	Rs. 500/-
Business Analyst	Rs. 1000/-

Salary Policy

At Ginger Webs Pvt. Ltd the employees are paid their salaries as per the competitive pricing with regard to other employers in the market in such a way that the salary is motivational, fair and equitable. The salaries may vary between two employees for the reason of qualification, experience, last attended educational institute as per their respective grades and responsibility. Ginger Webs Pvt Ltd., applies the same principle of fairness towards all its employees irrespective of race, colour, citizenship, nationality, gender, age, religion, creed, marital status and organizational levels.

Provident Fund and Gratuity

All employees are eligible for Provident Fund as per statutory provision. The employee contributes 12% of their basic salary to this fund, which will be deducted from his/her monthly salary and the Company makes an equal contribution over and above the employee contribution and the same is borne by the Company.

All employees are eligible for Gratuity as per the Payment of Gratuity Act 1972.

Pay Day

The pay day for every month will be 7th day of every consecutive month of the English calendar year. If somehow there is holiday on the 7th day the salary will be transferred on 6th day of the month of the English calendar year.

Loyalty Rewards

The Company will be providing loyalty bonus to its employees which will be of the following nature:

- a) One month's basic salary if the employee has worked for continuous period of three and a half years with the Company.
- b) One month's CTC if the employee has worked for a continuous period of five years with the Company.

This loyalty bonus cannot be claimed as a matter of right but will be provided as per the profit earnings and final decision taken by the Company.

Annual Award

In order to felicitate and motivate the employees the company organizes an annual meet subject to availability of time and business needs, in which the performers of the year are bestowed with the following categories of awards:

- a) Best New Talent
- b) Leading from the front
- c) Superstar of the year
- d) What ever it takes

Benefits

All the sales team members who are engaged in field activity will be entitled for the following benefits

- a) Pradhan Mantri Jeevan Bima
- b) Accidental Insurance Policy (Only for sales and support team)

Rupees sixty only per month will be deducted from salary of employee of Sales and Support team as cost of employees' contribution towards accidental policy whereas the employer will contribute the remaining amount. The details of the above policies will be provided by the Human Resource department.

Committee

Ginger Webs Pvt Ltd has two committees for the proper management and up-keeping of employee morale, administration and discipline namely:

- a) Executive Committee
- b) Sexual Harassment Committee

Personal Relation at Work Place Policy

The Company does not encourage personal relations among the employees at the work place. For this purpose the Company has deployed a policy of “No Romantic or Dating Relationship”, meaning thereby that if the relationship is hampering the work culture of the company and is creating personal conflicts among the employees, the company will take strict view of the relationship and take action against both the parties involved in relationship. The action can include transfer to another department or location either in the same city or outside the city and the decision of the top management will be final and binding upon the employees.

Simultaneous Employment

No employee of the Company under any circumstances shall accept either directly or indirectly under any circumstances any position of responsibility and simultaneous employment with any other company which will include freelance services, in the same business interest as that of the company.

Lunch Time

Official lunch time in the company is 1:30 PM till 2:15 PM. Under no circumstances lunch break needs to exceed one and a half an hour. All employees need to take lunch in the lunch area only.

Tea Breaks

Officially three two breaks are allowed in the company from 10:00 Am till 7:00 PM when tea will be served at the respective seats of the employees.

If any employee requires more than 2 tea in a day, then he can take the same from the vending machine after filling “form” for the same.

Business Ethics and Conduct

The Company's reputation and operation is based on fair dealing and ethical conducts of its employees. The company looks forward to gain customer's trust and preserve the same and become a trustworthy organization in the eyes of the public. In view of the above mentioned facts all employees of Ginger Webs Pvt Ltd should refrain from any illegal, unethical and dishonest conduct and any failure to comply can lead to action against the employee.

Employee Reference Scheme

If an already existing employee of the company refers a candidate for the purpose of recruitment and if the candidate so selected finally joins the Company for at least 6 months then on the completion of 6 months the employee who has referred the candidate will be provided with cash incentive of Rs. 2500/- for upto 3 years of experience and Rs.5000/- for above 3 Years experience. This scheme is means only for appointment of experienced candidates having at least one year experience and not fresher's.

Sales Offices

All offices/ Sales Offices outside Delhi will only be for the purpose of Sales and all HR activities like attendance record maintenance/ salary disbursal will take place from Delhi itself.

Performance appraisals of site office/ sales office will be done at the respective branch and will be sent to Delhi Human Resource for further proceedings.

Research and Development and Privacy Policy

Ginger Webs Pvt Ltd is actively involved in creation of platform for use by educational and assessment institutions and so it is the responsibility of every employee of the Company to safeguard the under mentioned items from unauthorized use, theft, piracy and hacking etc. If anyhow any of the below mentioned activity comes to the knowledge of an employee then same should be reported to Human Resource Department.

- a) Software under development and already developed
- b) Code of the software
- c) Algorithms
- d) Process and implementation of software
- e) Design of software
- f) Functional flow of software
- g) Pending applications of patent, copyright and trademark of Ginger Webs Pvt Ltd
- h) Client list
- i) Financial statements
- j) Information regarding cost of tender

- k) List of vendors
- l) List of prospective client

Security

1. All employees should secure building and vehicles of the Company.
2. The employees handling cash should secure it properly and responsibly.
3. Every employee should know the exit gate and the location of fire extinguishers and sand filled buckets, Information and Technology Act 2000.

All provisions of the Information Technology Act 2000 are applicable on the employees working in Ginger Webs Pvt Ltd and any violation of the provisions of the act which includes hacking and unauthorized use of computer and other material will attract liability which can be penal in nature and the Company will not in any manner whatsoever protect or provide assistance to the violator of such act, and moreover initiate legal action against the violator of the same.

Personal use of Company Property

In case an employee used the Company property for, his personal use either inside or outside the office premises of Ginger Webs Pvt Ltd, the company will not be liable for any personal injury afflicted on the person of the employee, his family, friends or relatives. The employee will take full responsibility of any loss or injury occurred to him, family or friends or relatives and Ginger Webs Pvt Ltd will not take any responsibility of the same and further will also will also not be liable to pay any medical assistance or financial assistance or reimbursement for the same.

All employees should return the equipment or machine provided to them by the Company in good condition when demanded and such employee will be liable to pay any damages that occur to the equipment at the hands of the employee.

Confidential Information of Business Secrets

All the employees shall keep complete secrecy of the interest and business secrets of the Company. Such confidential information could be of the following nature.

1. Salary/incentives data
2. Pending and proposed projects of the Company
3. Computer processes and algorithms of software
4. Computer programs and codes
5. Scientific data and marketing strategies

6. List of customers, employees and vendors
7. Financial information of any kind
8. Human Resource strategies followed in the Company
9. Marketing strategies and research

If during the course of service any employee is provided secret or confidential information about the Company, its business ventures and business secrets he will not share the information directly or indirectly by any manner written or otherwise with any employee of the Company or an outsider unless and until a written permission has been given to him to do the same by the Company.

No Liability of Company Policy

All employee's need to be informed that any movement of the company's employee outside the company's premises is not allowed unless the employee is going outside on official work and is in course of employment, after due permission and information to the company. The employee will be himself liable for any accident or mishap or illegal activity in which if he or she is either victim or offender and the company will not be liable for any above mentioned mishaps, accidents or illegal activity what so ever either personally or financially.

Conflict of Interest

1. No employee of the company shall do any business either directly, indirectly or through someone else which proves to be detrimental to the interests of the company. He or she shall not engage in any business transaction directly or indirectly with any vendor of the company. If an employee is in a position to gain personal advantage to himself or to his friends and relatives by influencing the decisions taken by him, then it will be presumed that the employee concerned is working against the interests of the company. No employee of the company shall contact any customer of the company for any reason other than the business of the company and shall not do any act which will result in any benefit either to himself or to any friend or relative of the employee.
2. No employee of the company shall increase salary, give awards or postings and promotions or recruit his friend or relative in the company where such employee is in a position to take a favorable decision.
3. Any conflict of interest arising between members of the same teams the solution will be provided by the Team Leader and if any conflict is arising out between two or more different teams and departments then the same will be decided by Human Resource Department.

No Advance Policy

No employee of the Company will be given any advance under any circumstances.

Care of Company's Equipment and Property

All the employees should take good care of the machines and equipment which includes the furniture that they use during the course of their employment, which includes the under mentioned equipments and property:

- a) Desktop provided by the Company
- b) Servers
- c) Laptops provided by the Company
- d) Data Cards
- e) Scanners
- f) Printers
- g) SIM Cards and Mobiles
- h) Official stationary, banners and publicity material
- i) Material lying in stores which includes CD's, T-shirts, cables etc.

If any equipment or machine is not working properly then the employee concerned should notify his reporting manager about the same and under no circumstances repair should be handled by unprofessional persons. Under no circumstances an employee should operate a machine and equipment if it is unsafe and should not adjust, modify or manipulate in any manner the safeguards provided with the equipment or machine.

Change in Personnel Data

It is the responsibility of every employee to inform the Human Resource Department about any change in their mailing addresses, telephone numbers, name and number of dependents, name of nominee, educational accomplishments, marital status, birth of child and other **change** in information.

Sexual Harassment at Workplace-Policy

As per the instructions issued by the Honorable Supreme Court of India the under mentioned acts includes Sexual Harassment:-

1. Unwelcome sexual behavior.
2. Physical contact.
3. Remarks of sexual nature.
4. Sharing/displaying/using pornographic material.
5. A request or demand of sexual favours.
6. Any other physical, verbal or non verbal conduct which is sexual in nature.
7. Comments and questions of sexual nature.
8. Jokes and humour specific to sex or gender traits

9. Undue pressure for dates, phone calls or interviews, insults, threats to discuss personal sexual matters.
10. Display of objects which suggest sexuality.
11. Pictures or pornography or cartoons or gossips regarding one's sexual life.
12. Leering, making insulting sounds and gestures, giving offensive written notes whistling.
13. Touching the body which includes brushing, pinching and patting around female staff.
14. Friendly arms around the shoulder.
15. Actual or attempted sexual assault or rape.

All employees should maintain appropriate code of conduct with his or her female colleague and should not get involved in any wrongful act, conduct, conversation in public or private life. Every employee needs to communicate or report any unwarranted or unacceptable behavior of his colleague towards her in writing to the "Sexual Harassment Committee", if the harassment is within the definition of the acts mentioned above.

The committee will consist of 3 female employees of the Company. On receiving a complaint of sexual harassment the Committee members will inquire about the facts and circumstances of the case and submit a report in writing to the MD and necessary action as per companies rules will be taken against the employee charged. The report must bear the signatures of all the Committee members.

Disciplinary Policy

The reason for making the disciplinary policy is to bring about discipline at the workplace and create a secured environment. Misconduct is wrong or improper behavior supported by wrong intention, gross negligence on part of employee, intentional wrong doing or failure to act, violation of rules and laws or any deviation from normally accepted rules of conduct and also covers doing personal work during official working hours. Such misconducts also include but are not limited to the under mentioned:

1. Theft, fraud, dishonesty in connection to employer's business or property.
2. Taking bribe or illegal gratification in respect of employer's business or personal interest.
3. Will-full insubordination or disobedience whether alone or in conjunction with other persons.
4. Habitual late attendance and absence without leave or absence without sufficient cause.
5. Drunkenness, fighting or riotous, disorderly or indecent behavior while on duty on the place of work.
6. Habitual neglect of work.
7. Habitual indiscipline
8. Smoking/chewing tobacco when it is prohibited

9. Causing Will-full damage to work in progress or property of employee.
10. Sleeping on duty
11. Malingering or slowing down of work
12. Acceptance of gifts from subordinate employees
13. Conviction in any court of law for any criminal offence or moral turpitude
14. Continuous absence without permission and without satisfactory cause for more than 10 days
15. Giving false information regarding one's name, age, father's name, gratification or previous service or the time of employment.
16. Leaving work without permission and sufficient reasons.
17. Threatening, abusing or assaulting any superior or colleague or subordinate.
18. Habitual money lending.
19. Preaching of or inciting violence.
20. Abetment of or attempt to abet any of the above mentioned misconduct.
21. Going on strike
22. Disclosing to any unauthorized person any confidential information in regard to working or process or research and development of the employer which may come into possession of the employee during the course of his work.
23. Refusal to accept any charge sheet or order or notice communicated in writing.
24. Sexual harassment as defined by the provisions of law as under.
 - a) Physical contact
 - b) Demand or request for sexual favours
 - c) Sexually coloured remarks
 - d) Display/sharing pornographic material
 - e) Any other unwelcome physical, verbal or non verbal conduct of sexual nature which includes suggestive comments or questions of sexual nature, humour or jokes about sex or gender specific traits, sexual prepositions and unwarranted pressure for dates, insults, threats, unwanted letters, display of sexually suggestive objects, phone calls or interviews which explicitly discuss personal sexual matters, pictures showing pornography, cartoons and gossips about one's sex life. It also includes leaving, whistling, suggestive

or insulting sounds and gestures and offensive notes in writing. It also includes touching the body, brushing, putting and pinching, arms around the shoulder, actual or attempted sexual assault and attempt to rape.

25. Use of abusive or inappropriate language.

26. Engaging himself either personally or through family or friends in a business which is of the same nature as that of the employer.

27. Gambling and betting

28. Falsifying work records.

Procedure:

If there is any misconduct which comes under notice of the reporting manager of the concerned employee or any other employee of the company or the Human Resource department, the Human Resource Department will issue a written notice to the concerned employee which he has to accept by signing on it to improve on the areas of his shortcomings and a reasonable time is given for the same. If there is no improvement then the Human Resource Department will issue a letter to the employee summarizing the misconducts he has indulged into and appoint an inquiry officer for doing the hearing of the case.

The employee should reply in writing with his signatures within 15 days from the receipt of the letter to the Human Resource Department giving an explanation of the misconducts.

If the explanation given by him is not reasonable the Human Resource Department will arrange for a hearing of the case in which the supervising authority of the Human Resource Department, the employee as well as the reporting manager or the employee who brought the misconduct under notice will take part in presence of inquiry officer. The inquiry officer will hold the inquiry and record the proceedings in which the human resource department as well as all involved parties will provide documents, if any, in support of their allegations and will give its final report to the human resource department.

A final decision will be taken by the Top Management on the basis of the final report and decision will be conveyed to the employee in writing. The Managing Director and CEO of the Company will be the final authority to impose the punishment and the same will be final and binding on the employee.

In case any employee does misconduct the company after hearing the will be at liberty to give punishment as it likes as per the seriousness of the offence and such disciplinary action or punishment may be of the following nature:

- a) Demotion of employee
- b) Dismissal of employee
- c) Suspension from work without salary
- d) With holding promotion and increments
- e) Termination of service

Separation and Exit Policy

The employees may get separated from the organization due to the under mentioned reasons:

1. Resignation
2. Retirement and Superannuation
3. Demise or death of an employee
4. Termination of services by the management

Resignation

Regular/permanent employees of the Company can resign from their job after giving a notice of three months in writing and the same needs to be signed by them. The notices sent through emails or any other electronic medium or application are not acceptable and will not be regarded as a notice. **In case an employee wants to leave the service of the Company without serving the notice period as mentioned above, he shall buy-back one months notice period by paying CTC to the Company in lieu of the notice period.** If a confirmed employee resigns and he/she does not serve notice period or does not pay three months CTC in that case the Company will not provide relieving and experience letters to the employee and moreover will recover three months CTC from the employee through legal course.

Retirement and Superannuation

The age of superannuation as per the Company policy is 60 years and might change subject to changes if any in the prescribed government rules.

Demise and death of Employee

In the event of death of an employee who is either confirmed or on probation the Human Resource department will ensure that all necessary actions such as settlement of account, return of company property and all necessary requirements are completed well in time. The payments made should be to the wife or husband of the deceased or the nearest legal heir as per law.

Termination of Services

In the event of termination of services of a confirmed employee due to misconducts, poor performance or any other reason the employee concerned is required to settle all outstanding dues and return the Company Property. The full and final settlement of the salary, if any, will be done after receiving clearance from the concerned departments such as IT, Human Resource, Accounts and Library. The termination of services of the employee will be done after following the process of law.

The Human Resource department will maintain record of all the process involved as mentioned above and will file the same in the personal file of the employee.

Full and Final Settlement Policy

In the event of resignation by an employee or superannuation upon reaching the age of 60 years or termination of services other than on misconducts the concerned employee will have to take a no objection/clearance certificate from the HR, Accounts, IT department and library in required format. The cheque of full and final payment shall only be provided once the clearance from the above mentioned departments is attained and in case an objection is raised by any of the above mentioned departments full and final settlement will not be done and the employee will be informed about the same and in such cases no relieving or experience letter will be provided. It is the endeavour of the Company to work for the benefit of the employees which include those who are separating from the Company but the employee concerned should also ensure that the objections are removed.

The Human Resource department will maintain record of the payment made as result of full and final settlement and the same will be maintained in the personal file of the employee.

Grievance Policy

The Company provides the following grievance policy so as to maintain good relation between the employees and employee-management.

1. The aggrieved employee will give in writing his problem to his reporting manager i.e. TL/Manager/Senior Manager and so on and the reporting manager will discuss the issues and problems with the grieved employee and thereafter send a copy of the problem to the Human Resource Department. If the grieved employee is having an issue with his immediate superior he will report the same in writing directly to the HR department.
2. The HR department as well as the reporting manager will call a meeting with the aggrieved employee and provide solutions to his problems and close the issue. A copy of the grievance and solution will be attached in the personal file of the employee.
3. Where ever the situation requires investigation will be done on the facts/circumstances of the grievance and the grievance might be discussed with the top management for final decision. The final decision so taken will be communicated to the aggrieved employee by the HR department.
4. The aggrieved employee, reporting manager and HR department shall under all circumstances maintain strict confidentiality of the issue and the same shall not be discussed with other employees.
5. In case of Sales offices outside Delhi the grievance will be Senior Manager and he will in turn report it to the HR in Delhi.

Housekeeping

1. The job responsibility of the Administration department is Housekeeping which includes maintenance of office premises including lunch area, cleaning of the premises, maintenance of hygienic conditions in the washrooms and kitchens, proper lighting and air conditioning wherever necessary.
2. The administration department will work under the direct control of the HR department.

3. All expenses incurred by the Administration department need to be recorded and if at any point of time the expenses for a month on a particular item or service exceeds Rs. 5000/- the Administration department will demand quotations from three different vendors for the services or items in question, and only the vendor providing the service or item on least price will be allowed to cater to the needs of the Administration department.
4. All payments made by the administration department for the usage of items/services of the vendor need to be maintained.

Official Language and Political Activities Policy

The official language of the company is English/Hindi and all communication and records will be maintained in the same.

No employee of the company is allowed to become a member of any political party, regional or otherwise.

Gifts and Donations

No employee of the Company shall receive directly or indirectly any gift, payment, or payment in cash or otherwise.

Right Behaviour

All employees of Ginger Webs Pvt. Ltd shall deal on behalf of the Company with utmost integrity, high moral grounds, honesty and professionalism and make sure that the perception of any third party towards the Company should be that of fairness and transparency and good business culture.

Violence at Work Place

No employee will indulge in an act of violence with any staff member or any visitor or outsider within the work place or Company premises. If an incident of such a nature is reported then an explanation from both the concerned parties will be noted by their concerned Team Leaders or Human Resource Department. The final decision to solve the dispute will be taken by the Managing Director and it will be binding on all employees. If any injury is caused to any of the parties during such violence and if the nature of injury is serious in nature than the management may also report the matter to the government authorities for further action. Employee against whom the government department takes action for violence and the same is proved also be removed from the job.

Child Labour Policy

The Company does not support child labour hence no person below the age of 18 years will be part of the Company in any way.

Visitor Policy

To provide for the safety and security of the employees and facilities at Ginger Webs Pvt Ltd, the company authorizes visitors whose area of movement inside premises is as under:

1. No ex-employee of Ginger Webs Pvt Ltd needs to go beyond the reception area.

2. Friends and family members of employees not to go beyond reception area.
3. Any clients visiting the Company will not be permitted to enter server room which is a restricted area. They will also not be allowed to enter in the Company where the Software development team works.
4. The clients or any other visitor will have to wait at the reception area till the guard talks to the concerned person on phone. If the concerned person is busy the guard will direct the visitor to the conference room and in case the employee cannot be contacted then the visitor will have to wait at the reception area only.
5. Any visitor who wishes to go beyond reception area has to take a written permission of Chief Technical Officer or in his absence from Mr. Yuvraj on a format which is available with the guard at the reception and such permission will be at discretion of the authority.

Entry to Server Room

No employee or visitor or clients of Ginger Webs Pvt Ltd are allowed to enter the server room which is a restricted area for all except for authorized persons.

Policy Regarding Interaction with Press and Media

No employee of the Company will interact with any correspondent or Journalist of any print or electronic media under any circumstances in relation to work culture and internal issues going on within the Company. The Company will appoint an official spokesperson whenever interaction with media is required and only he will interact with media.

General Rules and Regulation

- a. All newly appointed employees will be on probation for a specific period which is mentioned in their respective appointment letters.
- b. The employees on probation will be governed by the same set of rules and regulations, business standards and responsibilities which are meant for permanent employees and in the "Rules and Regulations Manual".
- c. During the probation period, the immediate superior will watch the performance of the new employee.
- d. Upon receiving the confirmation from the concerned superior, the HR department will issue a letter of confirmation to the concerned employee. The probation period of an employee can be extended if the Company feels that an additional period of assessment and observation is required.
- e. All employees should maintain an atmosphere of trust, integrity and honesty towards the organization and among themselves. Every behavior or action of the employee should be in consensus of the integrity and business interest of the Company and no employee should harm the same.

Amendments of Rules and Regulations Manual

The company has a right to make any changes or amendments to this rules and regulations manual at any time without giving any prior notice to the employees. Such changes or amendments shall be final and binding upon all employees. The human resource department is in charge of custody and distribution of the rules and regulations manual.

Guiding Principles for Rules and Regulations Manual

Ginger Webs Pvt Ltd respect and abide by the Indian Laws and if there is any conflict between the law of the land and the rules and regulations manual, the law of the land will supersede the rules and regulations manual.