



INFYSHINE TECHNOLOGIES PVT LTD

Founded in 29th Oct 2015

Introduction

Infyshine Technologies is a distinguished global organization specializing in IT services, product development, and staffing and consulting. We are committed to enabling businesses to thrive through comprehensive and innovative solutions that align with our core values. Our dedication to excellence is driven by a strong foundation built on values, ethics, honesty, and courtesy.



Our Story

- At **Infyshine Technologies**, our brand is more than just a logo, name, or caption. It represents the entire experience that our prospects and customers have with our company, products, and services. This experience is deeply rooted in our commitment to values, ethics, and the unwavering dedication of our team.
- Our brand's origin story is closely tied to the visionary principles of Mr. N.R. Narayana Murthy, the Founder and Chief Mentor of Infosys, a name synonymous with excellence in the IT industry. Notably, Mr. Murthy is the first Indian winner of Ernst and Young's World Entrepreneur of the Year award.
- Mr. Narayana Murthy is renowned for articulating, designing, and implementing the Global Delivery Model, a foundation for the remarkable success of IT services outsourcing from India. His leadership also extended to pivotal corporate governance initiatives in India. For us at Infyshine Technologies, Mr. Murthy is an unknown yet revered "Guru."
- Infosys, the organization he founded, is affectionately known in the IT industry as "Infy." Inspired by Mr. Murthy's unwavering commitment to values and ethics, and his tireless dedication to hard work, we chose the name "Infyshine" as a tribute. It signifies our aspiration to "shine" in the industry, guided by uncompromised values and a dedication to excellence.
- Our brand embodies the spirit of innovation, integrity, and client-centricity that Mr. Narayana Murthy has exemplified throughout his career. We strive to follow in his footsteps, embracing his principles as we work tirelessly to deliver top-notch IT solutions and services.

Our Logo

Our logo, reflecting our commitment to innovation, is symbolic. **Infyshine** stands for Innovation Delivered. It encapsulates our dedication to delivering innovative solutions that empower our clients to **shine** in their respective domains.

The Infyshine logo is displayed within a large white circle, which is itself centered within a larger blue circle. The logo consists of the word "Infyshine" in a bold, blue, sans-serif font. A small green and blue circular icon is positioned above the letter "i". Below "Infyshine", the tagline "Innovation Delivered..." is written in a smaller, black, sans-serif font.

Infyshine®
Innovation Delivered...

Our Mission & Vision

Our Mission

To achieve our primary purpose and objectives in an environment of values, ethics, honesty, and courtesy towards our employees, customers, and society at large. This mission serves as our guiding light, shaping every aspect of our operations and interactions.

Our Visions

Our vision is ambitious and empowering: To be a globally valued organization that provides the best-in-class software professionals and services facilitating entrepreneurs' critical business solutions. We achieve this by leveraging technology, innovation, and, most importantly, our people.



Core Values



Integrity: We make responsible decisions based on Professional Standards.

Innovation: We encourage thoughtful Examine and Inspiration Ideas.

Team Work: We build better when we work together.

Growth: We develop professionally through expanding our capabilities within Innovative treating.

Accountability: We Empower each other to take ownership of our actions.

Unity: We are strongest when we work together as a team.

Long-Term View: We look beyond the present to deliver future value.

Highlights

- **Innovation-Focused Approach:** Infyshine Technologies has innovation at its core. The organization consistently emphasizes and invests in pioneering solutions, technological advancements, and creative strategies to stay ahead in the ever-evolving tech landscape. This dedication to innovation allows Infyshine to deliver cutting-edge products and services to its clients.
- **Client-Centric Solutions:** We prioritize our clients' needs and tailor solutions accordingly. The organization maintains a client-centric approach by understanding the specific requirements, challenges, and goals of each client. This enables Infyshine to deliver bespoke solutions that align with the client's vision and drive their success.
- **Ethical and Value-Driven Culture:** Guided by a strong set of values encompassing ethics, honesty, and courtesy, Infyshine fosters a work culture that encourages integrity, transparency, and respect. This ethical foundation forms the backbone of the company's operations, ensuring trust and credibility in all client interactions.
- **Comprehensive Product Suite:** We offer a diverse and comprehensive suite of products, including HRDome, Blutip AI, Edushine, and Applemagic. These products cater to various business needs, showcasing the company's versatility and ability to innovate across multiple domains.
- **Global Footprint:** With a presence in the US and India, Infyshine Technologies has a global footprint. This allows the company to understand and cater to international markets, providing valuable insights and ensuring a broader perspective in its approach to business challenges.

Our Products

- **HRDome** is a state-of-the-art HR management platform that streamlines all aspects of human resources operations. From recruitment and onboarding to employee management and performance tracking, HRDome empowers businesses to enhance their HR processes for greater efficiency and productivity.
- **Bluetip AI** is a cutting-edge artificial intelligence platform that transforms how businesses analyze and utilize data. With advanced AI algorithms, Bluetip AI helps organizations derive valuable insights, optimize operations, and make informed decisions to drive growth and success.
- **Applemagic** is a revolutionary product by Infyshine Technologies, offering a seamless and immersive experience in the world of technology. Through this innovative platform, we redefine possibilities, incorporating cutting-edge features and design to enhance productivity and efficiency.
- **Edushine** is the product and service offered to students. Through these products and services, we would provide assistance to the students through all phases of their academic life basic education, higher education, and alumnus

Our Clients

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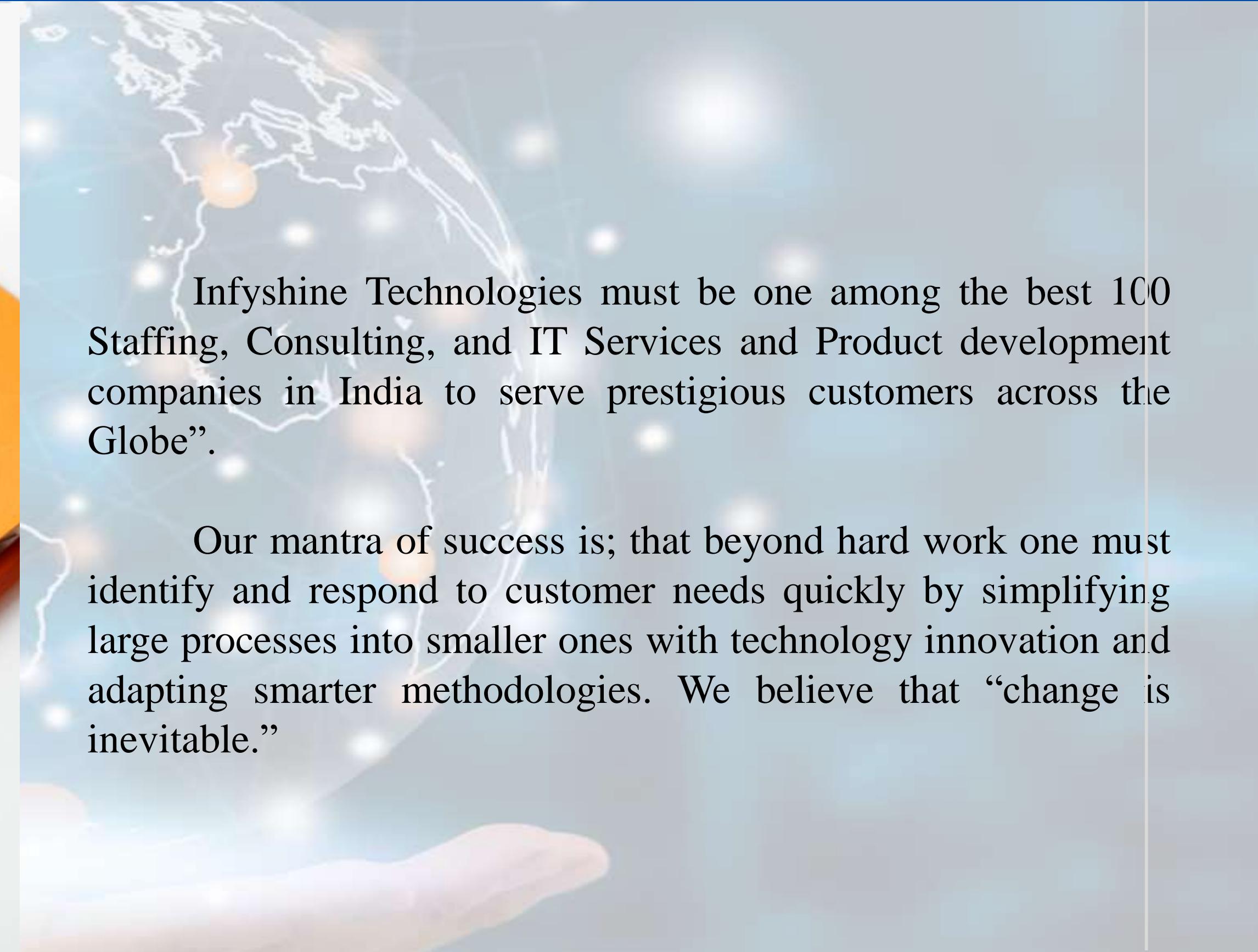
BJ's	Humana	Scotiabank	JPMorganChase 
Walmart 	 PEPSICO	serviceNow	Charter COMMUNICATIONS
	Clover Health	Amway	

Our Community

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Message from CEO



Infyshine Technologies must be one among the best 100 Staffing, Consulting, and IT Services and Product development companies in India to serve prestigious customers across the Globe”.

Our mantra of success is; that beyond hard work one must identify and respond to customer needs quickly by simplifying large processes into smaller ones with technology innovation and adapting smarter methodologies. We believe that “change is inevitable.”

Company Lingo

"Infyates" is a term coined to represent our employees, embodying the spirit of innovation, dedication, and unity. It's a badge of honor that symbolizes our shared commitment to achieve organizational goals while upholding our values.

The Infyate Culture

- **Infyate Bonding:**

We encourage strong bonds among Infyates, fostering a supportive environment where everyone feels valued and heard.

- **Infyate Celebrations:**

Special events and gatherings are organized to celebrate being an Infyate, promoting unity and team spirit.

Things employees should know

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Employee Onboarding

The employee onboarding process at Infyshine Technologies is designed to ensure a seamless integration of new team members into our organization. On the day of joining, the HR Team will facilitate the following steps:

- **Filling the Employment Application and NDA:** New employees will complete the necessary paperwork, including the Employment Application and Non-Disclosure Agreement (NDA).
- **Verification of Documents:** Verification of essential documents such as educational certificates, identification proof, and other required credentials.
- **Issuance of Appointment Letter:** Providing the official appointment letter to the new employee.
- **System Allotment:** Allocation of necessary computer systems and equipment to facilitate work.
- **Employee Login and User ID Creation:** Setting up login credentials for internal systems and creating a user ID for seamless access.
- **Biometric Access:** Enabling biometric access for attendance and secure entry to designated areas.
- **Assigning to Project Managers:** New hires will be assigned to their respective Project Managers for further guidance and integration into their teams.

Probation Period

The probationary period is a critical phase to evaluate an employee's fit within the organization. Key aspects of the probationary period are outlined as follows:

- **Minimum Probation Period:** The probation period is a minimum of 6 months from the employee's date of joining.
- **Confirmation Letter:** Upon successful completion of the probationary period, a confirmation letter will be issued.
- **Performance Expectations:** If performance expectations are not met, the probation period can be extended. However, extensions are limited to a maximum of two times.
- **Extension Decision:** After giving two extensions and if the performance metrics are still not met, a decision will be made by the Reporting Manager, HR, and Management regarding the employee's status.

Dress Code & ID Card

At Infyshine Technologies, we believe in maintaining a professional and conducive work environment. Employees are expected to adhere to the following dress code guidelines:

- **Professional Appearance:** All employees are expected to dress in a clean, presentable, and appropriate manner that reflects professionalism.
- **Business Casuals:** Business casual attire is predominantly accepted for day-to-day work.
- **Casual Fridays:** On Fridays, employees are permitted to wear sneakers, maintaining a casual and relaxed appearance.
- **ID Card Requirement:** All employees must wear their official ID card visibly at all times when in the office premises.

Our aim is to ensure that employees present themselves in a manner that upholds our values and portrays a positive image of the organization.



Public Holidays

- **Holiday Entitlement:** The company will declare a maximum of 10 public holidays in a calendar year.
- **Optional Holidays:** Employees are entitled to 2 optional holidays that can be adjusted based on their religious beliefs and preferences.
- **Holiday Announcement:** The list of public holidays will be published in the month of December every year for the following year.

Working Hours

Monday to Friday, 9:30 AM to 6:30 PM (with a 30-minute lunch break)

Employee Leaves

- **Annual Leave Entitlement:** Statutory Minimum mandate is 18 days per year. 18 days in a calendar year updated monthly(1.5 days/month credit each monthly)
- **Probation Period and Stretched Leaves:** Stretched leave, exceeding one consecutive working week, cannot be taken during the probation period. Prior approval from the reporting manager is mandatory for stretched leave.
- **Maximum Stretch Leave:** The maximum number of days for stretched leave should not exceed 5 days in a calendar year.
- **Approval and Notice:** Written approval from the reporting manager and prior notice of leave is mandatory for all stretched leaves.

Note: If the leaves are not utilized annually, only a maximum of 5 leaves can be carried forward to the next year.

Time Sheet Submission

- **Diligent Time Tracking:** It is the responsibility of every employee to diligently track their work hours and activities.
- **Daily and Weekly Reporting:** Employees are required to fill out their timesheets on a daily basis and submit a compiled weekly report.
- **Manager's Approval:** Time sheets must be reviewed and approved by the respective manager.
- **Submission Email:** Submit the weekly timesheet to timesheet.india@infyshine.com for record-keeping and payroll purposes.

Performance Management & Appraisal



At Infyshine Technologies, we believe in fostering a culture of continuous growth and development. Our performance management system is designed to encourage employees in their professional journey.

Here's an overview of our performance management process:

Annual Performance Appraisal

- **Appraisal Cycle:** The annual performance appraisal is conducted in the month of April, evaluating the employee's performance for the previous calendar year (April to March).
- **Process Definition:** The performance appraisal process, including evaluation criteria, forms, and guidelines, will be defined and communicated by the HR department.
- **Assessment Period:** Performance is assessed based on the employee's contributions and achievements throughout the calendar year.

Training Hours



- **Annual Training Requirement:** Every employee is required to complete a minimum of 40 hours of training during a calendar year.

Training Program Participation

- **Announcement of Programs:** Training programs will be announced at least 45 days before the actual training date.
- **Application for Training:** Employees can apply for a training program after receiving the announcement email.
- **Manager's Approval:** Manager's approval is mandatory for training program participation. Our goal is to provide opportunities for employees to enhance their skills and stay updated with the latest industry trends, ultimately contributing to their professional development.

Employee Benefits

We strive to provide comprehensive employee benefits to ensure your well-being and financial security.

For Indian Employees

- Provident Fund Contribution
- Gratuity Act 1972
- Medical Insurance Coverage
- ESIC Contribution
- Claims & Reimbursements
- The processing of H1B visas has commenced for a total of 4.9 lakh, covering the initial 100 employees.
- Employees become eligible for company ESOPS upon completing 24 months of continuous service with the organization.



Rewards & Recognition

- **Quarterly Best Employee Award:**

Every quarter, the company will recognize and reward the best-performing employee based on outstanding contributions, dedication, and impact on the organization.

- **Annual Best Employee Award:**

Annually, the company will acknowledge and reward the best-performing employee of the year, celebrating their exceptional achievements and commitment.



Employee Pay Roll Process

Salary Account

- Employees are required to provide their salary account details upon joining Infyshine Technologies.
- Salary payments will be directly credited to the designated salary account.

Salary Cycle

- The salary cycle begins on the 24th of the previous month and ends on the 23rd of the present month.
- Salary calculations are based on the number of days worked during the cycle.

Pay Slips

- Pay slips are generated and distributed to employees electronically.
- Pay slips provide a detailed breakdown of earnings, deductions, taxes, and net salary.

Reimbursements

- Reimbursements for eligible expenses will be processed along with the regular salary payment.
- Detailed reimbursement statements will be included in the pay slip.

Deductions and Taxes

- Applicable deductions (such as provident fund, taxes, etc.) are calculated and reflected in the pay slip.
- Tax-related information is transparently provided in the pay slip for employees' reference.

Grievance Handling

1. Informal Resolution:

If you have a grievance or concern, we encourage you to initially address it directly with your reporting manager. Open communication is essential to resolve issues at the earliest.

2. Formal Reporting to HR Manager:

If the grievance is not resolved informally or if you are uncomfortable discussing it with your reporting manager, you may escalate the matter to the HR Manager.

3. Management Involvement:

If the grievance remains unresolved after reporting to the HR Manager, the issue will be brought to the attention of the management for a comprehensive review and resolution.

Social Media Policy

At Infyshine Technologies, we recognize the importance of social media as a powerful communication tool. This policy outlines guidelines for the use of social media platforms associated with the company to ensure responsible and professional conduct.

Company Social Media Accounts

Please find below the official social media accounts of Infyshine Technologies:

- Instagram: www.instagram.com/infyshine/
- Twitter: <https://twitter.com/Infyshineindia>
- Facebook: www.facebook.com/infy.shine
- LinkedIn: linkedin.com/in/infyshine-india-29aaaa263



Guidelines for Employees

1. Professional Conduct:

- Exercise good judgment and professionalism when using social media.
- Clearly state that views expressed are your own and not necessarily representative of Infyshine Technologies.

2. Confidentiality:

- Do not share or post any confidential or sensitive company information on personal or professional social media accounts.

3. Respect and Tolerance:

- Maintain respect and tolerance for diverse perspectives, and avoid engaging in offensive, discriminatory, or derogatory behavior.

4. Cybersecurity:

- Exercise caution to avoid phishing attempts and malware. Do not share personal or company information that could compromise security.

4. Reporting Concerns:

- Report any inappropriate activity or potential security risks related to social media to the IT or HR department.

Exit Formalities

At Infyshine Technologies, we understand that employees may decide to move on from their current roles for various reasons. We have established a clear process to ensure a smooth and organized transition during this period.

1. Resignation Notice:

- When resigning, employees are required to provide a resignation mail to their reporting manager and HR Manager.
- The standard notice period is 60 days, subject to the terms of your employment contract.

2. Exit Interview:

An exit interview may be conducted to gather feedback and insights about your experience at Infyshine Technologies.

3. Handover of Responsibilities and Assets:

- Work with your reporting manager to ensure a comprehensive handover of your ongoing projects, tasks, and responsibilities to a designated team member.
- Return all company assets, including laptops, ID cards, keys, and any other property, to the HR department before your last working day.

4. Full and Final Settlement:

- Your full and final settlement will be processed within 45 days from your last working day, subject to completion of all required formalities.
- Any pending dues, reimbursements, or other financial matters will be settled as part of the full and final settlement.

HR Contact Info:

Please familiarize yourself with this handbook and adhere to its guidelines. If you have any questions or concerns, don't hesitate to reach out to the HR

Name: Sridevi Chanapathi

Mail ID- sidhu@infyshine.com & hr@infyshine.com

Contact No: 8074783701



Thank you