

StackPro Technologies- Human Resource Policy Manual

(Formulated within Establishments Act 1962, the Companies Act, 2013, and other applicable statutes)

Effective Onwards: September 1, 2025

Introduction

This document delineates the **Human Resource Policies governing StackPro Technologies Pvt Ltd**, effective from **September 1, 2025**. It upholds statutory compliance, ensures organizational discipline, in accordance with Indian labour regulations and corporate governance mandates.

All employees are legally obligated to comply fully with the provisions of the Indian Labour Laws, the Companies Act, and internal company regulations at all times during their employment tenure.

1. Employee Classification

- **Full-Time Employees:** Employees working 40 hours per week.
- **Contractual Employees:** Employees hired on a fixed-term basis for a project or time period.
- **Interns:** Temporary appointments for a limited duration.

Note: Classification determines eligibility for statutory benefits, leaves, provident fund contributions, and work-from-home privileges under applicable legislation.

2. Working Hours

- **Work Schedule:** Flexible working hours from Monday through Friday (5 Days a Week)

Note: Core business hours are encouraged, as aligned with project needs, to facilitate effective collaboration. Non-compliance with requirements will be subject to disciplinary scrutiny in line with the **Factories Act, 1948**.

3. Leave Policy

- Full time employees are entitled to **24 annual leaves**, inclusive of Casual, Sick and Earned Leaves.

Note: Applications for leave spanning **more than 2 consecutive days** must be requested and approved **at least 7 days in advance**. Leave for **1 or 2 days** requires submission and approval **no less than 1 day prior**.

Emergency leave must be reported immediately to HR and the Reporting Authority

4. Work From Home (WFH) /Remote Policy

- **Policy:** Employees are allotted a **maximum of 2 WFH monthly, i'e, 24 days per calendar year**, contingent on operational exigencies.

Note: WFH requests must be submitted for approval **at least 1 working day prior**.

Unauthorized WFH will be classified as absenteeism and may attract disciplinary action pursuant to Indian labour laws. **These can not be carried forward.**

In cases of emergency, immediate notification to HR and reporting managers is compulsory.

5. Provident Fund (PF) Policy

- **Contribution:** Both employer and employee **contribute 12% of the employee's basic salary** to the Provident Fund as mandated by the Employees' Provident Fund and Miscellaneous Provisions Act, 1952.
- **Coverage:** Applicable to all full-time employees; contractual employees covered as per legal stipulations.
- **Administration:** Employees shall be allotted a Universal Account Number (UAN) for provident fund tracking and portability.

Note: Employees are responsible for maintaining updated PF records, including nominee information. PF withdrawals and transfers must be processed through the Authority's clearance during exit formalities.

Important Additional Information -

- **As per the latest EPFO guidelines**, it is mandatory for all employees who do not already have a Universal Account Number (UAN) to generate and activate their UAN through the **UMANG mobile application using Aadhaar-based face authentication**.

Here's the quickest way to get your UAN on the UMANG app:

- Open UMANG → search EPFO → tap UAN Allotment & Activation. [OBJ]
- Enter your Aadhaar number and Aadhaar-linked mobile, tick consent → Send OTP → verify. [OBJ]
- If prompted, install the Aadhaar Face RD app and complete face authentication. [OBJ]
- **Result:**
 - ❖ If a UAN already exists, the app fetches and sends your UAN by SMS/display.
 - ❖ If not, it creates and activates a new UAN and sends the UAN + temp password by SMS. [OBJ]
 - ❖ To view it anytime: in EPFO on UMANG, tap Download UAN Card (your UAN shows on the card).

- The **UAN is essential for Provident Fund (PF) compliance, statutory contributions, and access to PF-related benefits.** Employees are required to complete this process promptly and share their UAN details with HR for record purposes. Failure to do so may result in non-processing of PF contributions and related statutory benefits.

6. Confidentiality & Company Property

- **NDA Compliance:** All employees must sign a **Non-Disclosure Agreement (NDA)** to protect sensitive business, client, and intellectual property information.
- **Asset Responsibility:** Company-provided assets (laptops, software, ID cards, etc.) must be used solely for official purposes and maintained with care. Unauthorized use, duplication, or distribution of company property is strictly forbidden.
- **Asset Handover:** During exit or asset replacement, employees must complete and submit the **Asset Handover Form** to the HR department.

Note: Any misuse, damage, or non-return of company property may result in financial recovery or disciplinary action.

Breach of confidentiality will trigger disciplinary action, including termination and legal proceedings.

7. Code of Conduct

- **Professionalism:** Employees are expected to conduct themselves with utmost integrity, respect, and decorum.
- **Harassment & Discrimination:** Zero tolerance is maintained for any form of harassment, discrimination, or unethical behavior.
- **Compliance:** Employees must adhere strictly to all internal policies, including IT usage and communication protocols.

Note: Violations will be met with disciplinary procedures as outlined under the Industrial Employment (Standing Orders) Act, 1946.

Employees are encouraged to report violations without fear of retaliation.

8. Performance & Appraisal

- **Evaluation:** Performance reviews shall be conducted annually with interim feedback as necessary.
- **Criteria:** Assessment based on project delivery, teamwork, innovation, and client satisfaction
- **Rewards:** Exemplary performance may be recognized through bonuses, promotions, or other incentives.

Note: Documentation of performance are maintained in the internal systems

Employees are encouraged to engage proactively in their development and feedback process.

9. Grievance Redressal

- **Reporting:** Employees may lodge grievances confidentially through the designated HR channels.
- **Fairness:** All complaints will be impartially investigated and resolved in a timely manner.
- **Protection:** Employees reporting grievances in good faith are protected from retaliation

Note: Complaints relating to harassment shall be escalated to the Internal Higher Authorities.

Resolution timelines will not exceed 10 working days from lodging the complaint.

10. Separation & Exit Procedures

10.1 Notice Period

- Employees must provide a minimum of 60 days' (2 months) written notice for resignation.
- Employer termination will follow the legally mandated notice period or payment in lieu.
- Immediate termination may be enforced in cases of gross misconduct or policy violation.

10.2 Termination & Exit

- Employees must complete all exit formalities, including the return of company assets and handover of responsibilities.
- Upon satisfactory clearance, employees will receive a relieving letter, experience certificate, and final settlement.
- Unauthorized absence during the notice or exit period will be treated as abandonment of employment.

Note: Failure to serve the required notice without prior approval may lead to forfeiture of benefits and possible legal action. Non-compliance with exit protocols may delay final settlement and affect future references.

11. Policy Amendment

- **Review:** Policies are subject to periodic review to maintain legal compliance and organizational relevance.
- **Communication:** Amendments will be formally communicated via official channels.
- **Enforcement:** Employees are expected to adhere to updated policies from the date of notification.

Note: Ignorance of policy changes shall not excuse non-compliance.
Feedback for policy improvement may be submitted to HR for consideration.

12. Acknowledgment

- **Compliance:** Employees must acknowledge having read, understood, and agreed to abide by these policies.
- **Record Keeping:** Signed acknowledgments shall be maintained in official personnel files.
- **Accountability:** Non-acknowledgment does not exempt employees from policy enforcement.

I have carefully read and understood the contents of this HR Policy Manual and hereby agree to comply with all the terms and conditions stated herein.

Name:

Designation:

Date: