



VERSION 2.0 | NEWVISION SOFTWARE

# EMPLOYEE HANDBOOK



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1.0

## **Welcome Aboard**

This handbook comprises of Newvision purpose, values, and our company policies. For us to be efficient and effective in all we do, it is imperative that we inculcate them into our behaviors and reflect them in our day-to-day work. This handbook will serve as the guidelines for dealing with our co-workers, customers, stakeholders, or shareholders.

**The NewVision family welcomes you!**



Digital natives. Transforming businesses

## NEWVISION SOFTWARE EMPLOYEE HANDBOOK

### 2. About us

Established in the year 2004, we believe in using new age technology to help our customers, team members and partners. Our process starts at re-looking at our customer's needs and aspirations, we also keep in mind the trends in the industry in terms of technological advancements. We then generate 'Gap Analysis Reports' to identify the white spaces. Then comes our action plan with tasks, ownerships, and timelines to bridge the gaps. Our teams work in sprints – start, assess, go – deliver better experiences for our stakeholders.

With many achievements and tremendous success in all these years, we have grown a long way. Personally, and professionally we have found new energies, new skills, new partnerships, and new ambitions even in the pandemic times as well. We are thinking, growing, changing, and moving forward. With our new logo which reflects our new identity and thoughts, we are NewVision - Think Forward.

### 3. Message from our CEO

Our new and improved identity grasps the spirit of our organization and drives home the statement that, when our thoughts and actions are driven by potential and defined by purpose, the possibilities we can achieve are infinite.

We welcome you to our team of dynamic professionals, so we can explore these possibilities together.

### 4. Purpose

At Newvision we believe that when our people's potential converges with power of technology, we unlock unlimited possibilities.



## 5. Values

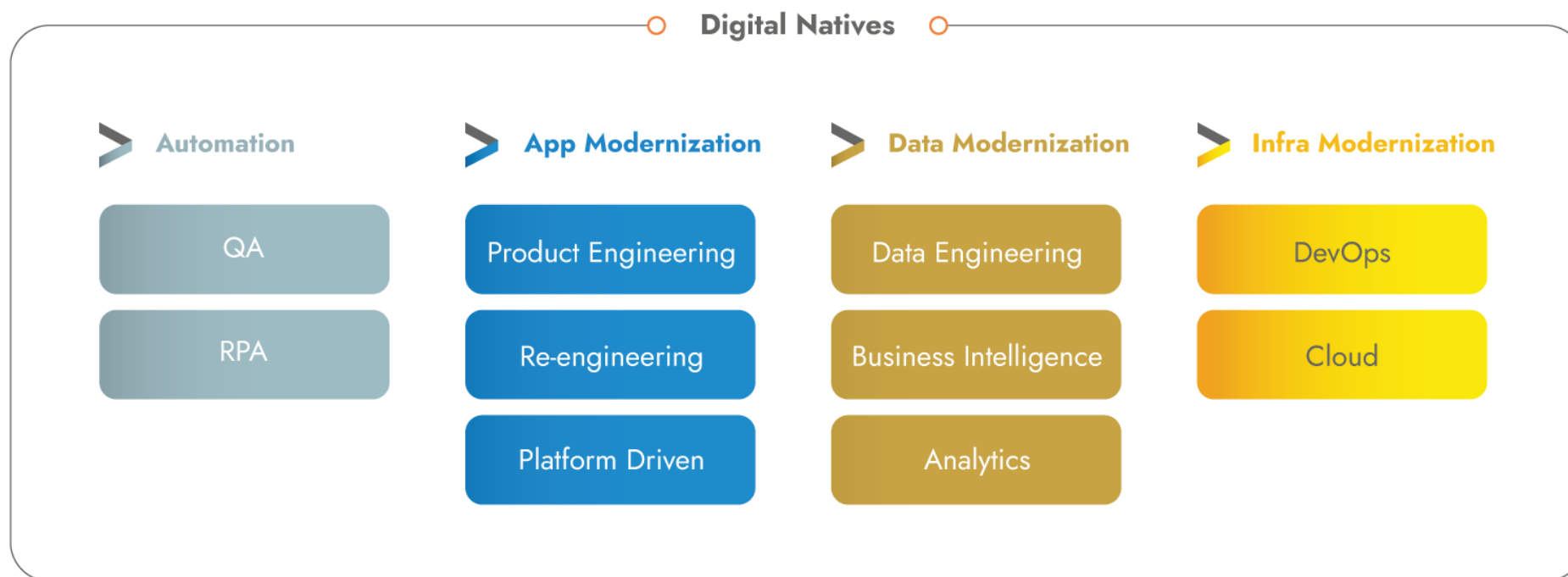


1. **We are Way Finders** - We are always moving forward. We constantly push ourselves to move towards finding better solutions, bigger impact and finding our best along the way.
2. **We Are Guardians of Trust** - We are here for our customers. We will walk the extra mile because they put their trust in us to find solutions that will deliver results.
3. **We Win Together** - We believe that doing the right thing is about ensuring that our every action is in the best interests of our team, our customers, our stakeholders, and our community.
4. **We are Open** - When we are open, we are passionate about learning, improvement and innovation. Being open helps us find strength in our differences, learn from our challenges, and prepares us to take risks. Being open helps us move faster and move forward.

5. **We are Life Positive** - We create a work environment where each person is valued for their respective potential and is empowered to fulfil it. We try to help each other find the perfect work life balance.

## 6. Our Offerings

Newvision Software is a global information technology consulting and services company. We call ourselves “Digitally native” as we discover new ideas. And we believe in constantly innovating and improving to build a better digital future for our customers.



## 7. Onboarding and Orientation Program

### 7.1 Pre-joining and joining documentation formalities

Employees need to submit a list of documents for employment offer generation and joining formalities.

The list is as following:

- Provide complete information about your personal and professional details in the Employee Data.
- Background check form (if applicable).
- Soft Copy of below mentioned documents
  - Mark sheets of X, XII, UG, PG and any other educational certificates.
  - Resignation/ Relieving document or proof from the previous employer.
  - Last drawn for the last 3 months
  - Residence Proof (Voter's card, Passport, driving license etc)
  - Salary certificate

HR Department is responsible to ensure the following before the employee joins:

1. Laptop availability, email ID creation, all necessary software installations before the employee joins
2. Workspace allocation and other stationary requirements
3. Confirms job description and organization structure from the hiring manager to share it with the new joiner
4. Confirms upon the new employee's buddy with the help of hiring manager
5. Gets the employees access card to be given to them when they come with the joining kit

HR Department is responsible to ensure the following on the day of employee joining:

1. Company orientation
2. Bank account opening
3. Handing over company assets to the new joiner
4. Documentation completion
  - a. Employment contract signing
  - b. New Employee Form

- c. PF Form
- d. Insurance form filling for them to intimate the Insurance TPA
- 5. Access card hand over and biometric punching completion
- 6. Handing over of the offer cum appointment letter
- 7. Introducing the new joiner to the hiring manager, sharing their job responsibilities, and introducing them to their buddy.

## 7.2 Company Orientation

All new recruits shall be taken through an orientation program by the HR department. The idea of an orientation program is to provide an overview of the company's policies, services, organizational set-up, and strategies. The respective line managers shall ensure that all the new entrants attend the Orientation Program.

## 7.3 Buddy Program

At NewVision, we will assign a trained buddy for every new hire in the organization. Someone who will help you learn the ropes and settle into your new role. They will be the go-to person for any sort of queries or concerns that the new hire may have. The buddy may be from the same or a different department.

## 8. PERFORMANCE MANAGEMENT SYSTEM

### 8.1 Performance Review Process: -



#### 8.1.1 Goal Setting Process

Goal setting is the process of establishing objectives, guidelines and ways that can help an employee understand the importance for their role within the organization. And, how it will ultimately help the organization achieve its objectives.

#### 8.1.2 Confirmation Process

- >** After 6 months of joining confirmation forms are sent to hiring managers for their team members' performance feedback against the goal setting which was done at their joining.
- When the confirmation is due on the first of the month, the confirmation form is to be sent by HR to their manager.



- Manager schedules a performance discussion with the employee to discuss the performance against the set goals.
- He/she reviews employees current goals, make changes to some and may add some more project-based or regular goals in the list.
- Manager fills the confirmation form on the basis of their discussion with the employee and sends the form back in 10 days after discussion with practice head



- HR seeks final approval from top management and releases the confirmation letter
- In case the performance is not upto the mark then the manager can decide to put the employee on performance improvement plan

A five-point rating scale is used to assess the extent of achievement of the objectives set for the review. For instance, the 'Outstanding' Performance Rating is exceptional and far exceeds expectations.

Rating		
<b>Outstanding</b>	Performance is exceptional and far exceeds expectations. Consistently demonstrates excellent standards.	5 Points
<b>Very Good</b>	Performance is consistent and exceeds expectations.	4 Points
<b>Good</b>	Performance is consistent. Clearly meets job requirements.	3 Points
<b>Fair</b>	Performance is satisfactory. Meets minimum requirements of the job.	2 Points
<b>Unsatisfactory</b>	Performance is unsatisfactory. Does not meet the minimum requirements of the job.	1 Point

## 8.1.4 Performance Improvement Plan

### PIP Reasons (When to Implement a PIP?)

- Performance Challenge – Failure to meet expectations, Poor work quality
- Overall rating below 3.2 (out of 5) during annual salary review
- Employees who strive to excel and can improve should be put on PIP. Employee who doesn't reflect to improve, cannot be considered be PIP.

**Note-** Timeline for PIP - A manager can put their team member at PIP after 2 months of defining goals /clear work expectations set. (i.e., At the of joining or at the time of transfer to new CoE or project)

### PIP Process

#### **Performance Challenge/Overall rating-**

PIP should be implemented when an employee's overall performance rating (less than 3.2) is "unsatisfactory", or if the manager determines the employee's current performance requires improvement after the manager has held prior discussions with the employee and has communicated expectations.

- Managers should follow the step-by-step process beginning with a verbal warning. If performance challenges continue, the manager should aim to correct it through a written warning i.e. via email. If performance continues to be unsatisfactory, the next corrective measure should be implementation of a PIP.
- Manager must take guidance from HR before putting an employee on PIP
- During the combined meeting (step 2 in PIP process chart), team members can put across their justifications for non-performance.
- The complete PIP plan should be sent by manager to the employee and HR (for follow up and closure) after discussion & approval of CoE Head.

**Note-** In case the manager/CoE are same, the COO/CEO's second review will be considered.

### 8.1.5 Annual Performance Review Process

The process of performance evaluation provides a systematic approach for communicating goals, expectations, and objectives to each employee as well as documenting individual performance. The appraisal cycle starts from the date of joining and is executed in the month of the completion of one year from the date of joining of the employee. For employees whose date of joining fall before the 15th of that month, the new salary will be effective from the 1st of the same month and if the date of joining is after 16th of that month, the new salary will be effective from the 1st of the consecutive month.



- On the first on the month when the employee is due for annual appraisal process, HR sends them their self-assessment forms.



- Employee self assess themselves and send their completed review forms back to HR
- The timelines for the same is maximum a week



- Employees form is then forwarded to reporting manager for their feedback
- Manager sets a meeting with their team members and discuss the annual performance, sets new career goals along with new training goals as well.
- Manager fills up the form with his review comments and final ratings and then sends them to HR
- HR seeks practice heads feedback on promotion and increment justifications
- Finally sends it to top management for approval and roll out the new increment figures



## 9. Personal and Professional Development

Our training efforts revolve around the work we do, the development needs of our business as well as those of our employees. HR in conjunction with business will conduct the training need assessment to identify specific training gaps for soft skills and technical skills. These programs will either be conducted in-house or with the help of external facilitators.

### 9.1 Certification Reimbursement Policy

NewVision Software is committed to the development of the employees. All employees are encouraged to maintain and develop their skills, adapt to changing workplace needs, and fulfill their employment potential with NewVision.

- The purpose of this policy is to support personal and professional development that enhances organizational effectiveness and productivity.
- The training/certification is used to update and enhance the skills and knowledge of an individual required to make a continuing contribution to NewVision growth.

#### 9.1.1 Eligibility

All permanent full-time employees are eligible for Industry/professional certification reimbursement upon completion of 6 months of employment at NewVision.

- Should qualify in Eligibility Criteria / Interviews / Tests specified by the College / Institute.
- If an employee wishes to pursue a training activity, they will initiate the request via email and submit it to their manager for review. Employees must obtain approval for any training activity they wish to take at least 60 days in advance of the start date.
- Upon receiving approval from their manager, employees may register for the course.
- Employees can get reimbursement for the Training/Certification as per the Annexure-A.
- The employee will be allowed to undertake one course at a time.

### 9.1.2 Scope

- Certification/ Training directly related to the employee's current area of responsibility (I.e., specific to the nature of the job and its requirements to meet a significant business need.)
- Certification/Training that prepares employees for jobs they may have in the future (I.e., through promotion from within, or jobs within their career path.)
- Professional Development Programs and/or continuing education to maintain professional status, license, or certification.
- The course of study must be offered through an accredited educational institution, recognized professional association or other approved institutions.
- The purpose of the policy is to support personal and professional development that enhances organizational effectiveness.

### 9.1.3 Reimbursement Process

- The Company shall reimburse a maximum of 100% after submission of completion certificates/mark sheet at the end of the course. This payment will be towards the course fee, exam fee, payable to the Institute for pursuing the course and expenses towards books prescribed in the curriculum.
- Reimbursement will be only on the successful completion of the course. Reimbursement shall not be provided at the submission of "Participation Certificate.
- Any other expenses (except the above mentioned) directly or indirectly associated with the course will not be paid by the Company.

## 10. Our Policies

### 10.1 Employee Referral Policy



1. We continuously look for talented associates like you to join our growth company.
2. At regular intervals we communicate the hiring requirements of the company.
3. With every selected and onboarded employee within the company, the referrer gets a bonus. The amount of bonus is based on the criticality of the position and will be defined clearly in our referral ads.
4. Referral bonus is paid to the referrer once the candidate completes 3 months within the company.

## 10.2 Internship Policy

NewVision internship program is a comprehensive program that allows a healthy exchange of ideas between the students and the company; for students to gain practical work experience and for the company to have a ready pool of talent for prospective positions. Interns in our company are considered our co-workers and are treated with equal respect.

### **Regular Internship Program:**

- Interns will be hired for a duration of 1-3 months, every year from different universities based on departmental need apart from summer internship. Final semester students of Bachelors/Master's program are eligible. Appropriate stipend is paid to the intern during the training period.
- Employees can refer their relatives/friends for suitable intern roles to the recruitment team.

## 10.3 Transfer Policy

In case of project transfer and technology change for an individual based on business requirement and individual interest, the HR with the Resource management Group gets in touch with the individual to process the transfer formalities.

## 10.4 Recruitment Process

The purpose of the recruitment policy is to ensure consistency, uniformity and fairness. The policy aims at providing a structured framework for recruitment and selection of competent resources whereas, accompanying procedures entail clear guidelines for each stage of the recruitment and selection process.

### 10.4.1 Recruitment Process Steps

1

Approved JD  
signed by  
stakeholders

2

Resume Sourcing  
through various  
channels

3

Initial screening and  
preliminary interview  
by HR

4

2 rounds of Technical interview  
by hiring manager and  
Practice Heads respectively

5

Candidate Documentation  
and employment verification

6

Once candidature is  
confirmed, verbal offer  
and salary negotiation

7

Candidature final  
approval from  
management

8

Offer letter release  
with confirmed date  
of joining

## 11. Employee Management

### 11.1 Working Days

Office timings in all centers in India is from 09:30 hrs. to 18:30 hours, Monday through Friday with a one-hour lunch break any time between 12:00 hours to 15:00 hours.

Certain employees may be assigned to different work schedules and/or shifts outside of normal office hours.

### 11.2 Weekly Off

Saturday and Sunday will be the weekly holidays. Owing to work demands, an employee may also be required to work either on a weekly off or a public holiday.

### 11.3 Flexi Timing Policy

Official timings in all centers in India will be from 09:30 hrs. to 18:30 hours, Monday through Friday with a one-hour lunch break between 12:00 hours to 15:00 hours.

Depending on project requirements and allocation, team members are allowed flexibility to reach the office latest by 11:00 hrs. The employees need to ensure that they complete 9 hours of productive work in an office each working day and should make sure system is used to reflect the same. Coming to office beyond 11:00 hours will be considered as a half day leave.

The flexibility is to be used in agreement with the reporting managers, as well as ensuring no loss of productivity for the company. Deductions in leave balance will not be done without verifying reasons and circumstances in delay.

## 11.4 Remote Working Policy

1. Scope – This policy applies to all team members who are currently working from locations other than our office due to lockdown because of covid-19 and whose primary work location is not at our offices
2. Designated work area- Team members are requested to choose a quiet/ distraction free area and organize your work environment to work effectively
3. Broadband speed should be fast enough – As our work requires a lot of video calls, downloading and uploading large files are quite often and there is a lot of internet usage, hence the team member must have 20 Mbps internet speed
4. MS team's status update during business hours – During working hours team members are expected to always update their work status manually, incase, they are not available on their desk
5. Every team member is responsible to intimate their team lead beforehand if planned and immediately when emergency in case they are taking a longer break for more than ½ an hour other than their usual lunch break for which they anyways update their status
6. If a team member is taking a leave, other than applying on OneNV before going on leave to update MS team status of being on leave
7. Team members must share their daily calendars with their team to avoid overlap while setting virtual meetings.
8. When a meeting request is sent to team members are requested accept/reject based on their availability and send a confirmation on the same
9. Team members are requested to join their meetings always on a video mode to have a better connect with others on the call
10. Team members are requested to dress professionally.

## 11.5 Dress Code

Employees at NewVision are expected to dress in a professional and smart way, to promote and reflect the company's image and values. All employees in the company should wear business formals / smart casual throughout the working week.

### **For Men:**

- Clothes should be well-ironed, with simple accessories and well-polished shoes.
- For client meetings, one must maintain a professional attire and look presentable.
- Flip flops/chappals, shorts, improper clothes, and T-shirts with inappropriate slogans are not permitted.

**For Women:**

- Well-ironed clothes with simple accessories.
- For client meetings, one must maintain a professional attire and look presentable.
- Shorts, improper clothes, and T-shirts with inappropriate slogans are not permitted



## 12. Code of Business Conduct and Ethics

Our code of business conduct and ethics shows our values “We win together” and it is applicable to all NewVision employees.

### 12.1 Compliance with the code of conduct

The code of conduct is part of business strategy and therefore, its compliance is obligatory. Appropriate disciplinary actions can and will be taken against those who violate it.

### 12.2.2 Key Standards

#### 12.2.1 Newvision’s relationship with external customers and others:

Employees should behave courteously and pay respect to local culture and traditions in a way that sustains these cordial feelings whether, they are meeting in person, talking over the telephone or when in writing or communicating electronically.

#### 12.2.3 Respect for co-workers

NewVision’s greatest strength lies in the talent and ability of its associates. Since working in partnership is vital to the NewVision’s continued success, mutual respect must be the basis for all work relationships. Engaging in behavior that ridicules, belittles, intimidates, threatens or demeans, affects productivity, can negatively impact the NewVision’s reputation. You are expected to treat others with the same respect and dignity that any reasonable person may wish to receive, creating a work environment that is inclusive, supportive and free of any kind harassment and unlawful discrimination.

#### 12.2.4 Equal Employment Opportunity

Newvision equal employment opportunity is ruled by our value that “We are the guardian of trust”. We are an organization with a global mindset, and decisions related to hiring, developing, and promoting our people are made without regard to gender, race, color, national origin, ancestry, citizenship, religion, age, physical or mental disability, medical condition, genetic information, pregnancy, sexual orientation, gender identity or gender expression,

veteran status, or marital status or any other basis protected by law. We firmly believe that the talents and skills needed to conduct business successfully are not limited to any group of people. NewVision has a long-standing commitment to a meaningful policy of equal employment opportunity. As part of this commitment, the NewVision has and continues to make reasonable accommodations for applicants and qualified employees.

#### 12.2.5 Zero tolerance to any harassment

Sexual harassment and other discriminatory harassment are illegal and violate NewVision policies. NewVision aims to adopt zero tolerance attitudes against any kind of Sexual Harassment or discrimination caused by any employee during their tenure in NV towards any other employee of NV. Actions or words of a sexual nature that harass or intimidate others are prohibited. Similarly, actions or words that harass or intimidate based on race, color, religion, gender, sexual orientation, age, national origin, disability, covered veteran status, marital status or any other unlawful basis are also prohibited.

#### 12.2.6 Reporting of any illegal or unethical behavior

If you are aware of any illegal or unethical behavior or if you believe that an applicable law, rule or regulation or this Code has been violated, the matter must be promptly reported to your Manager or HR.

Your Manager is normally the first person you should contact if you have questions about anything in this Code or if you believe NewVision or an associate is violating the law or NewVision policy or engaging in conduct that appears unethical. Under some circumstances, it may be impractical or you may feel uncomfortable raising a matter with your Manager. In those instances, you may contact the HR or any other IT executives. Furthermore, you should take care to report violations to a person who you believe is not involved in the alleged violation. All reports of alleged violations will be promptly investigated and, if appropriate, remedied, and if legally required, immediately reported to the proper governmental authority.

## 13 Safeguarding and Proper Use of Assets

Safeguarding and appropriately using NewVision assets, whether those assets take the form of paper files, electronic data, computer resources, trademarks or otherwise, is critical.

### 13.1 Confidentiality

NewVision is committed to preserving customer and employee trust. All information, whether it is business, customer or employee-related, must be treated in a confidential manner and disclosing it is limited to those people who have an appropriate business or legal reason to have access to the information. You need to take special precautions when transmitting information via e-mail, fax, the Internet, or other media. Remember to treat all such communications as if they were public documents and printed on letterhead. In addition, NewVision meetings are confidential. You may not use audio or video equipment to record these meetings without the specific prior authorization of the head of your department.

### 13.2 IT Assets: Software and Hardware

Safeguarding computer resources is critical because the NewVision relies on technology to conduct daily business. The software is provided to enable you to perform your job and is covered by federal copyright laws. You cannot duplicate, distribute, or lend software to anyone unless permitted by the license agreement.

NewVision provides electronic mail (e-mail) and Internet access to assist and facilitate business communications. All information stored, transmitted, received, or contained in these systems is the NewVision's sole property and is subject to its review at any time. All e-mail and Internet use must be consistent with NewVision's policies, practices, and commitment to ensuring a work environment where all persons are treated with respect and dignity. Because these systems provide access to a worldwide audience, you should always act as if you are representing NewVision to the public and should preserve NewVision's system security and protect its name and trademarks.

Employees must act responsibly and adhere to all laws and NewVision policies when using e-mail or the Internet.

Employees must use your computer appropriately in accordance with NewVision standards and be sure to secure both the computer and all data from loss, damage, or unauthorized access, reporting all instances of unauthorized access to the Information Technology Department.

## 14 Terms of Employment

1. The terms of employment are as per the details contained in the offer letter. NewVision reserves the right to amend, alter, and change any or all the terms and conditions governing employment. The Company will also be the sole judge of the meaning and interpretation of all or any of these terms and conditions and its decision thereon shall be binding on all employees.
2. The employment contract is an agreement between the individual employee and the Company. The term of the contract is personal and specific to an employee. Hence, employees are required not to share the terms of contract with others, including their colleagues.

## 15.Compensation and Benefits

### 15.1 Salary Administration

All employees will be paid their monthly salary on the first working day of the subsequent month through their salary account.

### 15.2 Increments

Compensation review is an annual exercise, which determines the increment in salary. However, the increment in the employee's salary is not automatic and will be subject to the employee's performance.

### 15.3 Payment of performance bonus

An employee is eligible for payment of performance bonus after successful completion of one year from the date of employment and then after at the end of every annual performance evaluation cycle.

Performance bonus payment in case of a resigning team member – Team member who voluntarily / non- voluntarily resigns from their employment before the payment of performance bonus and/or is serving their notice period will not be eligible for performance bonus payment.

## 16. Tax saving components.

We allow employees to opt for various tax saving components to help them save on taxes levied by the Government. The option to incorporate these components is given to employees at the beginning of the financial year i.e. April of each year. The decision should be made based on an employee's ability to provide supporting bills to the Finance (payroll) team.

### 16.1 Petrol Bills

Employees can have the liberty of selecting the amount to avail the benefit on this component which can be for a Maximum of INR 5000.00 every month (INR 60,000.00 Annual). Each employee will have an option to opt-in the limit (i.e. INR 5000.00 for Petrol) on which they want the tax benefit. The opt-in amount should be in multiples of INR 500.00 only. For e.g. 1000, 1500, 2000 ...the max limit being INR 5000. Note: Petrol Bills are required to be submitted latest by 25th of every month to the payroll team, if documentary proof (Scanned copy) of any of these components are not submitted on time then the amount of that particular component will not be deposited with salary for that month, however, will be deposited into your account in the last salary of that financial year (i.e. with March salary) after deducting tax on it. .

### 16.2 Telephone Bills:

Employees can have the liberty of selecting the amount to avail the benefit on this component which can be Maximum INR 2000.00 every month (INR 24,000.00 Annual). Each employee will have an option to opt-in the limit (i.e. INR 2000.00 for Telephone Bill) on which they want the tax benefit. The opt-in amount should be in multiples of INR 500.00 only. For e.g. 1000, 1500, 2000 the max limit being INR 2000. For Telephone Bill, the employee can submit a bill for multiple telephone/broadband connections with the name of the employee himself. Note: Telephone Bills are required to be submitted latest by 25th every month, if documentary proof (Scanned copy) of any of these components are not submitted on time then the amount of that particular component will not be deposited with salary for that month, however will be deposited into your account in last salary of that financial year (i.e. with March salary) after deducting tax on it.

### 16.3 Meal Coupon

We have tied up with Sodexo to introduce Meal Cards in all centers in India. We are setting a limit of INR 2200.00 every Month. There is no opt-in option and employees who choose to avail this benefit will have to opt for a card of INR 2200.00 per month.

## 16.4 LTA

Employee can avail the benefit of LTA. The Maximum limit is INR 60,000 Annually. This will be claimed at the end of the financial year. Each employee will have an option to opt-in the limit (i.e. INR 5000.00 for Petrol) on which they want the tax benefit 20

- There are certain restrictions when it comes to Leave Travel Allowance. Given below are the important restrictions applicable on Leave Travel Allowance.
- The Leave Travel Allowance is applicable only for travel expenses.
- The individual can travel only within India.
- The individual must keep proof of travel as it can be required for tax auditing purposes.
- The exemption under Leave Travel Allowance is not available for more than two children born after October 1, 1998
- One can claim LTA only twice in a block of four years
- If LTA isn't claimed in a particular block, it can be carried over to the next block and used in the first year of the next block itself.
- LTA exemption offers cover for the family of the individual too. A family, under LTA, includes immediate family which is the parents, siblings, spouse, and children.

## 16.5 Preventive health check-up:

The income tax rules allow for deduction under section 80D of Income-tax Act, 1961 for a preventive health check-up. The aggregate amount you can claim as a deduction in a year is Rs.5, 000. The health check-up could be done for either the individual or his / her family, including parents, spouse, and children. This amount is deducted from one's gross total income of the year. This reduces your taxable income and liability.

## 17. Provident Fund and Gratuity

All employees shall join the Provident Fund (PF) Scheme according to the Employees Provident Funds and Miscellaneous Provisions Act, 1952. Twelve percent (12%) of the basic pay shall be deducted towards PF and an equivalent amount contributed by the Company shall be credited to employees PF account with the Office of the Regional Commissioner, Employees Provident Funds, Bhopal, Madhya Pradesh.

EMPLOYEES PENSION SCHEME, 1995 Out of 12% of the Company's contribution, 8.33 % is diverted to the Pension Fund Scheme as per current applicable rates.

### 17.1 Gratuity Scheme

All the employees and trainees are covered under the gratuity scheme from the date of joining. All those employees who complete 5 years of continuous service can avail the benefit of Gratuity. The member will not be entitled to any benefits of gratuity if he leaves the service before completing 5 years of service.

### 17.2 Employees State Insurance Corporation

Employees whose gross salary is less than INR 21,000/- are covered under the ESIC ACT 4.75% of Company's contribution and 1.75% of employee's contribution of gross salary is deducted from the monthly salary for the same.



## 18. Employee Insurance

### 18.1 Group Hospitalization Policy

Newvision recognizes the importance of medical assistance benefits for its employees so that they focus on their job responsibilities without worrying about financial risks in the event of hospitalization. Hospitalization coverage, therefore, forms an integral component of the total rewards package offered by Newvision.

All employees are covered under the group medical insurance. The policy covers all local employees & their immediate family (i.e. spouse & children) against hospitalization (minimum 24 hours hospitalization resulting in a line of treatment and not for diagnostic purposes) with a base sum of 2 Lacs. This policy has been issued to NewVision by National Insurance Company Ltd. (NIC)

The date for policy renewal for existing employees is 24th April and for new joiners from the date of joining.

All employees shall be covered under the Medical Insurance policy till such time that they remain in employment with NewVision i.e., the Medical insurance cover automatically ceases once an employee is not employed with NewVision

#### 18.1.1 Major Feature of Group Mediclaim Policy

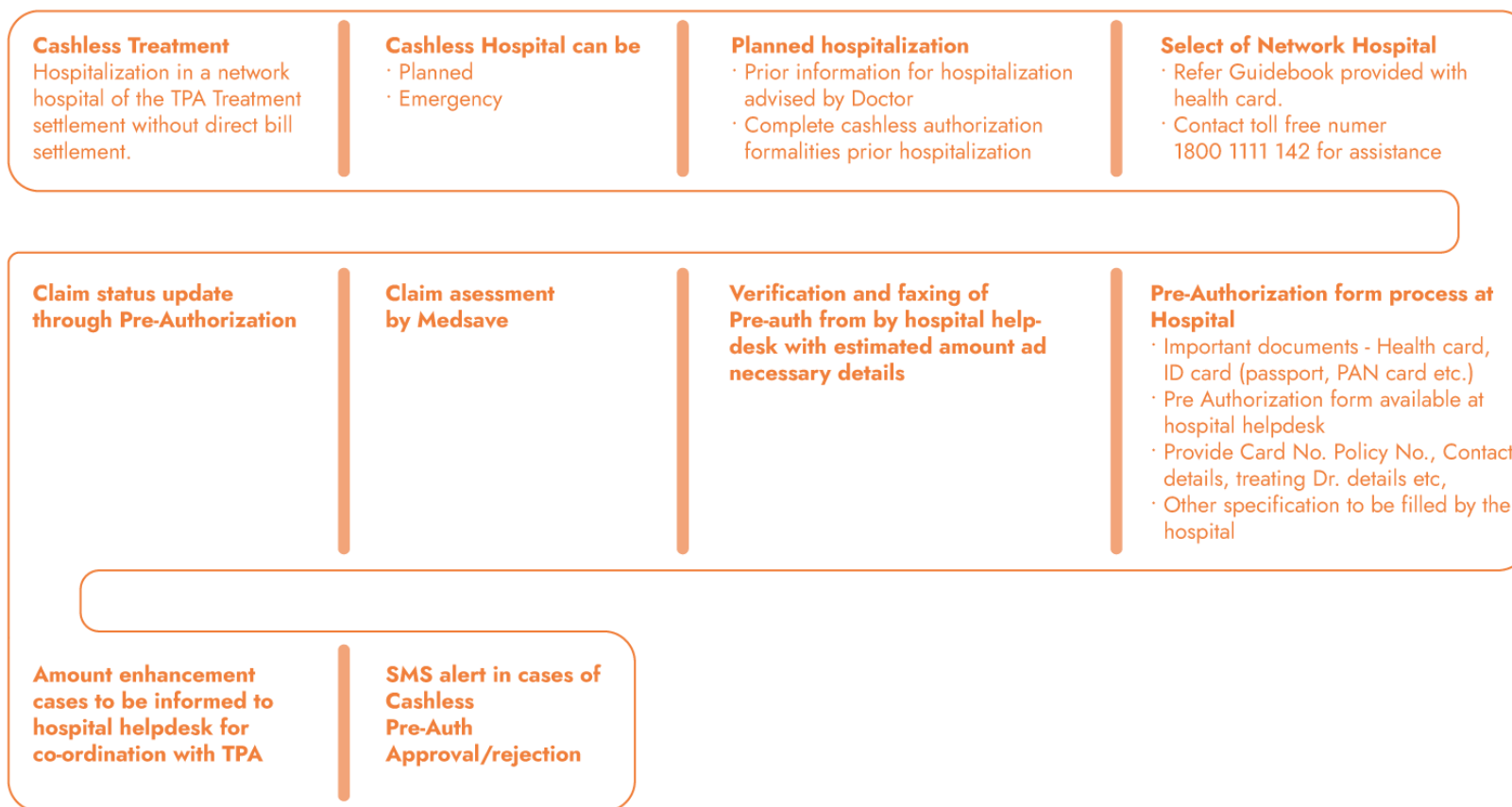
- Hospitalization for a minimum period of 24 Hours.
- Expenses for medical/surgical treatment taken in Nursing Home/Hospital in India as an inpatient will be paid to Hospital/Nursing home or Insured person reasonably and necessarily incurred.
- 30 days pre and 60 days post hospitalization expenses related to same disease/incidence
- Daycare Coverage for Selected Procedures.
- Nursing care, RMO Charges, IV Fluids /Blood transfusion/ Injection administration Charges, and similar Expenses
- Diagnostic Charges – Pathology
- Surgeon, Anesthetist, Medical Practitioner, Consultants Specialist fees · Blood, Oxygen, Operation Theater Charges, Surgical Appliances
- Medicines/Drugs, Diagnostic Material, Cost of Artificial Limb, Implant etc.
- Maternity covered (From Day one – without waiting period)

- New Born Baby Covered: from day one on payment of additional premium
- Pre-existing Disease covered, No waiting period

## 18.1.2 Claim Settlement Process

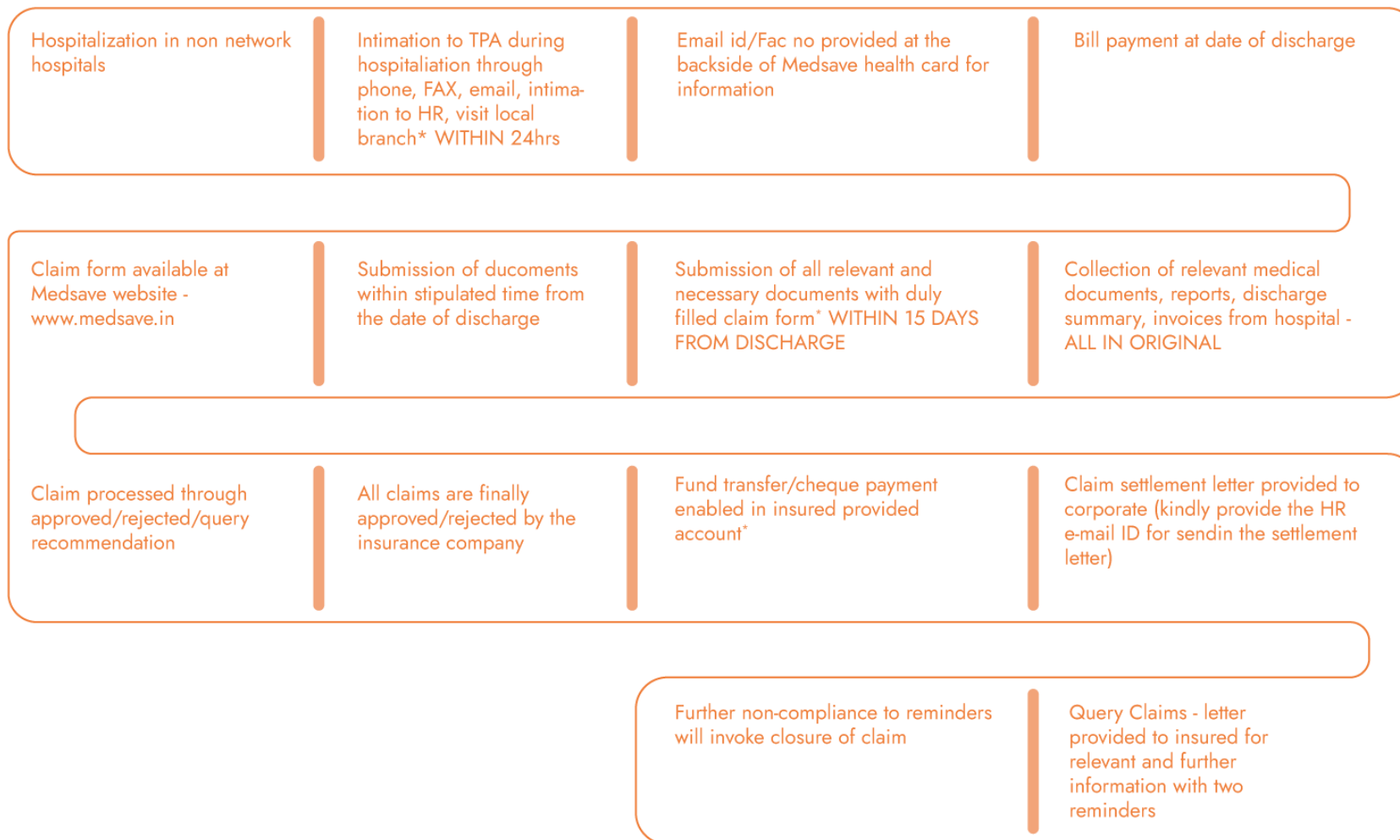
### 18.1.2.1 Cashless Facility Process

Cashless Facility: Cashless facility means payment of the cost of treatment directly made to the Network Provider (hospital).



### 18.1.2.2 Reimbursement Facility Process

Reimbursement Facility: Reimbursement Facility means – payment of the cost of treatment is made to the hospital by the insured than a claim for reimbursement.



## 18.2 Group Accidental Policy

It is covered for all employees, and the amount of Rs.10,00,000 is paid by the insurance company in case of death / permanent disability of an employee in an accident.

## 19. Company Leave Policies

All full-time employees of the company are eligible for 18 leaves in a calendar year. Leave year begins from 1st January to 31st December. These leaves will be credited to Individual's account at the beginning of the year biannually that is i.e. January to June and July to December.

Leaves entitlement will be on pro-rata basis for employees joining in the middle of the year which includes optional leaves. Casual Leave is for during a calendar year.

An employee can avail CL, subject to the following:

- The employee must take approval from their manager at least 1 week in advance for leaves, which are of 1-2 days & 2 weeks in advance which are of 2-4 days. Failing which leaves will not be sanctioned or considered as Leaves without pay.
- The employee must take special approval from their manager one month in advance for leaves, which are of 5 days & beyond. Failing which leaves will not be sanctioned or considered as Leaves without pay.
- A holiday or a weekly off can either be prefixed or suffixed with casual leave
- The intervening weekly off/holidays, during the leave period, shall not be counted as leave.
- CL can be carried forward with a maximum limit up to 9 leaves

An employee who has resigned, cannot take leaves during their notice period. If the reason for applying leave is found to be urgent, then they need to take prior approval from their manager much before in advance. The organization has the option of extending the date of last working day to accommodate for the leaves availed during notice period.

For an employee who is in office beyond 11:00 AM- there is a half day deduction. The only exception is medical exigency.

### 19.1 Maternity Leaves

This would be available to eligible female employees, as per the provisions of the maternity benefit Act, 1961 (A maximum of Twenty Six week leave out of which a maximum six weeks leave can precede the expected date of delivery. For further details, please refer to the Maternity Benefit Act 1961. The intervening weekly off/holiday, during the maternity leave, shall be counted as a part of the leave. These leaves are not applicable during the first 6 months of employment. Also paid leave will not be accrued during the Maternity period. Maternity Leave cannot be adjusted against the notice period. Paid maternity leave will be applicable only for the first two children with the Company.

## 19.2 Paternity Leaves

All male employees would be eligible for 5 working days of Paternity leave over and above their other leaves eligibility in their leaves account. The leave has to be taken in one block. This leave can start on any day of the week after the birth of a child. It is expected that the leave is not carried forward & to be availed within 4 weeks of childbirth. The intervening weekly off/holidays, during the leave period, shall not be counted as leave.

## 19.3 Medical Leaves

All employees are eligible for a maximum of 5 days of medical leave. HR will verify the medical reasons with the manager and if the need is required may request a medical certificate from the employee.

## 19.4 Optional Leaves

All full-time employees of the company are eligible for 2 Optional leaves. Optional Leaves entitlement will be on pro-rata basis for employees joining in the middle of the year. Optional Leave is for during a calendar year. These leaves will be credited to Individual's account at the beginning of the year.

## 19.5 Unpaid Leaves

Employees are eligible to apply for an unpaid leave of absence if they have been a regular employee of the Company for at least one year and scheduled to work 40 hours or more a week. The employee's manager will decide on the leave request. The request for leave will be reviewed based on the reason for the request, previous attendance record, previous leave requests and the impact the absence will have on the Company. If the request for a leave of absence for personal reasons, the employee's manager, with the advice of Human Resources, will decide whether the current position will be held open, or if a position will be made available upon the employees return from leave.

## 19.6 Leave and Attendance Procedure

Leaves would be recorded from 1 NV leave approval system HR will maintain the leave records for all employees in via 1NV leave management system. Employees are advised to take approval via 1 NV from the manager. On One NV leaves recorded in employee portal will be approved by the reporting

manager Prior approval of their manager has to be obtained for the planned leaves stating the reason for leave. In case of emergencies, information of absence should reach the manager by SMS or by phone call on the same every day and leave application must be submitted the day the employee resumes duty Attendance Cycle will be from 1st to 25th of every month. For attendance, it is mandatory to follow biometric for check-in and check-out.

## 20. Employee Exit Process

An employee may resign from their service upon giving 3 months' notice period to the company on the basis of their terms of employment, failing which they will be liable to pay 3 months salary in lieu thereof.

The company may at its sole discretion, waive or reduce the amount due by employee in lieu of notice period.

### 20.1 Process of Separation from company

- An employee who wishes to leave the services of the NewVision, must submit a resignation letter serving as stipulated in his/her appointment letter, to his/her immediate Manager and a copy of the same to Human Resource function.
- Three months' notice period from the employee is a mandate for NewVision to ensure a timely and smooth hand over of existing responsibilities to another employee. However, under special circumstances, the NewVision may make an exception and either waive off the entire notice period amount post deduction of notice period cost to NewVision (CTC).
- On acceptance of resignation, a communication in writing shall be given to the employee with a copy to Accounts and other related departments for his/her full and final settlement of dues.
- The payment of other dues after ensuring clearance of outstanding amounts like travel allowance bills and LTA will be done. Items like computers, cellular phones, calculators, books, etc. must be handed over to authorized persons.

### 20.2 Termination

An employee's services may be terminated due to

- Lack of skills
- Improper character or attitude
- Performance issue (not able to cope of with PIP)
- Integrity issues or any other reason that NewVision believes renders the employee unsuitable for continuing employment with NewVision.

In case performance or skills is an issue than Newvision on the basis of the employment contract will provide 3 months' notice period, however, if reasons are other than performance than, Newvision has rights to terminate the employment contract by giving a weeks' notice.



### 20.3 No dues certificate & Exit Declaration Form

On termination of employment with the NewVision, employees must surrender all business-related documents, confidential NewVision data or the like which may have been entrusted to the employee and get a No Dues certificate signed by his/her immediate Manager.

Employee must fill in the exit declaration form, sign and give the form back to HR only Full and final formalities will be completed.

### 20.4 Full and Final

Upon exit, the full and final is processed with 45 days of the employees last working day. The salary for the month of the employee's exit is processed with the full and final, subject to completion of all formalities by the exiting employee i.e.no dues certification and exit declaration form

### 20.5 Travel Policy

Employees are required to undertake business travel due to work reasons.

Once the travel is approved on email by your manager. Kindly connect with Admin Team to get their tickets booking and for all kind of boarding and lodging arrangements.

Employees are entitled to a Per Diem INR 500/- per day applicable. Inclusive of local commute, meals, and any incidental expenses. The employees are reimbursed expenses on the actuals after the original copies of their approved bills by manager is submitted to administration team in the desired

## 21. Important People to reach out

COE	Names	Contact Details
HR	HOD – Christine Lawrence	
	HR SPOC – Divya Vinayak – Pune	+91 88284 69083
	HR SPOC Anumita Pathak & Divyashree Pandey Bhopal, Indore, Anwhere in India except Pune	+91 76977 80477 & +91 79995 76562
	Recruitment – Vibha Pinge - Pune	+91 89596 01832
Admin	Santosh Kamble – Pune	+91 89569 01836
	Sanjay Borana – Bhopal	+91 98934 86493
	Amit Chourasia - Bhopal	+91 91311 80950
IT	Shivam Singh	+91 82000 86689
Insurance	Abhishek	+91 39001 01780

**Thank you**

