

Hello!!

For us, our employees are our greatest assets, and we will ensure that you are being valued and taken care of here. **MPC Cloud Consulting Private Limited** is committed to its best to make you feel at home.

MPC Cloud Consulting Private Limited is that someone with your skill and knowledge will be of great value to the company and we will achieve new heights working together.

To help you get a feel of company's culture and relationship with each other, here are few links you can check out:

1. [Website](#)
2. [Linked In](#)
3. [Facebook](#)

Company requests you to update your current employer in your existing professional networking profiles as a gesture of respect towards company. Request you to follow the **MPC Cloud Consulting Private Limited's** Linked in and Twitter page

We hope you are as excited as we are to get started. If you have any questions whatsoever, please don't hesitate to contact [HR](#)

Definitions

- ‘Company’ represents **MPC Cloud Consulting Private Limited**
- ‘Management’ represents the Director(s) or any other official of the Company for observance or execution of the rules
- ‘Employee’ means all those who are appointed on the roles of the Company including Trainees, Interns
- ‘Contractor’ means all those who are appointed on contractual basis either directly or through vendor(s)
- “Work premises” includes the precincts of the Company and other places of work where an Employee is deputed or posted to work
- ‘Salary’ means all the components of compensation which are included in the offer letter / pay slip

Version Control:

S. No	Action Date	Version	Changes Made
1	29-Sep-2022	V1.0	Initial Version
2	14-Jun-2023	V1.1	Added Reimbursement Policy for Certifications
3	29-Jul-2023	V1.2	Addition of Leave Encashment Policy
4	01-Sep-2023	V1.3	Addition of Annual Leave Balance Lapsing Policy
5	22-Sep-2023	V1.4	Revision of Referral Bonus Policy
6	14-May-2025	V1.5	Updated the system for leaves submission, leave encashment, resignation submission. Updated dress code and payroll queries email

Purpose of the Document

This document summarizes the Company's employment policies, practices which employee is expected to adhere to. This document also summarizes benefits to which employee is entitled, except where a written employment agreement outlines different terms and conditions.

Policies and Benefits described herein may be reviewed and modified as and when required, the same will be updated in the version control.

Code of Conduct

Our Employee Code of Conduct Policy explains our expectations regarding employee's behaviour towards their peers, colleagues, line manager(s), management and company.

We also expect all the employees and contractors of company and its subsidiaries to maintain a well-organized, respectful and collaborative environment.

Scope

This policy applies to all the employees and contractors of company and its subsidiaries.

Compliance with Law

All employees and contractors are required to protect our company's legality. They should be ethical and responsible when dealing with our company's finances, assets, products, projects, partnerships and public image.

Equal Opportunity Policy

MPC Cloud Consulting Private Limited is an equal opportunity employer. We don't tolerate discrimination based on gender, age, sexual orientation, race, nationality, ethnicity, religion, disability. We want all employees and contractors to treat other with respect and professionalism. In Practice, this means:

1. We provide equal opportunities to all our employees and contractors and to all eligible applicants for employment in our company. We do not unfairly discriminate on any ground, including race, caste, religion, colour, ancestry, marital status, gender, sexual orientation, age, nationality, ethnic origin, disability or any other category protected by applicable law.
2. When recruiting, developing and promoting our employees and contractors, our decisions will be based solely on performance, merit, competence, potential and attitude.
3. We shall have fair, transparent and clear employee policies which promote diversity and equality, in accordance with applicable law and other provisions of this code. These policies shall provide clear terms of employment, training, development and performance management.

All employees and contractors should behave professionally. Any kind of discriminatory behaviour or harassment based on geographical region, language, gender, religion, and caste will not be tolerated. All the employees and contractors should conform to our "Equal Opportunity Policy" in all aspects of their work.

Protection of Company Property

Scope:

This policy applies to all the full-time employees and contractors of company and its subsidiaries.

- All employees and contractors should treat our company's property, whether tangible or intangible with utmost care and should not misuse the same. Any kind of physical damage to the company's asset will be recovered from the employee.
- Any property of the company (Trademarks, copyright, documents, trainings, recordings, meetings, discussions, reports etc) should be used only for the purpose of official work with prior approval and should not be used for any personal benefits.

Harassment and Discrimination Policy

Scope:

This policy applies to all the full-time employees and contractors of company and its subsidiaries.

Harassment of employees or contractors or applicants by other employees, contractors and applications is strictly prohibited. Harassment includes, without limitation, verbal harassment (epithets, derogatory statements, slurs), physical harassment (assault, physical interference with official work or involvement), visual harassment (posters, cartoons, drawings), and innuendo. Sexual harassment of employees or contractors or applicants is a prohibited practice, and it is strictly disapproved. Unwelcoming sexual advances, requests for sexual favours, and other verbal or physical conduct of sexual nature constitute sexual harassment in case of the following:

- It is used as the basis for an adverse employment decision(s) affecting the individual.
- It results in interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.
- No employee shall threaten or suggest that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, wages, advancement, assigned duties, shifts, or any other condition of employment.
- Other types of prohibited conduct include sexual advances, propositions, verbal abuse of a sexual nature, suggestive touching, suggestive gestures and comments, graphic verbal descriptions of an individual's body, and the display in the workplace of sexually suggestive objects or pictures.
- All communications, including those conveyed electronically, such as by e-mail, telephone or voicemail, text messaging, or social media or other internet use, that violate this policy.

We are dedicated in removing all forms of sexual harassment. All employees, contractors and interns are expected to inform the [HR](#) about any such acts by anybody. An impartial investigation will be undertaken and appropriate sanctions and corrective measures, up to and including termination of employment will be instituted. Any violations of the above by anyone must be reported immediately to [HR](#) and each employee is responsible for maintaining a work environment free of racial or sexual overtones. We accept no responsibility or liability for harassment of one employee, contractor and intern by another employee, contractor and applicant. Any employee, contractor applicant involved in the sexual harassment of another is personally responsible for any legal or financial cost resulting from a legal complaint filed against them and is personally liable for their actions.

Conflict of Interests

During your term with the company, you shall not be entitled to directly or indirectly, run, operate, control, be employed by or provide any services to any competitor of the Company. You shall under no circumstances work for or operate a business competing against the Company, that is, any business, trade or occupation which is engaged in the area of systems and services related to defence and civilian programs as per the business scope of Thales in India. The Company shall be entitled to obtain compensatory and punitive damages against you in the event of breach of this clause.

Gifts/Anti-Bribery Policy

Scope:

This policy applies to all the full-time employees and contractors of **MPC Cloud Consulting Private Limited** and its subsidiaries.

Membership in the board of directors or supervisory board of other enterprises shall be subject to The Company's prior written consent. Any publications and lectures by you on topics relating to The Company's business or interests shall be subject to the Company's prior written consent.

You agree, to not accept or demand loans, rewards or other benefits, or promises thereof, from The Company's clients or other persons with whom the Associate has official or business contacts in the context of the Associate's activities for The Company, without The Company's prior written consent.

You hereby covenant and undertake that you will:

Not directly or indirectly offer or have offered or give or given or agree or agreed to give or given to any person any gift, success fee, rebate or consideration of any kind whatsoever including speed or facilitation money or indulge in any activity as an inducement or reward for influencing or carrying out any act and specifically in relation to any business opportunity or a customer including for the purposes of collection or for showing any favour or disfavour to any person or persons in relation to such performance.

You hereby agree not to involve in receiving any gift/bribery during your tenure with the Company. You shall abide and follow the Company's anti-bribery policy which is hereby incorporated for reference. This Company policy shall be amended from time to time.

Alcohol and Drug Free Workplace

Scope:

This policy applies to all the full-time employees and contractors of company and its subsidiaries.

Consumption or possession of or being under the influence of alcoholic beverages or illegal drugs on Company property, in the office or in Company vehicles is strictly prohibited. Violation of this policy will lead to immediate termination of employment.

Management reserves the right to have employees tested or screened or searched on Company property for drug and alcohol use, as it deems necessary as long as these procedures do not violate any existing laws.

Our Drug-Free Workplace policy prohibits employees from engaging in any of the following activities:

- Use, possession, manufacture, distribution, dispensation or sale of illegal drugs on office premises or company business, in company supplied vehicles, or during working hours.
- Unauthorized use or possession, or any manufacture, distribution, dispensation or sale of a controlled substance on office premises or while on company business or while in company sponsored/supplied vehicles.
- Storing in a locker, desk, automobile or other repository on office premises any controlled substances whose use is unauthorized.
- Being under the influence of a controlled substance on office premises or while on company business, or while in Company supplied vehicles.
- Any possession, use, manufacture, distribution, dispensation or sale of illegal drugs off office premises that adversely affects the individual's work performance, their own or the safety of others at work, or the company's regard or reputation in the community.
- Failure to adhere to the requirements of any drug treatment or counselling program in which the employee is enrolled.
- Failure to notify the company of any conviction under criminal drug statutes for a workplace offense within three (3) days of conviction.
- Refusal to appear for drug tests, when directed by the management to do so.

A violation of this policy may result in termination of the employment, at the management's sole discretion. MPC will terminate any employee who tests positive for drugs.

Non-Solicitation Clause

During your employment with company and during a period of 2 years following the date of your release or termination from the company, you will not either directly or indirectly, whether as an owner, partner, shareholder, consultant, agent, employee or through any "other person" (which, for purposes of this subsection, shall mean an individual, a corporation, a partnership, an association, a joint-stock company, a trust, any unincorporated organization, or a government or political subdivision thereof):

1. Hire or attempt to hire any employee of the Company or any affiliate of the Company or any person who was an employee of the Company or any affiliate of the Company at any time during the twelve months immediately prior to the termination of Executive's employment with the Company, assist in such hiring by any other person, encourage any such employee to terminate his relationship with the Company or any affiliate of the Company;
2. Directly or indirectly, request or cause customers, suppliers or other parties with whom the Company or any of its affiliates has a business relationship to cancel or terminate any such business relationship with the Company or any of its affiliates; and
3. Solicit from a customer of the Company or its affiliates any business which is competing with or related to the business of the Company or its affiliates, or with the products or services of the Company or its affiliates.

Confidentiality

Scope:

This policy applies to all the full-time employees and contractors of company and its subsidiaries.

You are required to maintain utmost secrecy regarding the affairs of the company and its clients and shall keep confidential any data, information, instruments, documents, methodologies, tools, structure, business or trade secrets, formulae etc., relating to the company and/or its clients that may come to your knowledge as an employee of the company, during the tenure of your employment with the company and at any time thereafter. During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the company. You shall execute / sign such other non-disclosure agreements as and when required by the company or the Client.

Dress Code Policy

Scope:

This policy applies to all the full-time employees and contractors of company and its subsidiaries.

Company enjoys an excellent reputation among its customers. While there are many reasons for this reputation, one of the ways to help maintain it is for all the employees and contractors to present a professional image. It is important that the customers have confidence in the employees, contractors and the employees, contractors have confidence and pride in them. To help present this image and boost customer confidence, Employee must dress appropriately for their work assignment.

- Employees are expected to dress in business casuals or smart casuals, through-out the week.
- Employees must always present a clean, professional appearance. Clothing should not be too revealing.
- Employees who do not adhere to the dress code can be asked by the Management to leave office and/or to change over.

Dress Code for Men

- Smart Casuals for men include T-shirts with collar (Polos), Full/half sleeved buttoned shirt, casual trousers.
- Business Casuals for men include shirts with optional tie, dress slacks, belt, dark colour socks with shoes.
- Please note that shoes are mandatory.

Dress Code for Women

- Women employees can wear Sari, Salwar, Chudidhar-Kurta or trousers with a kurta, formal shirts and pants. Sleeveless is not allowed.

Dress Code at Client Location

- Employees working at client location should follow dress code policy of the client. If you are unaware of the dress code policy, then please get dressed in business formals.

Payroll Information

Scope:

This policy applies to all the full-time employees of company and its subsidiaries.

Payroll cycle is from 1st of every month to last day of every month. Salary will be credited on last working day of every month. For any queries related to payroll, you are requested to drop an email to payroll@mpccloudconsulting.com with a cc to hr@mpccloudconsulting.com and mpc.converge@mpccloudconsulting.com

Please note that you are not supposed to mark anyone in CC, as the payroll information is strictly confidential.

Insurance

Scope:

This policy applies to all the full-time employees of **MPC Cloud Consulting Private Limited** only.

- Salary Structure in your offer letter includes insurance only for self.
- Addition of dependents details for medical insurance will result in change in your salary structure.
- Change in Insurance Package (3L / 5L / 10L) will result in change in your salary structure.
- This policy renews every year in April.
- Any amount incurred in excess of the limits prescribed will have to be borne by the Employee.
- The bills for hospitalization will be settled by the Insurance Company directly with the Hospital if it is in the network. For non-network hospitals, employees have to settle the bills on their own and submit the bills to administration department for arranging reimbursement from the insurance company.
- Addition of new dependents can happen only on the below occasions.
 - Employee is newly hired.
 - Insurance policy is renewed.
 - New childbirth
 - Birth certificate to be provided. Addition must be done in 15 days.
 - Newly married
 - Marriage certificate to be provided. Addition must be done in 15 days.
- Change in plan can be done only at the time of renewal.

Plan does not depend on the designation of the employee. Premium is to be borne by the employee only. The same will be deducted in 12 equal instalments.

Below are the plans available:

Plan Name
MHP-MPC Cloud Consulting - 3 LAC - ESKP - BAND A
MHP-MPC Cloud Consulting - 5 LAC - ESKP - BAND B
MHP-MPC Cloud Consulting- 10 LAC - ESKP - BAND C

For any queries on Insurance, please drop a mail to administrator@mpccloudconsulting.com

Working Hours

Scope:

This policy applies to all the full-time employees and contractors of company and its subsidiaries.

Day Start time: 09:30 A.M.

Day End time: 06:30 P.M.

Lunch break: 30 minutes

You shall be present in the office during normal working hours as per the company's policies. In case you are allocated to any project where the client has different working hours, start time and end time, then you are expected to adhere to client work hours.

Work from Home

Associates who want to work from home, must submit leave request of type Work From Home in [Converge](#) and get it approved. This shall not have impact on annual leave balance or payroll.

Leave Policy

Scope:

This policy applies to all the full-time employees of company and its subsidiaries.

You are required to submit your leave in [Converge](#) before the start of the leave wherever applicable.

Annual Leave

- You will be entitled to 18 days of leave annually. These days will be prorated based on your joining or last working date. 1.5 days of leave will be credited every month for all the full-time employees unless the eligibility is separately mentioned in the offer letter.
- Leave accrual period is from 1st April of current year till 31st March of next year. Maximum of 30 days of annual leave balance will only be carried forward to next year and the remaining annual leave balance will be lapsed.
- In case of separation from organization, the annual leave eligibility will be prorated and the salary for excess annual leaves utilized will be recovered in the full and final settlement.

Annual Leave Balance Lapsing

This policy has been designed to encourage employees to take regular breaks and prioritize their well-being. As part of this policy,

- Leave balance exceeding **30 days** as on **31-Mar-2024** will be automatically lapsed and will not be carried forward.
- Leave balance exceeding **20 days** as on **31-Mar-2025** will be automatically lapsed and will not be carried forward.
- Leave balance exceeding **10 days** as on **31-Mar-2026** will be automatically lapsed and will not be carried forward.
- Effective from **FY2026-27**, only **10 days** will be carried forward and remaining days will be lapsed.

Paternity Leave

- All male employees will be entitled to Paternity leave as per the guidelines specified below.
- Maximum up to 3 days in a year excluding weekly offs. This must be utilised within 15 days from the child's birth else will be lapsed.
- Frequency of Leave: All male employees may avail paternity leave for the first two children.
- Application for Leave: The employee shall notify the immediate supervisor at the earliest possible and submit the leave application for necessary approval.
- This leave can be availed for a maximum of two times in service.

Maternity Leave

- Maternity leave and benefit shall be granted in accordance with the provisions specified in the Maternity Benefit Act / ESI Act, as applicable to female employees.
- Leave duration: Leaves are allowed for a maximum of 26 calendar weeks (182 days). The definition of 'week' is as per the Maternity Benefit Act and includes weekly offs and public holidays (if any) Frequency of Leave: All female employees may avail maternity leave for a maximum of two children during the employment.
- Application for leave: the employee shall inform his / her immediate supervisor, at least three months in advance. Employee should apply leave with the necessary approvals from his immediate supervisor. This shall be accompanied by a certificate from the ESIC Hospital / a Gynaecologist as the case may be, specifying the expected date of delivery.
- Leave without pay for extended period after utilizing maternity leave and Privilege leave: In case an employee needs more than available leave (Maternity leave/Paternity Leave), then leave without pay may be granted to the employee subject to the approval of manager.

Bereavement Leave

- Bereavement leave is paid leave which is available to an employee only at the time of death or funeral of a member of the employee's immediate family (Parent, Spouse, Child) & shall not be deducted from other leaves of absence or compensatory off for which the employee may be eligible.
- Every year 5 (five) working days will be allocated towards this without any carry forward or encashment. Depending upon need, an employee with due diligence can avail this leave on partly basis or full.

Leave Without Pay

- Employees are discouraged from availing leave without pay. However, in case of extreme emergencies, employees can submit **Unpaid Leave** in [Converge](#) and get it approved.
- Any leaves taken other than the entitled leaves will be subjected to pay deduction, based on number of extra leaves taken.
- Salary will be deducted in the same month as per the number of leaves taken. If the leave is updated after payroll is processed, then the same will be deducted in the subsequent month(s)

Holiday Calendar

- There are 10 Public Holidays in a calendar year.
- Holiday calendar will be published at the start of the year for the locations Gurgaon and Hyderabad.
- If any employee is allocated to a project, they will have to follow the customer holiday calendar.

Leave Encashment Policy

The Leave Encashment Policy has been designed to offer our employees greater flexibility in managing their time off and provides an opportunity to benefit from their unused annual leave days. We believe that the Leave Encashment Policy will offer you the flexibility to make the most of your earned leave days and align them with your personal and professional commitments. Company also encourages employees to use their earned leave days for adequate rest and work-life balance, as taking regular breaks contributes to overall well-being and productivity.

Eligibility:

- All employees having positive annual leave balance are eligible to participate in the Leave Encashment Program.
- Employees can convert all available leave days into monetary compensation.
- Requests received after balance has been lapsed will not be considered.

Leave Conversion Rate:

- The conversion rate will be (No of Annual Leave Days to be Encashed * Basic Pay / 30)

Frequency:

- Leave encashment can be requested before the payroll cutoff date of every month, and it must be communicated to [HR](#)

Tax Implications:

- The monetary compensation received through leave encashment will be subjected to applicable taxes as per the prevailing tax regulations.

Process to Encash:

- To initiate the leave encashment process, employees are required to submit a request in [Converge](#) and get it approved.
- Requests sent after 24th of every month will be processed in next payroll cycle.

Reimbursement Policy for Certification Costs

To support the professional development our employees, we have the reimbursement policy for eligible certifications.

Eligibility:

- Certification must be completed successfully.
- Registration of certification must be on MPC email address.
- While registering for the certification, MPC Cloud Consulting Pvt Ltd must be provided as employer.
- Need to get approval on the certification from below approvers before giving the certification.
- Valid certificate must be provided for reimbursement.
- Valid invoice to be provided for reimbursement.

Approvers:

Stream	Approver
HCM	Siva Prakya
ERP	Vikas Chaudhary
ERP Tech	Ramakrishna Derangula

You are required to be on active role and not on notice period for the next six months from the date of reimbursement. In case of failure in fulfilling this request, the reimbursed amount will be recovered in F&F.

Please note that this policy is intended to ensure that we invest in the professional growth of employees who demonstrate a commitment to their role and the organization. We encourage all employees to take advantage of this opportunity and pursue certifications that align with their career goals and the needs of our company. If you have any questions or require clarification regarding the reimbursement policy or any specific certification programs, please reach out to [HR](#), who will be more than happy to assist you.

Referral Bonus

Company will reward every referrer. If you know someone who you think would be a good fit for a position at our company, feel free to refer them. On successful hiring of your referred candidate, you will be eligible for the below referral bonus amount.

- Reward will be paid in subsequent month payroll after successful completion of one quarter.
- Referrer and new employee both must not be under notice period from the candidate joining date till the payment is made.
- There is no cap on the number of referrals an employee can make. All rewards will be paid accordingly.
- If two or more employees refer the same candidate, only the first referrer will receive their referral rewards.
- Relevant experience will only be considered for the referral amount.
- Referral bonus is not applicable for family members.

Please send the referral resumes to [HR](#)

S.No	Years of Relevant Experience	Referral Bonus
1	13 and above	1,00,000
2	11 - 12	90,000
3	9 - 10	75,000
4	5 - 8	50,000
5	3 - 4	30,000

Retirement Policy

The age of retirement shall be 60 years. The employee will be released from the company, on the working last day of the month, in which the employee completes 60 years.

Separation

Termination

- For cause like misconduct, gross negligence, wilful insubordination or disobedience, misbehaviour or non-performance, company reserves the right to terminate your services with immediate notice without any compensation. The Company shall have the right to place you under suspension on subsistence allowance and benefits as applicable pending any investigation into potential dishonesty, gross misconduct, misappropriation, gross negligence, fraud, or other circumstances, which expressly provides for termination of your employment which if proved, would entitle The Company to dismiss your services summarily.
- Unauthorized Absence If you are absent from work for a continuous period of three (3) days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy
- Company reserves the right to place the employee in performance improvement plan for a period of two months if the performance of the employee is not satisfactory. Company reserves the right to terminate the employment if the performance of the employee is not satisfactory constantly. In such event, company shall provide the notice period of 90 days to employee and company reserves the right to decide on basic salary payment or full salary payment.

Resignation

Employee can submit the resignation and must serve the notice period of 90 days unless the reporting manager approves the waiver. The company reserves the right to recover salary for the notice period if not served in full. It is not at the discretion of the employee to serve less notice period and opt to pay for the remaining notice period. The final decision will be with [HR](#) only. In the event of employee serving the company, a notice of termination of employment by submitting a resignation, employee's release will be governed by the relevant policies in force at that point in time, subject to satisfactory handing over of your duties, responsibilities, company documents, company assets, etc. to the relevant parties.

Please note that the resignation must be submitted in [Converge](#) only. Notice period will be considered only after it is submitted in [Converge](#). Notice period will not be considered if the email is sent to any other person or email or by any other person or email.

The Policy book is designed to acquaint you with the company and to provide you with information about working conditions, employee benefits, and some of the policies affecting your employment.

You should read, understand and comply with all provisions. It describes many of your responsibilities as an employee and outlines the programs developed by the company to benefit the employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

The company reserves the right to change, revise, or eliminate any of the policies and/or benefits described at any time as it deems appropriate, in its sole and absolute discretion, the employee will be notified of such changes as they occur.

(This PolicybookV.1.5 nullifies and supersedes all previous policy book and will be in force from 14-May-2025 until the new/revised Policy book comes into force)