



## OVERVIEW OF HR @ MARLABS





## OUR PHILOSOPHY - EQUAL OPPORTUNITY EMPLOYER

**No discrimination** against any employee, potential employee or any other associate in any way.

**Equal opportunities** to people of any gender, race, nationality, religion, ancestry, age, marital status, veteran status, medical condition, disability or sexual orientation.



## KEY HR POLICIES

- ✓ Work Hours
- ✓ Attendance
- ✓ Dress Code
- ✓ Training
- ✓ Prevention & Prohibition of Sexual Harassment
- ✓ Leave
- ✓ Holiday List
- ✓ Performance Management System
- ✓ Performance Linked Incentive Scheme
- ✓ Salary Administration
- ✓ Benefits
- ✓ Rewards and Recognition/Events
- ✓ mDesk
- ✓ Separation Policy



## WORK HOURS



- **Regular Shift - 9:00 am to 6:00 pm**
- **Rotational Shift - As per project requirement**

Rotational shifts are allotted for functions that are required to work for nine hours anytime during the given 24 hours of the day to suit other time zones.

Expected productive contribution - a minimum of 45 hours (including lunch hours) per week.



NEW YORK



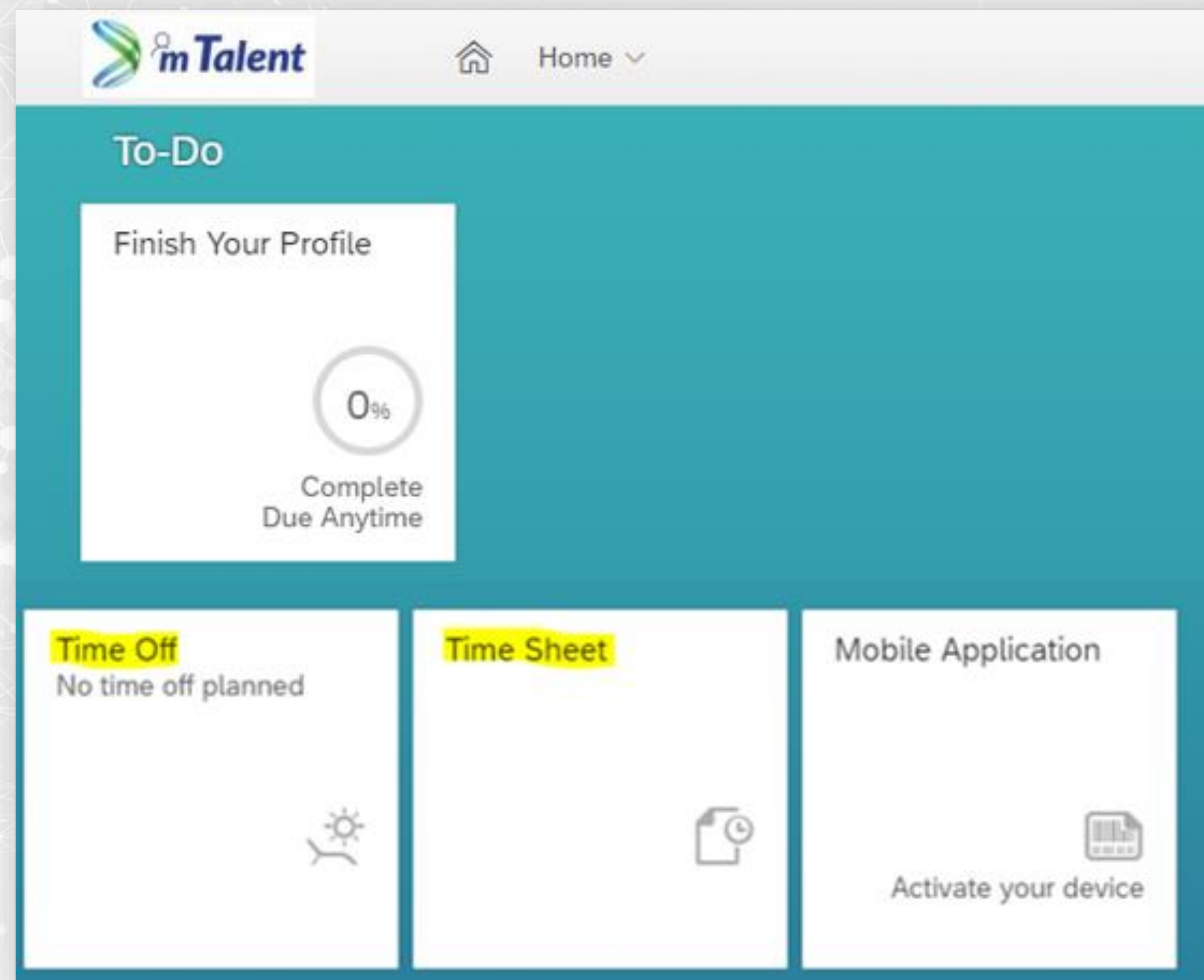
LONDON



TOKYO

## ATTENDANCE

Timesheet or Time Off details needs to be updated on mTalent (<http://mtalent.marlabs.com>)







## SUPPORT FOR YOUR STRETCH

### Managing extended working hours

- **Female employee** who works **beyond 8.00 p.m. (in Karnataka) and 7.00 p.m. (in Kerala) in the office** will be provided cab facility to return home after work.
- **Male employees** can avail transport facility to return **home after 10.00 p.m.**

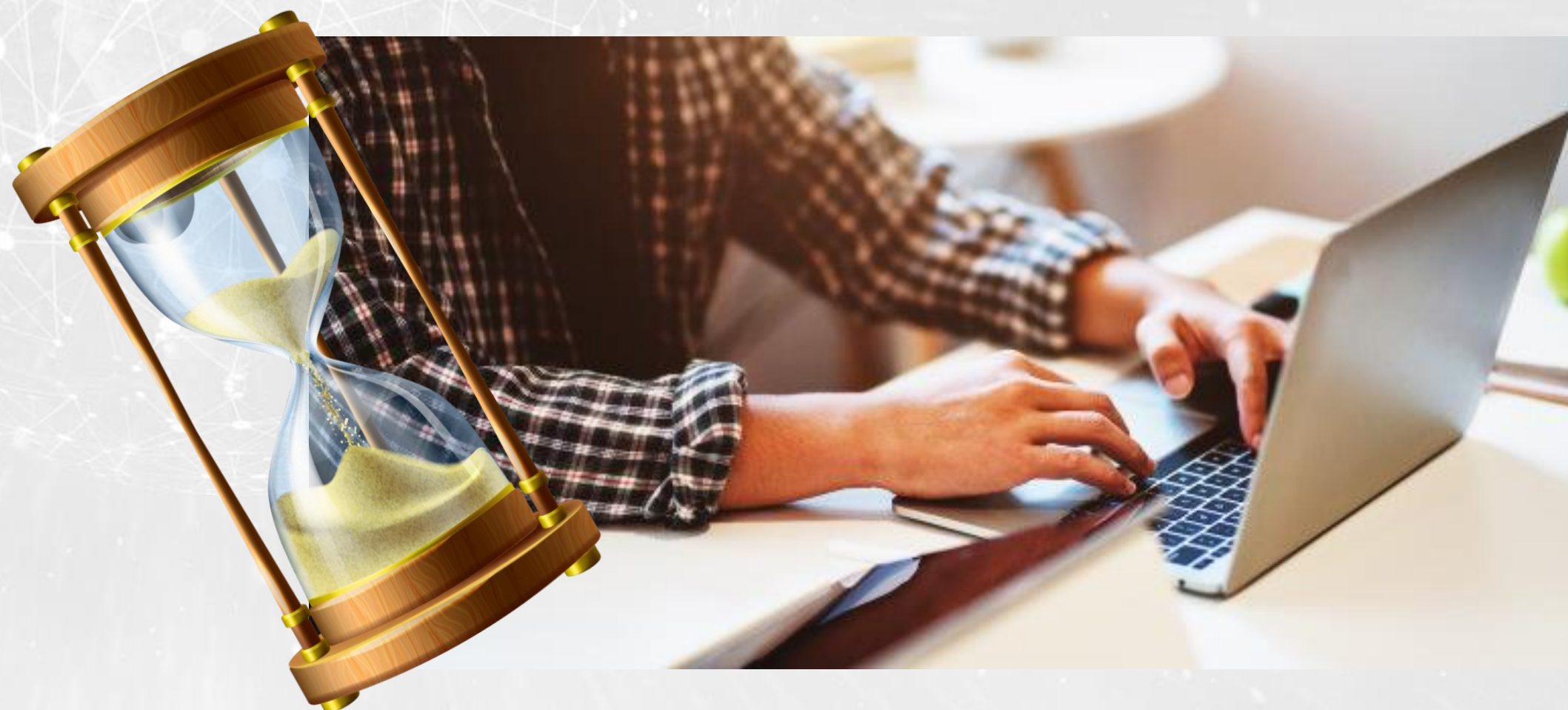
***Note:** To avail this facility, please drop an email to HR and Admin, with an email approval from the Reporting Manager clearly stating the need to work late. Alternatively, the request can also to be raised in mFleet.*

*Please refer Marlabs Transport Policy for more information.*

## WEEKEND & HOLIDAY WORKING

- Weekend working can earn you a compensatory off that can be availed within 3 months of working on a weekend.
- Working on a National Holiday will be governed by the National and Festival Holidays Act prevailing in the respective state you have been deputed to.

***Note:** Compensatory off must be applied on mTalent and approved by the Reporting Manager in advance.*







## DRESS CODE **FOR MARTIANS**

### **Casual (responsible) Attire & Formal Attire - the fine balance**

We trust your sense of dressing and do not want to prescribe on what to wear. You are free to wear what is appropriate and yet stylish and comfortable.

However, as a sign of showing utmost professionalism, we request all Martians to be formally dressed for **all client visits and board meetings.**



## PROBATION & **CONFIRMATION**

### **Probation Period**

We have removed Probation period for all Freshers and Laterals.

**Note:** Please refer to *Employment Confirmation Policy & Process* for details.



# PREVENTION & PROHIBITION OF SEXUAL HARASSMENT

- Marlabs strongly believes in providing a safe and harassment-free environment for all women Martians.
- Marlabs has implemented the Prevention, Prohibition and Redressal of Sexual Harassment Policy in accordance with the Law passed by the Government of India
- Sexual Harassment at the workplace is a violation of the law and can lead to termination or legal action, depending on the severity of the violation.
- Marlabs has an Internal Complaints Committee (ICC) for redressal of grievances and complaints related to sexual harassment.
- Detailed policy is uploaded on mCafe for ready reference.







# LEAVE POLICY

- Leave calendar: January to December
- Leave policy

Sl. No.	Type of Leave	Purpose	Number of leave per year
1.	Earned Leave	Paid time off (Vacation)	12
2.	Casual Leave	Personal time off (short duration)	6
3.	Sick Leave	Medical emergency / hospitalization	6
4.	Benefit Leave	Wedding / Paternity (for employees who have completed 6 months of continuous service in Marlabs) / Bereavement	5
5.	Maternity Leave	Maternity	As per prevailing law
6.	Covid Sick Leave	Covid Medical leave	14

## Encashment of Earned Leave

- Encashment while in service: no annual encashment allowed; leave balance exceeding 30 days will lapse as on January 1<sup>st</sup>, every year.
- Encashment upon separation: encashment allowed up to a maximum of 42 days on the last drawn basic pay of the salary.



# LEAVE POLICY

## Compensatory Off

A Martian can claim compensatory off for working on holidays and weekends.

Every compensatory off must be availed and applied within 90 days, in the absence of which it gets lapsed.

## Leave Without Pay

All other exceptions to the leave over and above those mentioned here would be treated as leave without pay (LWP).

# LEAVE DURING NOTICE PERIOD

A Martian cannot avail leave during the notice period except under the applicable laws. If leave has been availed during the notice period, the Reporting Manager may extend the notice period to that extent.







# LEAVE POLICY

## Procedure for Applying Leave

All leave must be pre-sanctioned, except where leave is taken on medical grounds. Leave must be applied for at least three days in advance under normal circumstances. If the leave of absence is for more than a day, intimation must be given at least a week in advance.

Leave/Time Off application: Enabled on mTalent.

<http://mtalent.marlabs.com>

Username: Global ID

Password: Reset your password in the first login

The screenshot displays the mTalent web application interface. At the top, there is a navigation bar with the mTalent logo, a home icon, and a dropdown menu labeled 'My Employee File'. Below this is a secondary navigation bar with 'Employee Files' and 'Help & Tutorials'. The main content area is titled 'People Profile / Time Off' and features a calendar for March 2020. The calendar has a grid with days of the week (Sun to Sat) as columns and dates (1 to 31) as rows. Several dates are highlighted with thick green horizontal bars: 9, 10, 11, 12, 13, 14, 15, 16, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, and 31. The calendar also includes navigation arrows for previous and next months.

March 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



# LIST OF HOLIDAYS FOR THE YEAR 2021 – INDIA

Date	Day	Event	Month
1-Jan-21	Friday	New Year's Day	January
26-Jan-21	Tuesday	Republic Day	January
2-Apr-21	Friday	Good Friday	April
13-Apr-21	Tuesday	Ugadi	April
1-May-21	Saturday	May Day	May
14-May-21	Friday	Idul Fitr / Kutub – A – Ramzan	May
15-Aug-21	Sunday	Independence Day	August
10-Sep-21	Friday	Ganesha Chathurthi	September
2-Oct-21	Saturday	Gandhi Jayanthi	October
15-Oct-21	Friday	Vijaya Dashami	October
1-Nov-21	Monday	Kannada Rajyotsava	November
3-Nov-21	Wednesday	Naraka Chaturdashi	November

\*Martians based at client sites will have their holidays governed as per the clients' holiday list.





# TRAINING

## Training Need Identification

- Organization Requirement
- Project Requirement
- Performance Appraisals

## Mandatory Organizational Trainings

- POSH
- Information Security
- HR Policy Orientation
- PQMS (for all projects)

## Certification

All Martians are encouraged to undertake certifications related to their work area, with prior approval from the Department Head and Human Resources.





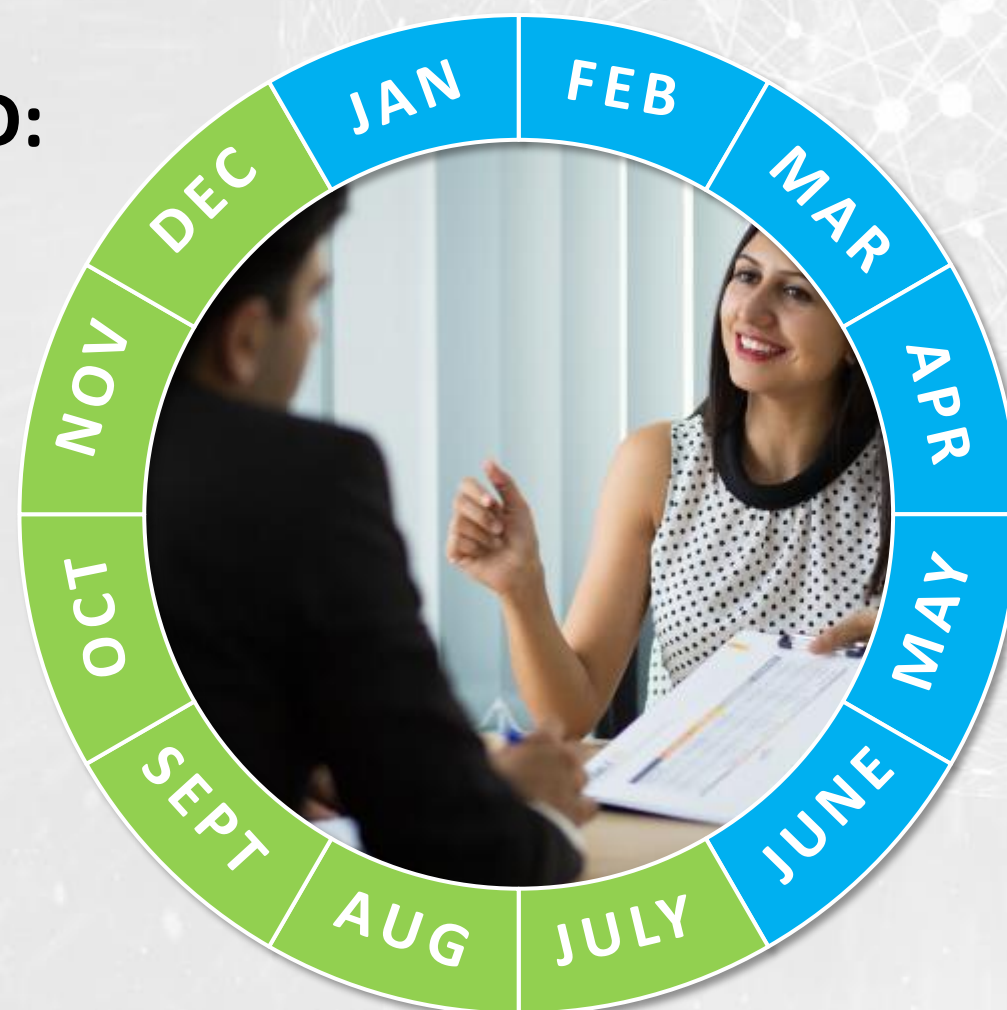


## PERFORMANCE REVIEW

- Purpose: Assess the performance of all Martians for the defined period, review goals and update if required, agree on areas of improvement and identify training/development needs.
- Performance Assessment and Review is a bi-annual process at Marlabs.

### ASSESSMENT PERIOD:

- January to June
- July to December



## PERFORMANCE LINKED INCENTIVE

- Performance Linked Incentive(PLI) is a component of the CTC and is linked to the organization and individual performance for the assessment period.
- New Joiners: PLI is pro-rated from the date of joining for the quarter, payable at 100% of the eligible amount for the first 2 quarters
- No payout for employees on PIP in last quarter, until successful closure of PIP
- Resignation: If employee is on the active rolls for the complete quarter,
- PLI is payable as part of the payroll for employees serving notice period on the date of payout
- PLI is payable as part of the Full and Final settlement for employees who have exited on the date of payout



# PERFORMANCE LINKED INCENTIVE

- ❑ Applicable from Grade B2 onwards and ranges between 5% to 30% of the CTC
- ❑ Payout timelines: Quarterly
- ❑ Assured at 80% of the eligible amount for the first 3 quarters and trued up for Q4 based on annual performance assessment
- ❑ Payout Criteria

Band	Individual performance weightage	Organization performance weightage
B2	100%	0%
C	90%	10%
D	80%	20%
E	70%	30%
F & above	60%	40%

## Applicability of Individual performance criteria

Performance rating	Payout%
4 – Marlabs Trendsetter	115%
3 – Value Creator	105%
2 – Adequate performer	100%
1 – Non performer	60% (no payout in Q4)

## Applicability of Organization performance criteria

Organization performance	Payout%
>125%	125%
>105% & <=125%	115%
>90% & <=105%	100%
>75% & <=90%	80%
>50% & <=75%	60%
<=50%	No payout

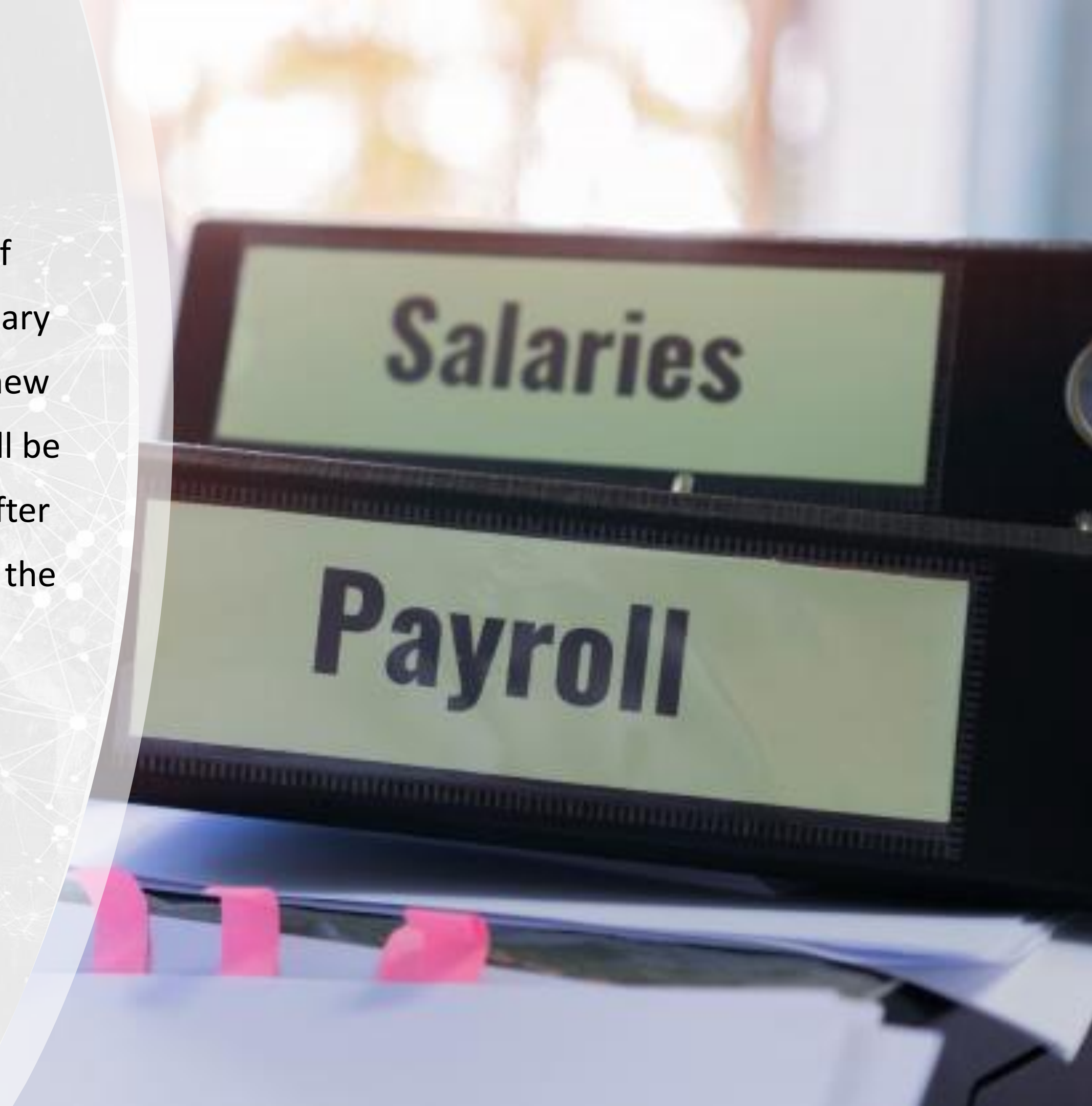
# **SALARY** ADMINISTRATION

## **Pay Period**

Pay period is from the 1st of the month to the end of the month. Salaries are credited to the corporate salary account of Martians on the 1<sup>st</sup> of every month. For new joiners on or before the 15<sup>th</sup> of the month, salary will be administered in the same month; while for joiners after the 15<sup>th</sup> of the month, salary will be administered in the next month, with arrears from the date of joining.

## **Confidentiality**

Pay details are highly confidential and should not be discussed with anybody else in Marlabs. Any clarifications must be sought directly with the HR department.







# SALARY COMPONENTS

## Pay Slip Component (Taxable component)

- Basic
- HRA
- Statutory Bonus (as applicable)
- LTA ( Leave Travel Allowance)
- Personal Pay

## Reimbursements (Non-Taxable component subject to specific allocation)

- Telephone Reimbursement
- Food Coupons

## Statutory Components (as stipulated by law)

- Provident Fund (company's contribution)
- Gratuity payable by statute upon becoming eligible
- ESI





## NET TAKE HOME SALARY

### Earnings:

- Basic
- HRA
- LTA
- Statutory Bonus
- Personal Pay

### Deductions:

- Provident Fund
- ESI (Employee State Insurance)
- Professional Tax
- IT (as applicable)
- Benefits (NPS, VPF) if enrolled

**Earnings - Deductions = Net Take Home**

## SALARY SLIP AND RELATED QUERIES

**Greytip Online** provides you access to your Pay Slips, Reimbursements, Tax Calculations and other compensation related information right from your desk. You can access the application on

<https://marlabsnew.greythr.com>

You can also write to

[Marlabs@tapasya.net](mailto:Marlabs@tapasya.net) /  
[India-payroll@marlabs.com](mailto:India-payroll@marlabs.com)

for any payroll related queries.

Please mark [India-HR@marlabs.com](mailto:India-HR@marlabs.com) when you write to the above-mentioned ID. We will be happy to help you.





# BENEFITS @ MARLABS



Benefit Type	Description	Partner	Accessibility
Group Medical Insurance	Family floater covering self + 5 dependents	The New India Assurance Company Limited	<a href="https://edge.unisoninsurance.net/marlabs/login">https://edge.unisoninsurance.net/marlabs/login</a>
Group Medical Insurance (Top-up)	Employee funded coverage of INR 2L / INR 3L / INR 5L with a 2 year lock-in period	The New India Assurance Company Limited	<a href="https://edge.unisoninsurance.net/marlabs/login">https://edge.unisoninsurance.net/marlabs/login</a>
Group Personal Accident Insurance	Personal accident cover as per offer terms	The New India Assurance Company Limited	<a href="https://edge.unisoninsurance.net/marlabs/login">https://edge.unisoninsurance.net/marlabs/login</a>
Group Term Cover	Life cover for self as per offer terms	Max Life Insurance Company Limited	<a href="https://edge.unisoninsurance.net/marlabs/login">https://edge.unisoninsurance.net/marlabs/login</a>
Employee Assistance Program	Company sponsored counselling program for Martians	BetterLyf	
Voluntary Provident Fund	Option to increase employee contribution to PF		
National Pension Scheme	Retiral + Tax saving option	HDFC Securities	
Salary Advance Policy	3 months' net pay for employees who have completed 2 years of continuous service		Policy details available on mCafe
Medical Loan Policy	3 month's net pay or INR 3L, whichever is lesser		Policy details available on mCafe
Leave Donation Policy	Helps a Martian in case of medical emergency or natural calamity		Policy details available on mCafe



# REWARDS & RECOGNITION

The Rewards & Recognition program recognizes Martians for exceptional contributions.

## **Spot Awards**

Recognizes special contributions beyond the scope of a Martian's regular KRA, as they occur, for a specific project or task accomplished over a relatively short time period.

## **Hail a Fellow Martian**

Encourages employees to appreciate a fellow Martian across teams for specific contributions / achievements during a specific period.

## **Marlabs Valuable Player**

Recognizes individuals who have contributed immensely to a project/function consistently.

## **Best Team Award**

Recognizes the best performing team during the year.

## **Marlabs Hall of Fame**

This is the highest form of award in Marlabs and recognizes Martians demonstrating exemplary achievement and performance.





## mBUDDY (YOUR VIRTUAL HR ASSISTANT)

- Available as web and mobile applications (Android and iOS version)
- Link for downloading the mobile application is available in mCafe

*Note:* mBuddy is a ML trained HR Chatbot and is trained to address most operational queries. For specific queries, you may reach out to your BHR SPOC.







# MDESK (SERVICE DESK)

A unified platform to resolve all HR and other related queries

- Attendance and leave
- HR related letters
- Medical insurance
- Payroll
- HR policies
- Provident fund
- Project allocations
- Reimbursements
- Relocation
- Admin related queries
- IT services







# EXIT

## **Resignation**

Resignation must be sent to the respective Department Head with intimation to HR. The resignation letter/email will then be forwarded to HR by the concerned Department Head with decisions on the date of release and notice period.

## **Notice Period**

The notice period for all voluntary termination of employment with the company is 90 days. Any Martian leaving the company without serving the full notice period will be liable to pay.

## **Leave During Notice Period**

Leave cannot be availed during the notice period. If leave has been availed during the notice period, the Reporting Manager may, extend the notice period to that extent.

## **Settlement of Dues**

HR will inform Finance about the Martian's separation. The Martian will be required to get clearances from Admin and other departments and submit to HR. The resignation acceptance letter is handed over to the Martian on the last working day. The full and final settlement will be paid within 60 days from the last working day, post which the relieving and experience letter will be issued.



# EVENTS @ MARLABS

mJoy



Global Green Run



Kids' Carnival



mHack







## ADDITIONAL INFORMATION . . .

Individual policy documents are uploaded on the mCafe for reference.

Find answers to all the frequently asked questions in the FAQ on mCafe

Path:

**<https://mcafe.marlabs.com/Documents>**



## EMAIL IDS

Name	Email ID
<b>Bangalore</b>	
Anish Phillip	<a href="mailto:Anish.phillip@marlabs.com">Anish.phillip@marlabs.com</a>
Prathima Prabhu	<a href="mailto:Prathima.prabhu@marlabs.com">Prathima.prabhu@marlabs.com</a>
Smitha Swaroop	<a href="mailto:Smitha.swaroop@marlabs.com">Smitha.swaroop@marlabs.com</a>
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Sidhanth Jain	<a href="mailto:Sidhanth.jain@marlabs.com">Sidhanth.jain@marlabs.com</a>
Sri Lakshmi	<a href="mailto:Sri.Lakshmi@marlabs.com">Sri.Lakshmi@marlabs.com</a>
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Vinod Kumar R	<a href="mailto:Vinod.Kumar@marlabs.com">Vinod.Kumar@marlabs.com</a>
Sunilkumar RK	<a href="mailto:Sunilkumar.rk@marlabs.com">Sunilkumar.rk@marlabs.com</a>
Varshini Daksh	<a href="mailto:Varshini.Daksh@marlabs.com">Varshini.Daksh@marlabs.com</a>
<b>Mysore</b>	
Asha Kumar	<a href="mailto:Asha.kumar@marlabs.com">Asha.kumar@marlabs.com</a>
Yeddela Thulasi	<a href="mailto:Yeddela.Thulasi@marlabs.com">Yeddela.Thulasi@marlabs.com</a>
<b>Kochi</b>	
Suhas Menon	<a href="mailto:Suhas.Menon@marlabs.com">Suhas.Menon@marlabs.com</a>
Akhila Kesav	<a href="mailto:Akhila.kesav@marlabs.com">Akhila.kesav@marlabs.com</a>





THANK YOU