

# EMPLOYEE HANDBOOK

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**CentraLogic**

# A Duo Of Leadership



**Mr. Ajay Navgale**

Founder, Director & CEO

Ajay brings over three decades of invaluable experience in the IT industry. A visionary leader, his strategic insights have driven Centralogic's success, propelling the company to new heights in technology innovation and business excellence.



**Mr. Sanjay Navgale**

Founder & Director

Sanjay brings over two decades of combined expertise in both IT and business domains. With a rich background his leadership has been instrumental in aligning technology with strategic business objectives, driving Centralogic's sustained growth and success.

# Company Policy and Procedure Manual

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Approved By:



Ajay Navgale  
Founder and CEO of CentraLogic

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## 1. Introduction

Welcome to CentraLogic! We are excited to have you as part of our team. This handbook is designed to provide you with important information about our company, policies, and benefits. Please take the time to read it carefully and familiarize yourself with the content.

### 1.1. Our Mission

Our mission is to lead the way in digital transformation by crafting tailored software solutions and products that empower organizations to thrive in an ever-evolving technological landscape.

### 1.2. Our Vision

Empowering businesses with cutting-edge technology solutions to drive innovation, efficiency, and growth in the digital age.

### 1.3. Purpose of the Handbook

This employee handbook serves as a guide to help you understand our company's policies, procedures, and expectations. It provides valuable information about your rights and responsibilities as an employee of CentraLogic. This handbook does not constitute a contract of employment, and we reserve the right to modify or update its contents at any time. You will be notified of any changes made to this handbook. If you have any questions or need any clarification regarding the handbook, please contact the HR department.

## 2. Employment Policies

### 2.1. Equal Employment Opportunity

CentraLogic is an equal-opportunity employer. We embrace diversity and are committed to providing a workplace free from discrimination and harassment. We do not tolerate discrimination based on race, color, religion, sex, national origin, age, disability, or any other protected characteristic.

## 2.2. Anti-Discrimination and Harassment

We maintain a zero-tolerance policy for discrimination, harassment, and retaliation. All employees are expected to treat each other with respect and professionalism. Any complaints of discrimination or harassment should be reported immediately to your supervisor, manager, or the Human Resources department.

## 2.3. Employment Classification

Your employment classification (full-time, part-time, or temporary) will be communicated to you upon hiring. It is essential to understand the terms and conditions associated with your employment status.

## 2.4. Employee Privacy

CentraLogic respects your privacy and will handle your personal information by applicable laws and regulations. We may collect and use certain personal data for legitimate business purposes, such as payroll processing and benefits administration. Rest assured that your personal information will be handled confidentially and responsibly.

## 2.5. Work Hours and Attendance

All employees are expected to strictly adhere to their designated work hours. If you are unable to report to work or need to request time off, please follow the company's established procedures for requesting leave or notifying your supervisor. The default mechanism for communication or applying for time off is our online HRMS portal HuHoKa (<https://portal.huhoka.com>). Each employee is expected to contribute 45 hours per week.

## 2.6. Communication Channel

Employees are expected to be available on the organization's communication channels (Microsoft Teams, outlook) during working hours. Employees are expected to reply in case of emergencies on weekends/holidays if required. Employees who communicate with clients daily are expected to reply to their questions/concerns on weekends/holidays. Every employee is encouraged to have Microsoft Teams, Outlook, and HuHoKa installed on their mobile devices with notifications turned on.

## 2.7. Breaks and Meal Periods

Employees are entitled to rest breaks and meal periods per applicable labor laws. Lunchtime will be for 45 minutes.

## **2.8. Workplace Safety**

We are committed to providing a safe and healthy work environment for all employees. You are responsible for following safety guidelines, reporting hazards, and participating in safety training programs.

## **2.9. Social Media and Online Conduct**

When using social media or engaging in online activities, employees are expected to adhere to our social media policy. Exercise caution and good judgment when representing CentraLogic online and respect the privacy and confidentiality of company information.

## **2.10. ID card and Access Card**

Employees must have their ID cards on them while on office premises. The organization will provide each employee with one ID card kit. In the event of loss or damage to the ID card, Access Card, holder, or belt, a replacement kit can be obtained at a cost of Rs.200.

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## 3. Employee Benefits

### 3.1. Compensation

Your compensation package will be detailed in your offer letter or employment agreement. It will include information regarding your base salary, bonus structure (if applicable), and any other benefits or incentives.

### 3.2. Payroll Information

CentraLogic follows a regular payroll schedule, and employees are typically paid monthly (the last working day of each month). Payroll information, including pay dates, deductions, and tax withholding, will be provided to you during the onboarding process.

### 3.3. Paid Time Off (PTO)

We recognize the importance of work-life balance. Eligible employees will receive paid time off for vacation, personal, and sick days.

#### 3.3.1. Holidays

You will receive the holiday calendar in the HuHoKa portal, which will include a comprehensive list of holidays.

There are a total of 10 holidays, with 3 being mandatory (Republic Day, Independence Day, Gandhi Jayanti).

The holiday list will be provided to you in a separate email.

#### 3.3.2. Sick Leaves

10 sick leave will be allocated to each employee at the beginning of the year.

Sick leave requests can be submitted through the HuHoKa portal.

#### 3.3.3. Privileged/Paid Leaves

You will have 14 Privileged/Earned leaves.

Privileged/Earned leaves will increase monthly, with 2 leaves added in January and December, and 1 leave will be added in the remaining months. (Feb-Nov)

Earned leaves can be accumulated unless the count reaches 50, after which further accumulation is not permitted.

You can apply for the leaves from the HuHoKa portal.

### 3.3.4. Casual Leaves

6 casual leaves will be allocated to you right at the start of the year.

You can only take a maximum of one leave per month.

Any unused casual leaves won't carry over to the next year.

You need to submit your application for casual leave through the HuHoKa portal, if your leave is not approved on the portal, it will be considered as an unpaid leave.

Special leaves (Birthdays, Anniversary) fall within this category.

### 3.3.5. Maternity Leaves

Women employees shall be entitled to Maternity Leave subject to conditions prescribed in the ESI Act or Maternity Benefits Act, 1961 whichever is applicable, and after completion of eighty days of employment. All female employees can avail of 26 weeks (about 6 months) of maternity leave for a maximum of 2 occasions during their tenure with eXp. Any maternity leave after the 2 occasions is limited to a maximum of 12 weeks (about 3 months). Application for Maternity leave needs to be made at least 2 months prior to proceeding on leave. This application needs to be supported by a certificate issued by a Registered Medical Practitioner indicating the likely date of delivery. In case of miscarriage or premature delivery, 45 days (about 1 and a half months) of Maternity Leave can be availed of after the event. Application for Maternity leave should be supported by a Medical Certificate indicating the exact date of the event.

## 3.4. Work From Home

You are entitled to take **one** work-from-home per month.

You must apply for WFH 2 days in advance on the HuHoKa portal.

If your work from application remains unapproved on the HuHoKa portal it will be considered as unpaid leave.

## 4. Performance and Conduct

### 4.1. Performance Expectations

At CentraLogic, we strive for excellence in all that we do. Clear performance expectations will be communicated to you, and regular performance evaluations will be conducted to provide feedback, identify areas for improvement, and recognize achievements. The expectations will be based on your Employee's Level as mentioned below:

#### 4.1.1. Project Manager

- The Project Manager is Responsible for the initial and ongoing planning of the project, setting milestones, and defining deliverables to align with business objectives.
- The Project Manager must develop and maintain the project plan, including timelines, resource allocation, and budget management. Ensures that the plan is updated as needed and communicated to all stakeholders.
- The Project Manager will monitor the progress of the project against the plan, tracking milestones and deliverable statuses to ensure timely completion. Uses project management tools to keep track of tasks and their progress.
- The Project Manager must allocate tasks to Team Leads or directly to Team Members based on the project plan and individual expertise. Ensures tasks are clear and have defined outcomes.
- The Project Manager must plan and schedule the sprint tasks for the team, focusing on priorities for the next five days, ensuring flexibility and adaptability in response to project demands.
- The Project Manager must ensure that timesheets are filled in by everyone involved in the project. Approves Team Lead's time sheet. If the Team Lead fails to approve the timesheet of team members, the Project Manager takes on the responsibility of approval.

#### 4.1.2. Team Lead

- The Team Lead will assign specific tasks to Team Members based on their skills and the project needs. Ensures that all tasks are adequately resourced.
- The Team Lead will oversee and participate in peer reviews of work completed by team members to ensure accuracy and adherence to project standards.

- The Team Lead is responsible for the overall quality of the outputs from the team. Implements quality control processes and standards to maintain the integrity of the project deliverables.
- The Team Lead should ensure that all features, fixes, and project components are ready for demonstration to stakeholders or deployment into the production environment. Coordinates with the Project Manager and clients for demos.
- Team Lead must fill their timesheet and approve the time sheets of team members.

#### 4.1.3. Team Member

- Every employee should Understand the tasks assigned to them, including the requirements, deadlines, and expected outcomes. Asks for clarifications if needed.
- Every employee must complete assigned tasks by the deadlines without significant issues. Proactively addresses potential delays and seeks assistance when needed.
- Employees must communicate any challenges or issues encountered during task execution well before the due date, allowing time for mitigation and assistance.
- Employees are expected to ensure a deep understanding of the project requirements and specifications by reviewing documentation and participating in team meetings. Seeks further clarification from the Team Lead or Project Manager if there are any doubts.
- Employees must fill in the timesheet regularly without fail.

#### 4.2. Conduct and Professionalism

We expect all employees to always conduct themselves professionally and ethically. Respect for colleagues, clients, and the company's reputation is paramount. Unprofessional behavior, including but not limited to dishonesty, insubordination, or disruptive conduct, may result in disciplinary action.

#### 4.3. Conflict Resolution

Open and respectful communication is encouraged to address and resolve conflicts. If you experience any conflicts with colleagues or supervisors, you are encouraged to follow the established conflict resolution procedures and seek guidance from your manager or the Human Resources department.

#### 4.4. Employee Discipline and Corrective Action

CentralLogic maintains a progressive discipline policy. Disciplinary actions may include verbal or written warnings, suspension, or termination, depending on the severity and recurrence of the misconduct. The company will ensure fairness and due process throughout the disciplinary process.

#### 4.5. Grievance Procedure

If you have concerns or grievances related to your employment, we provide a grievance procedure for you to voice your concerns. Please write your grievances to [ears2hear@centrallogic.net](mailto:ears2hear@centrallogic.net)

## 5. Employee Development and Training

#### 5.1. Training and Development Opportunities

We are committed to fostering continuous learning and professional growth. CentralLogic offers various training and development opportunities to enhance your skills and knowledge. Details about training programs, resources, and eligibility criteria will be communicated to you from time to time.

## 6. Employee Communications

### 6.1. Open Door Policy

We operate under an open-door policy, encouraging open and honest communication. You are encouraged to discuss work-related concerns, suggestions, or feedback with your supervisor, manager, or the Human Resources department. Please write your concerns or feedback to [ears2hear@centralogic.net](mailto:ears2hear@centralogic.net)

### 6.2. Employee Feedback

CentraLogic values employee feedback and encourages you to participate in employee surveys, performance evaluations, and other feedback mechanisms. Your input is essential in shaping our company's policies, practices, and culture. Please write your concerns or feedback to [ears2hear@centralogic.net](mailto:ears2hear@centralogic.net)

### 6.3. Whistleblower Protection

CentraLogic is committed to maintaining a transparent and ethical work environment. We have implemented a whistleblower protection policy to ensure that employees can report any suspected violations of laws, regulations, or company policies without fear of retaliation.

## 7. Company Policies and Procedures

### 7.1. Code of Conduct

All employees are expected to adhere to our code of conduct, which outlines the ethical standards and expectations for behavior. The code of conduct promotes integrity, honesty, and respect for all individuals.

### 7.2. Confidentiality and non-disclosure

As an employee of CentraLogic, you may have access to confidential and proprietary information. It is essential to maintain the confidentiality of such information and refrain from disclosing it to unauthorized individuals or using it for personal gain.

### 7.3. Intellectual Property

CentraLogic values and protects its intellectual property. Employees are required to respect and adhere to intellectual property laws and policies, ensuring that any work-related creations are appropriately documented and assigned to the company.

### 7.4. Information Security

Protecting the company's information assets, including data, systems, and networks, is a shared responsibility. Employees must comply with information security policies and procedures and report any suspected security breaches or incidents promptly.

### 7.5. Use of Company Assets

Company assets, including equipment, software, and facilities, should be used for business purposes only. Employees are responsible for the proper use, maintenance, and safeguarding of company assets.

### 7.6. Business Ethics and Anti-Bribery

CentraLogic conducts its business with the utmost integrity and compliance with applicable laws and regulations. We strictly prohibit bribery, corruption, and unethical practices. Employees must adhere to all anti-bribery and business ethics policies.

### 7.7. Conflict of Interest

Employees should avoid situations that may create a conflict of interest between their personal interests and those of CentraLogic. Disclose any potential conflicts of interest to your supervisor or the Human Resources department.

### 7.8. Electronic Communication and Internet Usage

The use of company-provided electronic communication systems and the Internet should be for business purposes. Employees should exercise responsible and professional behavior when using these resources and refrain from engaging in activities that may harm the company's reputation.

### 7.9. Workplace Relationships

We encourage positive workplace relationships but expect employees to maintain professional boundaries. Romantic or personal relationships between employees that may create a conflict of interest or disrupt the work environment should be disclosed to the Human Resources department.

### 7.10. Social Responsibility

CentraLogic is committed to being a responsible corporate citizen. We encourage employees to engage in activities that contribute positively to the community and the environment. Volunteer programs and initiatives may be available for employees to participate in.

### 7.11. Timesheet

Employees must fill out a daily timesheet on HuHoKa. If any employee fails to fill the timesheet it will be considered unpaid leave. If employees are working from home, they are still expected to fill the timesheet.

## 8. Termination of Employment

### 8.1. Resignation

If you decide to resign from your position, we would appreciate written/email notice of your intention to leave. You must serve the notice period as per your employee agreement. You must adhere to terms and conditions related to separation as per the employee agreement.

### 8.2. Layoffs

In certain situations, CentraLogic may need to implement layoffs or workforce reductions due to market conditions. The company will follow legal requirements and established procedures when conducting such actions.

### 8.3. Termination for Cause

Termination for cause may occur if an employee engages in serious misconduct, violates company policies, or fails to meet performance expectations. The decision for termination for cause will be made following a thorough investigation and appropriate disciplinary procedures.

### 8.4. Exit Interviews

Upon termination of employment, you may be requested to participate in an exit interview. The interview's purpose is to gain feedback about your employment experience and identify areas for improvement.



#### 8.5. Return of Company Property

Upon termination, employees are required to return all company property, including electronic devices, access badges, keys, and any other items belonging to CentraLogic.

#### 8.6. Notice Period

While serving the notice period you will not be eligible to take any leave/work from home.

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Employee Name

Employee Signature