



EMPLOYEE HANDBOOK

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WELCOME

You are part of a rapidly growing family, and we are excited about the opportunities that it presents to all our associates!

At Orion our endeavor is to make the journey meaningful from day one, and to help each of you to get acclimatized and comfortable, while you contribute and make a difference at work. Our associates are an integral part of Orion's success journey, because it's the efforts of our associates that would create happy customers that would lead to business and professional growth for all of us. This Employee Handbook is a tool to communicate and help our associates get a better understanding of the way of life @ORION. Further, feel free to get in touch with Human Resources team members or your managers, should you need any support, help or guidance while at Orion.

We look forward to a warm, enduring and mutually rewarding relationship with each associate, and wish all our associates a career experience that's filled with meaningful opportunities, boundaryless learning and lots of fun. Wishing you the very best!

Cheers!

ARUN PAUL
Head - Human Resources

ABOUT THIS HANDBOOK

We strive to create a transparent and employee friendly culture at Orion. In accordance with this goal, we are delighted to outline the policies that govern your employment with ORION, as well as to describe the benefits that you are eligible for as an ORION associate. It explains the responsibilities that an associate need to fulfill and outlines the programs that ORION has put in place for the benefit of its associates.

No handbook can anticipate every circumstance or question about policy or governance. ORION reserves the right to revise, supplement, or rescind any policy or portions of this handbook from time to time as it deems appropriate at its sole and absolute discretion. Any email communication with respect to the policy changes will supersede this employee handbook. Associates will however be notified of such changes to the handbook as and when they occur. We hope that your engagement with ORION would be challenging, enjoyable, and rewarding.



ABOUT ORION



OUR MISSION

Our mission is to serve as an agile and trusted partner for business transformation initiatives, providing deep emerging technology, experience design, and domain expertise.

Founded in 1993, Orion provides innovative IT services and solutions to global industry leaders as well as millennial companies to help them achieve business transformation. With a consultative approach and solutions driven mindset, we reinvent the business processes with new and better ways of working. We do this by enabling the use of enterprise data, cloud and digital technologies. Today we are a well-recognized, award-winning IT services and solutions provider with nearly **6500+** world class professionals working from **13** major delivery centers spread across the Americas, Europe, LATAM and APAC.

With our technical knowledge, breadth and depth of offerings, global reach, strategic alliances, proven track record for timely delivery, and a large pool of experienced professionals who understand both IT and domain-specific requirements, we have what it takes to meet the digital transformation requirements of our clients. Our full range of services includes Cloud Solutions, Data Analytics and Business Intelligence, Enterprise Solutions and Custom Application Development to Fortune 1000, mid-market and fast-growing enterprises.



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GLOBAL FOOTPRINT

NORTH AMERICA

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THE WAY WE WORK





EMPLOYMENT

ASSOCIATE

Any individual working under with a written contract of employment with Orion, express or implied, and has recognized rights and duties.

After we evaluate your suggestion, you would be notified whether it is feasible to be put into practice or not. If you still have questions after meeting with your manager or if you would like further clarification on the matter, request a meeting with a senior member of the HR Team. He/She will review the issues and meet with you to discuss possible solutions.

OPEN DOOR POLICY

The Open-door Policy is intended to provide effective communications within the company, and to encourage openness and transparency among associates.

Your suggestions and comments on any subject are important, and we encourage you to take every opportunity to discuss them with us. Your job will not be adversely affected in any way because you choose to use this procedure.

The Company has an open-door policy for all associates, which provides an internal procedure to present work-related concerns, ideas or suggestions. The open-door policy is designed to encourage associates to communicate to their manager and also to provide them with the option of carrying their concerns to the next higher level, or to Human Resources, without fear of retaliation.

If you feel you have a problem, present the situation to your manager so that the problem can be settled by examination and discussion of the facts. We hope that your manager will be able to satisfactorily resolve most matters.

EMPLOYMENT QUALIFICATIONS

ORION relies on the accuracy of information contained in the resume submitted by the associates, as well as the accuracy of information provided during the hiring process. Any misrepresentation, falsification, or omission may result in exclusion of the individual from further consideration for employment or, if the person has already been hired, immediate termination of employment without any notice.

TERMS & CONDITIONS OF EMPLOYMENT

PROBATION & CONFIRMATION

All associates hired as trainees would be under probation for six months. All other associates would be under probation for four months from the day of joining. Upon successful completion of the probation period, written confirmation shall be given about the associate being absorbed as a confirmed associate of the Company. The probation period of six / four months may be extended if considered necessary by the Company at its discretion, based on the overall performance of the individual during the probation period, and successful completion of code quality review tests (where applicable). However, the associate may go through a performance improvement plan if the probation period gets extended. During the probation period, the service can be terminated with one month's notice or salary in lieu of such notice, strictly based on the Company's discretion. On confirmation, the service can be terminated upon three months' notice or three months' salary in lieu of such notice, strictly based on company's discretion.

TRANSFER

The Company is fully entitled to place the associate at any of its locations in India or abroad or at company's customer location in India or outside India as deemed appropriate based on its business need. The associate is also subject to any transfer by the Company on a temporary or permanent basis to other job functions, departments or locations or entities within the company, based on business needs, and the associate shall have no objection whatsoever to such transferee assignments made. The associate's place of work may also change in case of change of present location of any of the company's offices.



If an associate desire transfer to any other office location, a request for transfer shall be submitted through the manager and functional head to the HR Business partner. The transfer of the associate shall be subject to review of the skills relevant to the department requested for and availability of the position in the same department/location as well.

EMPLOYMENT CONTRACT TERMINATION

Subject to any other agreement or understanding between the associate and the Company, either party can terminate this employment contract by providing the requisite notice period to the other party, effective from the date of resignation. On ceasing to be an employee of the Company for whatever reason, an associate shall forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which the associate has received or is in possession of or was prepared in connection with his/her employment with the Company.

TERMS & CONDITIONS OF EMPLOYMENT

NON-COMPETE

During the term of an associate's employment by the Company, he/she shall not directly or indirectly engage in or become employed by or act on behalf of any other person, company or firm which is engaged in any business or activity like or competitive with that of the Company, unless such employment has been approved by the Company in writing and signed by the appropriate authority of the Company.

INFORMATION FURNISHED REGARDING EMPLOYMENT

An associate's employment is based on submitting relevant documents regarding qualification and past experiences. Any additions/ changes in the above information including change in address of communication shall be intimated to the HR in writing.

Orion will maintain confidentiality of all personal information collected from the employee at the time of joining and afterward.

INTELLECTUAL PROPERTY RIGHTS

All works such as development, modifications, improvisations in the form of programs, policies, studies, reports, manuals, products etc., carried out for the Company, with an associate's involvement shall be the property of the Company. The intellectual property rights for such works shall be with the Company and the associate shall not have any claims on the same. Further the associate shall execute, acknowledge, make and deliver to the Company any and all instruments at any time, either during the term of employment or subsequently, which in the judgment of the Company may be necessary or desirable to vest in or secure for or maintain for the benefit of the Company adequate copyright, patent or design and other property rights in all jurisdictions with respect to any invention, claim or work including but not limited to (i) copyright/ patent/design applications; (ii) any other applications for securing, protecting or registering any property rights relating to such works; and (iii) powers of attorney, assignments, oaths or affirmations, supplemental oaths and sworn statements; and further agree to assist the Company as required to draft such instruments, to obtain and to enforce such rights.

CONFIDENTIAL INFORMATION

An associate shall not, whether during his/her employment with the Company, or after termination of their employment for any reason, directly or indirectly disclose, use for themselves, or use for or disclose to any person/entity any Confidential Information other than for the benefit of the Company, and while performing his/her duties and responsibilities.



ASSOCIATE ONBOARDING

1. DOCUMENTATION

On joining, all associates would go through a detailed induction and orientation program to enable them to familiarize themselves with the company. Associates joining the Company have to upload scanned copies of the following documents in **EMPTRUST** Tool :

- (a) Education related documents (SSC, HSC, Degree/ Diploma/ PG)
- (b) Relieving letter and letter of experience from previous employers
- (c) Photo ID & Address Proof (PAN Card / Driving License / Passport / Aadhar Card)
- (d) Pay slip for the last three months (except in the case of fresh graduates)
- (e) Three passport size photographs

Copies of documents submitted shall be verified against original documents.

3. BACKGROUND VERIFICATIONS

Orion is committed to provide safe and productive work environment. Therefore, as part of the hiring process, all Orion associates have to successfully complete background verification. The purpose of background verification is to ensure that only people with the right credentials are employed. As a part of this process, we verify relevant personal and professional documents. Any failure of background verification check may result in termination of employment without any prior notice.

2. NON-DISCLOSURE AGREEMENT

Associates would need to sign an ORION Non-Disclosure Agreement at the time of joining. In addition to this, associates assigned to certain projects/clients would have to sign a separate Non-Disclosure Agreement as per the requirement. (Content of Non-Disclosure Agreements are subject to change based on the nature of the projects).

5. ID CARDS & ACCESS CARDS

Associates would be provided with an ID/Access card. It is mandatory for all associates to carry the ID/Access card to office every day.

Loss of the ID/Access card has to be reported immediately to HR.

In case you forget to bring the ID/Access card to office, please follow the below process:

- (a) Enter your details in the 'Temporary Access Card' register kept with the security personnel at the entrance.
- (b) For any issues regarding your ID/Access card, please contact Admin Team.

4. EMAIL & OTHER CREDENTIALS

Email ID with ORION domain name would be provided to all associates for all official communications. Other credentials & passwords would be provided as per the project requirement.



ON THE JOB



O/

WORKING DAYS



OBJECTIVE

To maintain transparency and accountability and to help the associates in maintaining their work-life balance, the guidelines provided below will help to understand the terms and conditions pertaining to working late hours and on holidays.

GUIDELINES

A normal workday consists of 9 hours from Monday to Friday, including a one-hour break. An associate working at a client site, is expected to follow the client's stipulated working hours. Orion encourages Flexible Working hours which encourage employee to maintain work-Life balance. Note -Flexible working hours has to be considered keeping in mind about nature of work.



NOTE

Whenever requested by the Employer or required by the nature of the associate's work, the associate shall work as many hours in a given workday, in addition to the regular eight hours, as is reasonably necessary to complete the work assigned by the Employer or Employer's Client.

If required, the associate shall work also on Saturdays / Sundays / Declared holidays to meet the client's delivery schedule / project deadlines.

HYBRID WORK POLICY

At Orion Innovation, we value and embrace flexibility as part of our hybrid workplace, which allows each individual to accomplish their best job by working the way they like. Most of our roles allow for some degree of flexibility in terms of when and where work is completed. We urge all employees and management to challenge their assumptions about what is feasible and choose the best alternative.

Orion's hybrid workplace values flexibility and encourages varied ways of working which:

- Focuses on questioning the status quo, learning new things, and shifting mindsets.
- Considers both corporate and individual needs.
- Focuses on trust and technology.

WHO CAN WORK REMOTELY?

Orion recognizes the evolving landscape of work preferences and offers various workplace flexibility options to accommodate diverse needs. Below are the structured approaches available for remote work:

1. Hybrid Model

Office and Remote Work: This model provides flexibility with 12 days of office presence per month, allowing employees to work remotely for the remaining days. Employees opting for this model should be engaged in projects or functions conducive to remote work. No formal approval is required apart from mutual agreement between the employee and their manager. Orion encourages healthy workplace interactions and recommends this mode of working. Permanent office space may be allocated for employees attending at least 4 days a week. In offices with limited space, a hoteling concept will be implemented.

2. Hybrid Model

Remote Work with Periodic Office Presence: Employees can work remotely for more than 50% of their time, with periodic office presence. Approval for this model requires a formal request from the employee, endorsed by their reporting manager, delivery/functional head, and Human Resources. The request should justify the need for remote work in alignment with business outcomes, specifying the agreed-upon schedule. This option is available for employees with at least 6 months of tenure, engaged in projects or functions compatible with remote work.

3. Complete Remote Working

Employees have the option to work entirely remotely, with the commitment to attend office for specific projects or work-related events, as determined by their Manager. Approval for complete remote work necessitates a formal request, approved by the reporting manager, delivery/functional head, and Human Resources. The request should outline the necessity for remote work and meet the approval criteria of the relevant managers. This option is reserved for exceptional circumstances, and employees must bear the expenses associated with office attendance for project-related activities. Employees opting for complete remote work should have a tenure of at least 6 months and engage in projects or functions conducive to remote collaboration.

4. Campus Hires and Employees with Less than 1 Year of Experience

Employees with less than 1 year of work experience are required to work exclusively from the office. This policy aims to facilitate a smooth transition from campus to corporate environments and provide optimal career development opportunities. Professional growth opportunities for this category of employees include office interactions, project involvement, structured learning programs, and targeted upskilling initiatives.



GUIDELINES FOR MANAGERS

Orion Innovation places a high priority on workplace flexibility while ensuring the utmost commitment to our customers. It is imperative that each manager, delivery, or functional leader fosters a participative and interactive work culture that prioritizes both individual employees and our clients equally.

- H Hybrid Work Model: The hybrid work model permits employees, not mandated through client environments ODCs, to utilize the flexibility of working 12 days from the office and the remaining days remotely in a month, with no approval required beyond mutual understanding between the manager and the employee.
- Team Composition: Managers are encouraged to maintain at least 70% of their team members in the hybrid work from office mode.
- Approval for Remote Work: Any work arrangement specifying more than 50% of the time working remotely necessitates approval from the manager, accompanied by a recommendation to Human Resources and the delivery/functional head, explaining the necessity for such an arrangement.
- Consideration Factors: Managers must consider various factors including employee experience, tenure, performance record, work ethics, and dependencies on projects and team members when approving requests for remote work.
- Individual Meetings: Regular one-on-one meetings with employees should be conducted to understand the genuine need for remote work and to provide appropriate recommendations to HR and Delivery or Functional Heads.
- Clear Expectations: Clear expectations regarding work, availability in the office, and work hours should be communicated and documented for employees, delivery/functional managers, and HR to comprehend and review.
- Coaching and Development: Employees should be coached on the hybrid work model, the importance of meeting client contractual obligations, understanding team dynamics, and individual developmental aspects while working together.
- Lead by Example: Managers should exemplify the qualities of a hybrid office working citizen of Orion, demonstrating commitment to both remote and office-based work as necessary.
- Availability: Managers should ensure their availability along with their team when they are or plan to be in the office.
- Support for New Hires: Provide guidance and support to associates with less than 1 year of experience, along with their team leads, to positively shape their careers.
- Collaboration for Productivity: Collaborate with delivery heads and project managers across different work streams to organize team availability at the office in a coordinated manner, aiming to enhance productivity and the effectiveness of project delivery..

Hybrid Working Policy: Guidelines for Employees

At Orion Innovation, we prioritize work-life flexibility while maintaining unwavering dedication to our customers. It is imperative that each member of our team approaches their responsibilities with a commitment to excellence and integrity, consistently meeting or surpassing expectations.

1. Embracing Work-Life Flexibility:

Orion Innovation fosters a culture of work-life balance and encourages employees to embrace hybrid work arrangements, blending office and remote work environments. While the default option allows for a hybrid work-from-office setup, exceptions may apply, particularly for early career associates with less than one year of overall experience, who are encouraged to work exclusively from the office. While working in a hybrid model from office, ensure you communicate proactively with your manager and get a clear understanding of availability in office, working hours from remote location and dependencies from you and team members towards work.



2. Communication and Collaboration:

In a hybrid working model, effective communication is paramount. When working from the office, employees must proactively engage with their managers to clarify availability, working hours, and project dependencies. Similarly, when working remotely, employees must provide clear justifications for their remote work requests and obtain approval from their manager, delivery/functional head, and HR before proceeding.

3. Responsibilities in Remote Work:

While working remotely, employees must be available during regular work hours and prioritize face-to-face communication via platforms such as Teams or other video conferencing tools. Daily interactions with clients and regular updates to reporting managers are essential to maintain productivity and accountability.

4. Work Environment and Productivity:

Employees working remotely are responsible for ensuring a conducive work environment, including adequate internet bandwidth and appropriate workspace setup at their own expense. It is crucial to strike a balance between productivity and personal well-being, adhering to scheduled meetings, taking regular breaks, and promptly updating contact information for accessibility.

5. Compliance and Conduct:

Adherence to Orion's code of conduct and organizational policies is mandatory at all times. Employees must safeguard confidential information, comply with data protection policies, and promptly report any deviations. Additionally, maintaining office assets and complying with system updates and reporting procedures are integral to smooth operations.

6. Leave and Absence:

In cases of illness or unavailability, employees must promptly notify their supervisor and clients, taking necessary leave and recording absences as per established procedures.

By adhering to these guidelines, each employee contributes to a cohesive and productive work environment, characterized by professionalism, integrity, and mutual respect.

Non-Compliance Policy

At Orion Innovation, adherence to our Hybrid Working Policy is essential for maintaining operational efficiency and fulfilling our commitments to clients. Employees are expected to fulfill their office attendance requirements unless exempted by the delivery head.

Non-Compliance Criteria

Employees failing to fulfill the minimum office attendance requirement of 12 days per month will be categorized as non-compliant, except those who have received exemptions from the delivery head.



Impact on Variable Pay:

For Employees with Designation Lead and Below (Quarterly Variable Pay):

- More than 1 non-compliance per quarter: 100% impact on variable pay.
- More than 3 non-compliances per year: Impact on year-end appraisal.

For Employees with Designation Manager and Above (Yearly Variable Pay):

- More than 3 non-compliances per year: 40% impact on overall variable pay (10% per quarter of the total annual).



ATTENDANCE & PUNCTUALITY



OBJECTIVE

The associates are free to work outside of normal hours to meet project exigencies or for meeting the learning needs with the consent of the manager.

GUIDELINES

For Attendance and Leave Management, the Leave Management System OI hub mainly relies on the following concepts:

- All associates shall be at their place of work at the time fixed and notified to them. Any habitual late coming, will be viewed seriously and shall be dealt with as misconduct.
- Associates are required to check-in and check out through OI hub , when in office.
- Associates who are working from home need to regularize there attendance in OI hub

As part of statutory compliance, all associates must record their attendance in the registers kept at the entrance (if mandated at your office location).

NOTES

Tailgating is strictly prohibited, and such incidents would be treated in a manner similar to integrity related matters, and strict disciplinaryaction shall be taken.

Access to secured areas is limited to associates who are authorized to work in those restricted zones. Any violations will invite strict disciplinary action.

All outside assignments shall be taken up by an associate with the permission of the manager, and the associate will have to regularize attendance in OI hub for any such assignments.

SMART DRESS CODE POLICY



OBJECTIVE

Orion considers its associates as the company's brand ambassadors. The intent of the Smart Dress Code Policy is to present a professional image of our associates to our customers, potential associates and visitors. As an organization that focuses on quality and professionalism, it is important that this gets reflected in everything we do. The objective of the dress code is to enable Orion associates to feel comfortable, look smart and work smarter.

GUIDELINES

Please use the table below as the Smart Dressing guideline that associates should follow:

Dress code	Gents	Ladies
Smart casuals	Polo shirts, casual button-up shirts Well Fitted Chinos, Trousers and jeans	Blouses, casual shirts, polo T- shirts , Sleeveless Kurti , Formal Forks, Knee Length One pieces. Well Fitted Chinos, jeans ,skirts and trousers
Business formals	Formal Shirts (half/ full sleeves) Formal tailored trousers	Tailored Shirts /Tops , Formal full length skirts & Dresses Skirts and tailored trousers
Jackets/Outerwear	Lightweight jackets, sweaters, Blazers, Suit jackets.	Cardigans, lightweight jackets, Blazers.
Footwear	Clean sneakers, loafers, casual shoes	Flats, loafers, low-heeled shoes, sandals



TIME OFF



OBJECTIVE

This section provides details on how to apply for leave and describes a couple of things associates should keep in mind while applying for leave.

METHOD

The below table gives details about the types of leave followed at Orion.

Leave Type	Employee Category	Entitlement	Max Carry Forward	Encashment	Criteria for Leave Application
Annual Leave (AL)	Confirmed Associates	12	30	Yes	Min period of three working days and above can be applied
Sick Leave (SL)	Confirmed Associates	7	30	No	Medical certificate to be submitted for more than two days of SL
	Probationers	2			Note – Sick leave during probation period is part of Total sick leave.
Casual Leave (CL)	Confirmed Associates	6	Nil	No	Can be availed for a max of two days
Maternity Leave (ML)	Completed 80 calendar days prior to date of commencement	26 Weeks	Nil	No	Ref Maternity Leave below
Special Occasion Leave	Confirmed Associates	1	Nil	No	Can be availed on Birthday's and anniversary.
Parental Leave(PL)	Confirmed Associated	2	Nil	No	Can be availed for during New born care taking
Comp - Off	Associates below Manager level	If worked on any Saturdays,Sundays, or any declared holidays.	Nil	No	Min of six hours working is required.

Annual Leave (AL) Things to keep in mind

- Annual leave are used for planned long leave and can be availed only thrice in a year. The same must be informed to manager at least 3 weeks prior.
- Unavailed ALs remaining to the credit of an employee who resigns shall be encashed (Basic +HRA) and paid into the employee's account at the time of full and final settlement.

Casual Leave (CL) Things to keep in mind

- Casual leave can be availed for a maximum of two consecutive days at a time.
(Note - Leaves are to be informed the manager at least two days prior)

Maternity Leave (ML) Things to keep in mind

- Maternity Leave can commence on any date up to 8 weeks prior to the expected date of delivery.
- In case of miscarriage, the employee is entitled to miscarriage leave, which may extend to six weeks from the date of miscarriage. In such cases, a medical certificate from an authorized doctor should be provided.
- Employee can avail ML only for the duration indicated in this policy even if more than one child is born in an instance of delivery.
- Women associates who already have 2 surviving children shall be eligible to only 12 weeks of ML.
- Any leave availed beyond the allowable limit would be treated as unpaid leave, unless the employee has enough AL and/or SL balance standing to her credit that may be utilized for the purpose, subject to necessary prior approval by the manager and HR.
- Salary and benefit accruals such as annual leave, medical insurance, will continue during the approved maternity leave period.

Loss of Pay (LOP) Things to keep in mind

- Unpaid leave allows associates who do not have anybalance leave to their credit to take time off from work.
- Other than the permitted 2 Sick Leaves, any other leave taken during the probation period for any reason whatever, would be considered as leave without pay / unpaid leave.
- LOP leave duration during Maternity Leave shall not exceed one month

Sick Leave (SL) Things to keep in mind

- Sick/medical leave can be availed for a maximum of two consecutive days.
- SL cannot be utilized against notice period adjustments.
- SL should be taken only when the employee himself/herself falls ill and not because a member of his/her family falls ill.
- If an employee avails SL beyond the balance available, such extra leave availed would be deducted from CL (up to balance available) and then from AL (up to balance available). Any leave which exceeds the balance would be treated as LOP

Comp-Off Things to keep in mind

Associates can take compensatory offs if they are required to work on Saturdays, Sundays or declared holidays due to project requirements.

Associates can avail compensatory off only if it is pre-sanctioned by the manager.

Comp offs will have a validity of 60 days. Comp offs must be availed within 60 days from the date of credit. Un-availed comp-offs will get lapsed

Compensatory offs cannot be clubbed with any other leave types and cannot be availed for more than 2 consecutive days at a time.

Comp-offs can neither be adjusted against notice period nor encashed.

Block Vacation Leave (BVL) Things to keep in mind.

- Block Vacation leave is to provide associates to take this opportunity to recharge and come back to work with renewed energy and enthusiasm.
- BVL is mandatory for all confirmed associates and taken for 5 days once a year
- If any holiday falls during the BVL period, it will not be considered as BVL and associates will have to re-apply for another BVL

Leave donation policy (LVP) Things to keep in mind.

- Leave donation policy can be availed by all associates who have completed probation period and confirmed.
- Employees who needed extra leave on account of a medical emergency can avail this once all their leave balance is exhausted.
- Employees who donate leave can give a minimum of .5 days and maximum 5 days of leave.



NOTE

- An associate who absents himself / herself from work without intimation for a period exceeding five working days shall be considered as having absconded. In such cases, the immediate Manager / Function Head must report the matter to the Human Resources Department for taking appropriate action against the associate.
- Please refer the following link for applying / approving leave: OI HUB - [Orion Innovation](#)
- None of the leave types can be utilized against notice period adjustments. However, associates who are serving notice period can avail two Sick Leave / two Casual Leave.
-

DECLARED HOLIDAYS

A list of National / Festival Holidays would be published at the beginning of the calendar year and will be applicable to all permanent and temporary associates.

Associates following US holidays can mark their attendance as "Holiday" in OI Hub"

MEDI CLAIM INSURANCE

OBJECTIVE

At Orion, we value the health, well-being, and financial security of our employees. As part of our commitment to supporting you and your family, we offer a comprehensive range of insurance benefits. This section provides an overview of the insurance coverage available to all full-time employees.

Our medical insurance plan provides coverage for a wide range of medical expenses, including hospitalization, surgeries, and outpatient services. Here are some key features of our medical insurance policy.



Coverage

Self + Spouse + 2/3 Kids with Parental insurance based on optional coverage.

Coverage Limit

Sum Insured	No. Of Dependents covered
INR. 1,00,000/-	1
INR 2,00,000/-	1+1
INR 3,00,000/-	1+2
INR. 4,00,000/-	1+3
INR. 5,00,000/-	1+5

Claim Procedure : Cashless Claim

- Choose a Network Hospital from the list available on Insurer / TPA website <https://mediassisttpa.in/network-hospital-search/>
- Visit the hospital and show your e-card to the TPA help desk
- Request pre-authorization from TPA at least 24 hours prior to getting hospitalized in case of planned hospitalization
- Incase of emergencies the pre-authorization may be requested on the day of admission.
- The hospital will send the form to the TPA.
- The TPA shall issue an initial authorization based on terms and conditions of the policy within 3 hours.
- At the time of discharge, inform the TPA helpdesk
- Hospital help desk shall send discharge card and hospital bill to the TPA
- TPA shall give the final approval after deducting non-payable expenses within 2 hours
- The hospital shall discharge the patient after due adjustment of non-medical expenses from the deposit.

Claim Procedure : Reimbursement Claim

- Admit yourself to a non-network hospital and intimate the TPA within 24 hours but not more than 7 days
- Get yourself discharged, pay the hospital and collect all the documents
- Get the claim form filled and duly signed and stamped from the hospital
- Submit all the documents along with a duly filled in Claim form to the TPA within 30 days of Discharge
- TPA shall process the claim as per terms and conditions of the policy
- Incase the claim is payable the TPA shall intimate the insurer, the amount payable within 5 working days
- The Insurer shall pay the claim directly to the claimant within 3 working days
- An approval letter shall be emailed to the claimant intimating the amount payable and details of non payable expenses.





PARENTAL INSURANCE POLICY

This is an optional benefit as a part of Mediclaim insurance that can be availed by associates at an extra premium cost.

Coverage Details:

- **Sum Insured**
Associates can avail coverage of up to INR 5,00,000 for themselves, their spouse, children, and parents/in-laws.
- **Parental Coverage**
The sum insured for parents is capped at INR 2,00,000.
- **Additional Premium cost**
INR. 20,000 for single parent and INR. 25,000 for both parents.

Important Notes:

- If an Associate wishes to enroll in parental insurance coverage, they must notify HR within 10 days from their date of joining (DOJ). No additions will be accepted in the middle of the employment period.
- Insurance coverage would be discontinued after the last day of service in case of resignation/termination.

Please note that these optional Parental insurance benefits are subject to the terms and conditions outlined in the official plan documents. Associates are encouraged to review the policy details carefully and reach out to HR for any clarifications or assistance.- India HR Page (sharepoint.com).



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GROUP ACCIDENTAL INSURANCE POLICY (GPA)

Accidents can happen unexpectedly, which is why we provide accidental insurance coverage to all our Full time employees. Our accidental insurance policy offers financial protection in the event of covered accidents. Here's what you need to know:

Coverage

Sum Insured upto INR. 10,00,000/-.

Details	GPA Coverage
Permanent Total Disability	Covered
Permanent Partial Disability	Covered
Temporary Total Disablement	1% of Sum insured or 5,000 or actual Salary for 104 weeks , whichever is lower
Terrorism	Covered

Covered Risk

The risk covered under this policy is only in the event of insured sustaining injuries, solely and directly from an accident.

Major Exclusions

Intentional self injury, suicide or attempted suicide, Death or disablement resulting from child birth and pregnancy; Accident while the insured is under the influence of intoxicating liquor or drugs; War and allied perils.



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List of Documents Required for **Submission of Personal Accident Claim (Accidental Death) refer**

Preauthorization Form

- Duly filled, signed& stamped
- Authorization Form from the hospital giving complete details of the ailment suffered the line of treatment and the estimated cost of treatment.

Investigation Reports

Investigation reports& previous consultation papers(If any)prior to admission.

Accident Claims

- Copy of MLC/FIR report in case of Road traffic accidents.
- Photo ID Proof-Photo ID proof such as Aadhar Card/PAN card/Passport/Driving License.

Health Card

- Copy Health ID card





GROUP TERM LIFE INSURANCE (GTL)

Group term life insurance provides a death benefit to the employee's beneficiaries in the event of their death. Here's an overview of our Term life insurance benefits:

Service Partner

Max Life Insurance Company.

Eligibility Criteria

Coverage is provided to all full time and permanent employees.

Benefit Amount

The sum assured varies from 10L to 1 Cr based on employee level . Refer below:

Designation	Coverage
Associate / Specialist / Engineer	1,000,000
Lead / Assistant Manager / Senior Engineer / Senior Specialist	2,500,000
Manager / Senior Manager / Associate Director / Director / Architect	4,000,000
Delivery Head / Vice President / Functional Head	10,000,000

Service Partners

Name Vikramesh Deshpande

Email ID vikramramesh.despande@maxlifeinsurance.com:



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YOUR PAY PROGRESS



PAYROLL



OBJECTIVE

All regular full-time associates are eligible for receiving salary. The compensation paid would be as per offer letter and subsequent modifications thereto, executed in writing and signed by an authorized representative of Orion.

METHOD

Salary calculation is based on the first to the last day of the current month i.e (1st – 30th/ 31st of the month) However, in general attendance for payroll would be considered from 21st of the previous month to 20th of the current payroll month.

GUIDELINES

Monthly salaries would be disbursed to the associates on last working day of the month. The organization is bound by law to make certain deductions from an associate's salary. Such deductions typically include those towards Provident Fund, Professional Tax, Income Tax (as per Income Tax rules and regulations), ESIC and Labor Welfare Fund. All deductions made, including the respective amounts would be shown on the associate's pay slip. These deductions are totaled each year on Form 16, Tax Slips and Pay Slips.

Associates may use the following link for details: [ADP](#)





EXPENSES & REIMBURSEMENTS

OBJECTIVE

The objective of this policy is to provide clear guidelines for the reimbursement of all travel and expenses incurred by employees in the course of their assigned responsibilities. This policy should be read in conjunction with the Travel Policy - India HR Policies - All Documents (sharepoint.com).

METHOD

Employees are required to submit the following documents for reimbursement within 14 days from the completion date of the travel:

1. Reimbursement form accompanied by necessary receipts and bills.
2. Approval from the reporting manager.
3. Signed declaration form.

Upon submission of the aforementioned documents to the Travel Desk team, they will be verified and processed by the Finance team.

GUNOTE

Reimbursement claims will be credited to the employee's salary account within 3 weeks from the date of claim submission.



WORKING LATE / WORKING ON WEEKENDS

OBJECTIVE

This is applicable to all associates and would allow them to use the allowance for food and transport for working late on a weekday or working on a weekend. Signed by an authorized representative of Orion.

METHOD

Associates working for two or more extra hours on week days, and those working on weekends and holidays are eligible for reimbursement of expenditure incurred on food and on commuting, subject to a maximum limit based on the city where the office is located, and subject to the approval of the Manager and the Finance Department.

GUIDELINES: Location-wise eligibility details for reimbursement are provided in the table below:

Location	Days (Subject to Manager's Approval)	Food	Transport
Kochi	More than 2 hrs. extra working on weekdays & weekends (9 hrs. + 2 hrs.)	INR 150/-	Actuals / subject to max of INR 150
Mumbai	More than 2 hrs. extra working on weekdays & weekends (9 hrs. + 2 hrs.)	INR 200/-	Actuals / subject to max of INR 250
Hyderabad	More than 2 hrs. extra working on weekdays & weekends (9 hrs. + 2 hrs.)	INR 150/-	Actuals / subject to max of INR 250
Chennai	More than 2 hrs. extra working on weekdays & weekends (9 hrs. + 2 hrs.)	INR 150/-	Actuals / subject to max of INR 250
Coimbatore	More than 2 hrs. extra working on weekdays & weekends (9 hrs. + 2 hrs.)	INR 150/-	Actuals / subject to max of INR 150

NOTE: Original bills will have to be submitted and shall be processed post verification by Finance team.

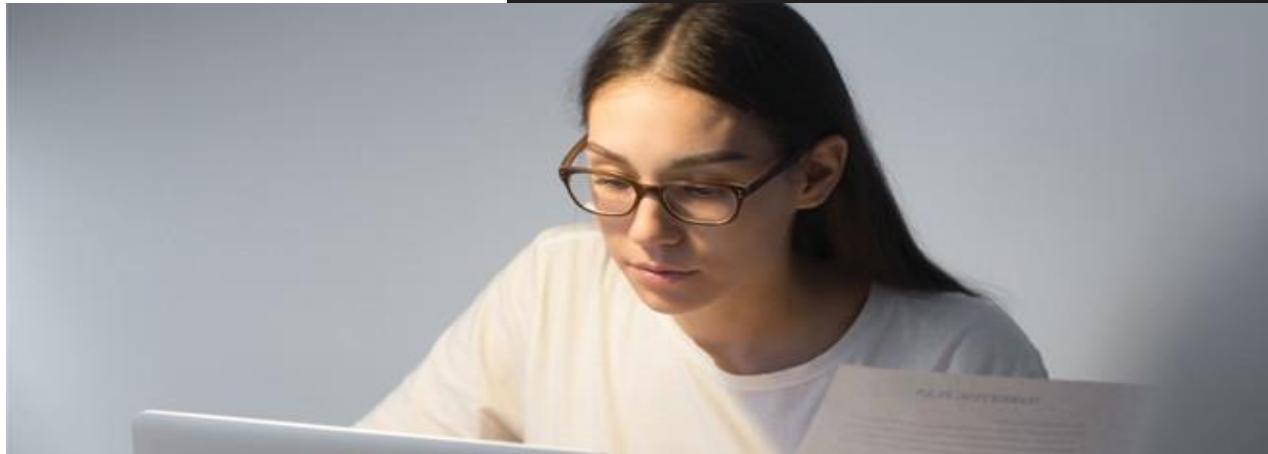
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OBJECTIVE

This allowance is to encourage and support the associates who are working on night shift and the objective of this section is to provide guidelines about the night shift* allowance.

NIGHT SHIFT ALLOWANCE



2nd Shift Travel allowance (3.00pm to 11.00pm)

Location	Transport
Kochi	Actuals / subject to max of INR 150
Mumbai	Actuals / subject to max of INR 250
Hyderabad	Actuals / subject to max of INR 250
Chennai	Actuals / subject to max of INR 250
Coimbatore	Actuals / subject to max of INR 150

Night Shift Allowance

Rs.350/night shift for resources below Lead level. Rs.400/night shift for resources of Lead level and above.

Night Shift Transportation Allowance

Transportation allowance is applicable only if Night shift is worked from Office

Distance Radius	Allowance Per Day
Within 10 Kms	INR 300 /-
10 Kms to 20 Kms	INR 400 /-
Above 20 Kms	INR 500 /-

METHOD

The allowance shall be processed in the respective month's payroll as per the roster received from the manager.

GUIDELINES

Night shift - refer to work that is performed after 5:00 PM and before 5:00 AM the next day. Shift allowance is applicable to those associates allocated to projects.

NOTE

Transportation allowance is applicable only for night shift associates as mentioned above and those who are not availing company cab.

Due to project exigencies if any associates are working at night from home are also eligible for night shift allowances. However, this would be based on the approval from the manager.



ASSOCIATE REFERRAL PROGRAM

OBJECTIVE

The associate referral program is an opportunity for the associates to earn extra bonus and be able to contribute in creating the best team of qualified and efficient people, working for the success of the Company, making "ORION" a desirable place to work. Associates are urged to recommend friends and acquaintances for employment with Orion.



METHOD

To refer please upload the CV of your friend or acquaintance to [My Dashboard | Greenhouse](#)

Referrals would not be accepted if a resume or application has previously been submitted directly by the applicant or by an outside agency.

GUIDELINES

This policy is applicable only to those who are hired as full-time permanent associates.

All permanent associates are eligible for the referral bonus except those in the Talent Acquisition teams.

The Hiring Manager will not be eligible for referral bonus if he/she is referring against open positions within their projects.

The Delivery Head and above will not be eligible for referral bonus if he/she is referring against open positions within their projects.

Referral bonus amount shall be paid only when the referred associate successfully completes his probation period. The amount would be paid as part of the payroll.

Both referred and referrer should be in employment at the time of availing the bonus.

Annexure 1: Referral Rewards for Delivery Functions

Designation	Referral Bonus*
Software Engineers	INR 25,000/-
Senior Software Engineer	INR 30,000/-
Technical Lead/ Manager	INR 40,000/-
Senior Manager/ Technical Architect	INR 50,000/-

Annexure 2: Referral Rewards for Support Functions

Designation	Referral Bonus*
Engineers	INR 15,000/-
Senior Engineer	INR 20,000/-
Lead/ Manager	INR 30,000/-
Senior Manager and above	INR 40,000/-

NOTE

Referrals would not be accepted if a resume or application has previously been submitted directly by the applicant or by an outside agency.

Referrals of associates currently employed as temporary associates will not be accepted.

If a temporary employee referred is later made full time permanent employee, the referrer is eligible for bonus, after completion of probation period.

Referrer and interviewer cannot be same.
Taxes will be deducted as applicable.



PERFORMANCE APPRAISAL REVIEW



OBJECTIVE

The objective of Performance Appraisal Review is to improve the performance of individual associates in line with the organization's goals, as well as to improve communication between associates and their respective managers.

METHOD

The process outlines the principles for performance review starting from goal setting exercise to mid-year alignment and year-end reviews respectively.

The performance review period is from April to March. As part of the appraisal process, all associates will have to go through a detailed performance review process at the end of the year. The ratings and reviews shall be considered for the annual salary increments. Managers can also share their recommendations with detailed inputs for designation alignments / promotions along with this process.

My performance tool :
<https://myperformance.orioninc.com/#/app-login>

All associates who have joined on or before September 30 would be eligible for the annual appraisal for the respective financial year.

GUIDELINES

The review program provides the basis for better understanding between managers and associates with respect to their goals, job performance, potential, and growth within the organization. Performance of new associates shall be reviewed at the end of their probation period. The goal setting for the new joiner shall be shared by his/her manager within 30 days of joining.

PERFORMANCE IMPROVEMENT PLAN



OBJECTIVE

The objective of PIP is to provide clarity on the standards of performance required and would require demonstration of a skill, or the ability to deliver a particular outcome or target.

METHOD

PIP is initiated when there is a shortfall in an employee's performance because of inadequacy of skills or lack of proper attitude towards work. The objectives set would be realistic and capable of being measured within set timescales. They will allow associates to clearly understand the areas in which improvement is required, the priorities (if any) to be applied, the actions needed to achieve improvement, and the date by which improvement must be demonstrated.

NOTE

In some circumstances, the company may consider associates' unsatisfactory performance amounts to, or has become, a matter of misconduct.

GUIDELINES

In the event of poor performance, the following principles will apply:

Associates shall be made aware of areas of under-performance and given full opportunity to discuss underlying issues.

Additional training and support & performance reviews shall be provided where it is felt that this may address the issues that have been identified.

A reasonable amount of time (30/60/90 days as decided by the manager based on an objective analysis of the circumstances of each case), shall be allowed for improvement to be demonstrated.

Associates have the right to appeal against dismissal resulting from poor performance.

LEARNING CULTURE



Welcome to Orion Academy!

Orion prioritizes Learning and Development to cultivate a culture of growth and excellence, recognizing that the success of the organization hinges on the continuous growth of its employees. Through diverse learning pathways, workshops, and skill-building opportunities, Orion empowers its team members to unlock their fullest potential and stay ahead in a dynamic world. This investment reaffirms the belief that learning is a lifelong journey, contributing to a stronger, more innovative, and empowered workforce.

ORION'S LEARNING PHILOSOPHY



Continuous Learning: Learning is viewed as a lifelong journey rather than a one-time event, essential for professional growth and adaptation to changing industry demands.



Individual Ownership: Individuals are encouraged to take charge of their learning process, seeking out knowledge and experiences that align with their career goals and interests.



Orion's Role: Orion serves as a facilitator and tracker of learning progress, offering curated resources, structured courses, and expert guidance to support individuals in their learning journey.



Project-driven Learning: Learning is focused on meeting project requirements and staying abreast of emerging technologies, ensuring that acquired skills are directly applicable and contribute to professional development and relevance in the industry.

ORION'S LEARNING VISION

Orion's Learning Vision targets 100 annual learning hours per employee, fostering continuous development and integrating learning into its values. This initiative promotes a culture of ongoing learning, urging proactive engagement in personal and professional growth. The comprehensive approach encourages participation in various opportunities like structured courses, self-paced learning, webinars, and workshops, enhancing adaptability and resilience. Specific learning hour requirements are outlined for each role, ensuring alignment with organizational goals and individual development needs.

Designation / Role	Learning Hours
Associate Engineer, SE, SSE, Tech Leads and equivalent roles in delivery	100 hours
Technical Managers and above role holders in delivery	60 hours
Enabling Functions (HR, Finance, IT, Facility)	50 hours



ORION'S LEARNING AVENUES

We offer diverse learning avenues for continuous development, empowering employees to take charge of their professional growth. Our commitment is evident in the opportunities provided, enabling excellence, innovation, and thriving in a dynamic landscape. Various platforms and programs are available to foster knowledge enrichment and skill enhancement.



LinkedIn Learning

Orion offers its employees access to LinkedIn Learning, which provides an extensive library of courses covering technical, soft skills, leadership, and more. Explore new opportunities at your own pace.



Global Workshops and Leadership Development Programs

Ignite your potential with immersive global workshops and leadership development initiatives. These programs cultivate strategic thinking, visionary leadership, and effective management skills.



Campus Hire Development Programs

Tailored for our emerging talents, campus hire development programs pave the way for a successful transition from academia to industry.



Internal SME Pool

We have the expertise of our Internal SME Pool to harness practical insights. They can contribute to the learning sessions as well as project related challenges.



Tech Wednesday and Project Tuesday

A forum for innovation and collaboration. Tech Wednesday delves into the latest technology trends, while Project Tuesday offers insights into ongoing projects, fostering cross-functional learning and synergy.

TECHNOLOGY BADGES

In Orion, we celebrate and recognize excellence through our Internal Technology Badges program. Crafted internally, these badges symbolize mastery in specific technology areas and serve as a testament to your skills.



MILESTONE BADGES

We take immense pride in recognizing your dedication to learning through our Milestone Badges program. Our Milestone Badges are awarded as you reach learning milestones, celebrating your accumulation of hours dedicated to improving your skills and knowledge.



INDUSTRY CERTIFICATIONS

We recognize the significance of industry certifications as benchmarks of expertise and competence. That's why we proudly support and encourage employees to pursue certifications from esteemed organizations such as Microsoft, AWS, Google, and various others. We support reimbursement of these certificates on your manager's approval.

Guidelines:

The certification reimbursement approval must be obtained prior to undertaking the certification. As we invest in enhancing employee skills, we anticipate a reciprocal commitment from employees to remain with the organization. If an employee leaves the company before the committed period, they are required to pay back the certification expenses incurred. Reimbursement will not be granted for unsuccessful attempts by associates.

Certification Expense Amount	Commitment from the employee
Up to INR 10,000	No SLA
INR 10,001 to 20,000	6 months from date of training completion
INR 20,001 to 50,000	12 months from date of training completion
INR 50,000 and above	18 months from date of training completion

ORION HIGHER EDUCATION SPONSORSHIP

We provide our employees with the opportunity for advanced education through Amrita AHEAD, the Online Degree offerings by Amrita Vishwa Vidyapeetham. This initiative is designed to prepare them for the future. The program enables employees to pursue a master's in computer applications (MCA) while remaining actively engaged in their roles.



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Orion sponsors employees for online higher education programs spanning 3 years from the course commencement date. Participants in the company's higher education program can earn 50 credits per semester upon successful exam completion.

Terms and Conditions:

Upon successful completion of Online Education/Training at Amrita University, employees must serve Orion for one year post the university's result declaration.

During this period, seeking external employment or engaging in similar business activities is prohibited. Non-compliance constitutes a breach of agreement with Orion.

Classmate – All -In-One platform for Learning:

Cutting-Edge Learning Management System (LMS): Empowering Continuous Growth an [Classmate - Learning \(orioninc.com\)](#)

Classmate - Learning Management System (LMS) offers a comprehensive solution designed to facilitate seamless learning experiences, foster continuous growth, and empower teams to excel in their respective domains. Let's delve into the key features and benefits of our cutting-edge LMS.

Key Features of Classmate's LMS:

1. Course Library: Offers a diverse range of courses covering compliance, technical, soft skills, and more.
2. Personalized Recommendations: Utilizes advanced algorithms for tailored course suggestions, fostering shared learning.
3. Learning Credits: Earned upon course completion, recognizing dedication to self-improvement.
4. Certificate Management: Conveniently stores completion certificates for easy access.
5. Learning Calendar: Provides a comprehensive view of scheduled training, aiding effective planning.
6. Team Insights: Enables team leaders to track team members' learning progress and identify areas for development.
7. Training Requests: Allows learners to request specific training, managed by the L&D team for organizational alignment.
8. Multilingual Support: Seamlessly switches between Spanish and English, ensuring inclusivity
9. The LMS, with its user-friendly interface and robust features, drives organizational success by unlocking potential through continuous learning and development.

L&D COMMUNICATIONS

L&D communicate continuously with the employees to drive learning initiatives and ensure that employees get all the required help and support for their learning needs. You will receive this communication from [**orionacademy@orioninc.com**](mailto:orionacademy@orioninc.com)

If you have any inquiries or require assistance regarding learning and development, please reach out to Orion Academy at [**orionacademy@orioninc.com**](mailto:orionacademy@orioninc.com) for general inquiries or specific learning needs. Alternatively, you can contact our Global L & D Team or your Location L & D Champions, who will be delighted to provide personalized guidance and support. We are here to help you flourish in your learning journey at Orion Academy!

CODE OF CONDUCT AND STANDARD ETHICS



INTRODUCTION

Orion's Code of Conduct describes the fundamental principles of Orion's business conduct and proves Orion's commitment to the highest level of integrity, ethics and quality. Orion shall abide in letter and in spirit by these guidelines to assure fair and respectful relationships with our customers, partners, suppliers, and employees. All employees must be aware of and comply with this Code of Conduct.



REMOTE WORK ETIQUETTE: EXPECTATIONS DURING BUSINESS HOURS

As we continue to navigate Hybrid work policy, while working from the comfort of our homes offers flexibility, it's essential to uphold certain standards of behavior and performance to ensure the success of our team and organization.

Adherence to Work schedule : Ensure that you adhere to your designated work hours as outlined in your employment agreement or as communicated by your supervisor. Punctuality is crucial for effective collaboration and project timelines.

Availability and Communication: Maintain regular communication with your team and supervisor through appropriate channels such as email, messaging platforms, or scheduled virtual meetings. Prompt responses to emails and messages within reasonable time frames are expected to ensure smooth workflow and collaboration.

Professionalism in Virtual Interactions: Treat virtual meetings and discussions with the same level of professionalism as you would in-person meetings. Dress appropriately, minimize distractions, and maintain proper etiquette during video conferences or phone calls. Turn your Video on for all meetings

Respect for Privacy and Confidentiality: Exercise discretion when handling sensitive information and ensure that your work environment is secure to prevent unauthorized access to company data or discussions.

Accountability: Take ownership of your responsibilities and strive to maintain high levels of productivity and efficiency. Set clear goals and priorities for each workday to stay focused and motivated. Any Orion asset issued for teleworking must be handled with care and the associate shall ensure the security of the company asset. Company assets must be locked up and stored in a secure location while working from home. Any lost asset is considered as a security incident and is reported to Delivery head and IT Head immediately. The value of any asset issued and not returned, and the cost of repairing/replacing any damaged asset will be deducted from associates.

Wellness and Work-Life Balance: Remember to prioritize your well-being and maintain a healthy work-life balance. Take regular breaks, stay hydrated, and relish healthy meals.



As we continue to adapt to Hybrid Work policy, your commitment to upholding these standards is greatly appreciated. If you have any questions or concerns regarding work-from-home guidelines or expectations, please don't hesitate to reach out to your supervisor or HR Team for clarification.

For more details refer - [India HR Policies - All Documents \(sharepoint.com\)](#)

BUILD TRUST AND CREDIBILITY

The success of our business is dependent on the trust and confidence we earn from our employees, customers and shareholders. We gain credibility by adhering to our commitments, displaying honesty and integrity and reaching company goals solely through honorable conduct. It is easy to say what we must do, but the proof is in our actions. Ultimately, we will be judged on what we do.

When considering any action, it is wise to ask: will this build trust and credibility for Orion? Will it help create a working environment in which Orion can succeed over the long term? Is the commitment I am making one I can follow through with? The only way we will maximize trust and credibility is by answering "yes" to those questions and by working every day to build our trust and credibility.

RESPECT FOR THE INDIVIDUAL

We all deserve to work in an environment where we are treated with dignity and respect. Orion is committed to creating such an environment because it brings out the full potential in each of us, which, in turn, contributes directly to our business success. We cannot afford to let anyone's talents go to waste.

Orion is an equal opportunity employer and is committed to providing a workplace that is free of discrimination of all types from abusive, offensive or harassing behaviour. Any employee who feels harassed or discriminated against should report the incident to his or her manager or to human resources.

HUMAN RIGHTS AND EQUAL OPPORTUNITY

We support and respect the principles set out in the Universal Declaration of Human Rights. Orion does not discriminate on the basis of race, color, sex, sexual orientation, marital status, pregnancy, parental status, religion, political opinion, nationality, ethnic background, social origin, social status, disability, age, or union membership. All our employees are treated with respect and dignity.

We strive to foster a corporate environment of diversity and equal opportunity, where career promotions and rewards are based on individual performance and professional abilities. We ensure that we are not complicit in human rights abuses. Corporal punishment, physical or verbal abuse, or other unlawful harassment, and any threats or other forms of intimidation are strictly prohibited.



LABOR STANDARDS AND PRINCIPLES

Wages, terms, and hours must be fair and reasonable and comply with all applicable laws. Orion does not actively recruit personnel employed by customers, and we ask customers to follow the same principle.

Employees are free to leave the company after reasonable notice as prescribed by the local labor laws and established rules. No forced, bonded, or compulsory labor, is allowed. No passports, identification or education certificates are withheld from personnel at any time. Orion does not support the use of child labor. The Orion Human Resources department guarantees that none of our employees are under legal age.

WORK ENVIRONMENT

A healthy and safe working environment is provided for employees in accordance with international standards and local laws. The workplace and housing facilities are safe and without risk to health, have tolerable temperature and noise level, adequate ventilation, sufficient lighting, clean toilet facilities, and drinking water. Occupational health and safety practices comply with applicable laws and aim to provide the best working environment possible to help our employees be productive and maximize their skills.

BUSINESS ETHICS

Orion values its reputation, complies with its obligations, and observes all applicable acting laws, norms of ethics, and rules of fair business. Orion builds long-term, trust-based relationships with its customers. Hence, Orion is committed to upholding to the highest standards of quality, efficiency, and transparency.

Fairness and honesty are principles we follow at all levels of the organization, and each employee strives to achieve their best. Orion fosters an open and friendly corporate environment that promotes fellowship among colleagues and commitment to the company's success.

ORION'S ANTI-HARASSMENT POLICY AND COMPLAINT PROCEDURE

Orion is committed to a work environment in which all individuals are treated with respect and dignity. Everyone has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, Orion expects that all relationships among persons in the office will be business-like and free of bias, prejudice, and harassment.

Orion encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of Orion to investigate such reports promptly and thoroughly. Orion prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Any employee who feels harassed or discriminated against should report the incident to his or her manager or to human resources.



INFORMATION SECURITY

Orion complies with all local and international information security requirements. All employees are contractually bound to protect client information and follow strict confidentiality processes and procedures.

INTELLECTUAL PROPERTY RIGHTS

Orion makes a great effort to protect customers' intellectual property rights and avoid IPR infringement in our service provision. IPR infringement is a product, creation, or invention protected by IP laws exploitation, copying, or otherwise using without proper authorization, permission, or allowance from the person who owns those rights.

In the course of software development, it is forbidden to copy and modify without the owner's and project manager's permission any of 3rd party objects protected by IP laws – programming code, databases, components, scripts, modules, libraries, plug-ins, text, images, etc.

ANTI-CORRUPTION AND ANTI-BRIBERY

No form of bribery, including improper offers for payments to or from employees or organizations, is tolerated at Orion. Our employees cannot offer or accept gifts, benefits, reimbursements, or entertainment that would constitute a violation of laws or that could affect company business.

No one can directly or indirectly demand, accept, offer, or give any kind of bribe, kickback, or any other unlawful or unethical benefit to employees or other representatives or associates of Orion or any third party. Any such offer or proposed arrangement must be reported immediately to company management, or the officer mentioned in Anti-Bribery / Anti-Corruption policy.

CONFLICT OF INTEREST

We actively avoid situations in which personal interests interfere or appear to interfere with an employee's independent judgment. If such a conflict of interest arises, it must be disclosed immediately to the employee's manager.

ENVIRONMENTAL MANAGEMENT

Orion supports a proactive approach to addressing environmental issues and undertakes initiatives to promote greater environmental responsibility by creating awareness programs internally and supporting local forums and groups.



PROMOTE SUBSTANCE OVER FORM

At times, we are all faced with decisions we would rather not have to make and issues we would prefer to avoid. Sometimes, we hope that if we avoid confronting a problem, it will simply go away.

At Orion, we must have the courage to tackle the tough decisions and make difficult choices, secure in the knowledge that Orion is committed to doing the right thing. At times this will mean doing more than simply what the law requires. Merely because we can pursue a course of action does not mean we should do so.

Although Orion's guiding principles cannot address every issue or provide answers to every dilemma, they can define the spirit in which we intend to do business and should guide us in our daily conduct

CONFIDENTIAL AND PROPRIETARY INFORMATION

Integral to Orion's business success is our protection of confidential company information, as well as non-public information entrusted to us by employees, customers, and other business partners. Confidential and proprietary information includes such things as pricing and financial data, customer names/addresses or non-public information about other companies, including current or potential supplier and vendors. We will not disclose confidential and non-public information without a valid business purpose and proper authorization.

LAPTOP DAMAGE

During the course of your usage of the laptop, it will be your responsibility to safeguard the laptop and you shall be held entirely responsible for cases of damage or theft, in which case, you will have to bear the expenses in partial or full as the case may be.

USE OF COMPANY RESOURCES

Company resources, including time, material, equipment, and information, are provided for company business use. Nonetheless, occasional personal use is permissible as long as it does not affect job performance or cause a disruption to the workplace.

Employees and those who represent Orion are trusted to behave responsibly and use good judgment to conserve company resources. Managers are responsible for the resources assigned to their departments and are empowered to resolve issues concerning their proper use.

Generally, we will not use company equipment such as computers, copiers and fax machines in the conduct of an outside business or in support of any religious, political or other outside daily activity, except for company requested support to non-profit or charity based organizations. We will not solicit contributions nor distribute non work-related materials during work hours.

In order to protect the interests of the Orion network and our fellow employees, Orion reserves the right to monitor or review all data and information contained on an employee's company-issued computer or electronic device, the use of the Internet, Orion's internal network or collaboration tools used by Orion. We will not tolerate the use of company resources to create, access, store, print, solicit or send any materials that are harassing, threatening, abusive, sexually explicit, or otherwise offensive or inappropriate.

Questions about the proper use of company resources should be directed to your manager.



MEDIA INQUIRIES

From time to time, employees may be approached by reporters and other members of the media. In order to ensure that we speak with one voice and provide accurate information about the company, we should direct all media inquiries to the Global Head of Marketing. No one may issue a press release without first consulting with the Global Head of Marketing.

ACCOUNTABILITY

Each of us is responsible for knowing and adhering to the values and standards set forth in this Code and for raising questions if we are uncertain about company policy. If we are concerned whether the standards are being met or are aware of violations of the Code, we must contact the HR department.

Orion takes seriously the standards set forth in the Code, and violations are cause for disciplinary action up to and including termination of employment.

SEXUAL-HARASSMENT

To create a work environment that fosters mutual employee respect and healthy working relationships, free of harassment, in any form, any associate who feels that he/she is a victim of sexual harassment should immediately report such incidents following the procedure described below. All complaints would be promptly and thoroughly investigated as confidentially as possible.



Any associate, who feels that he/she is a victim of sexual harassment, or has been retaliated against for complaining of sexual harassment, should immediately report the matter to Internal Complaints Committee (ICC) in the following email ID: POSH-india@Orioninc.com

The ICC will investigate every reported incident immediately. Any associate, manager or agent of the organization who has been found to have violated this policy may be subject to appropriate disciplinary action, up to and including immediate termination from employment.

The ICC will conduct all investigations in a discreet manner. POSH committee will investigate all such cases and ensure resolution and closure. The organization recognizes that every investigation requires a determination based on all the facts of the matter. It also recognizes the serious impact a false accusation can have. Orion trusts that all associates will continue to act responsibly.

Sexual harassment of an associate will not be tolerated. Violation of this policy may result in disciplinary action, up to and including termination of employment. There would be no adverse action taken against associates who report violations of this policy in good faith or participate in the investigation of such violations.



DISCIPLINARY ACTION POLICY

Any breach of the Orion Policies and Procedures shall be deemed to constitute a misconduct punishable as provided hereunder.

The following acts and omissions on the part of an employee shall amount to misconduct.

Behavior Issues /Performance issues / Misconduct (Category A)

- Engaging in idle talk or conversation or failure to respect the right of others to work in peace.
- Failure to keep the workplace/ equipment clean and tidy
- Gambling within the premises / establishment
- Entering or attempting to enter or leave the premises / establishment except through gates or routes specified for the purpose.
- Interference with company safety devices or contravention of safety rules.
- Entering or remaining either alone or in combination with others on company premises / establishment unless on duty without permission.
- Deliberately making false complaints against other employees or superiors

Behavior Issues / Performance Issues / Misconduct (Category B)

- Insubordination or disobedience whether alone or in combination with others or another.
- Like talking or behaving in a disrespectful manner to a superior, challenging the authority of a superior or shouting at a superior.
- Refusal to be searched by security staff or another person nominated by the management
- Failure to show proper courtesy to the Officers, Superiors, Co-Employees, Customers or other persons with whom the company has business connection within the premises of the company.
- Smoking within the company premises / establishment or in the place where it is prohibited.
- Sleeping / dozing while on duty
- Unauthorized use of company quarters, premises, properties or establishments.
- Deliberate abuse of any leave, privilege, concession or benefits for the time being in force
- Squatting or remaining anywhere within the company premises / establishment with a view to achieve any demand or to intimidate, coerce or threaten the management of the company or any other fellow employee or officer of the company.
- Obstructing or restraining either alone or in combination with others, any person or persons connected with the company either within or outside the company.



- Allowing unauthorized persons to operate vehicles and equipment of the company.
- Refusal to perform the duties entrusted to him, which a person in his position could be reasonably expected to perform in the circumstances.
- Negligence or neglect of work
- Refusal to work in a different job in a different place or to work on any job as may be required by his superior to do additional work entrusted to him, which could be reasonably expected of him.
- Habitual late attendance or habitual absence
- Loitering or leaving place of work without permission during prescribed time of work.
- Absence without leave or permission.
- Overstay of leave or permitted time without prior sanction of the management.
- Failure to wear uniform if stipulated or any dress that is prescribed or if no dress is prescribed, proper dress and / or identity card / badge while In the company premises (establishment or failure to show such card / badge to the security staff or supervisor on being required to do so.)
- Holding or attempting to hold trade union meetings within the premises of the company / establishment without the written sanction by the management.
- Refusal to accept transfer from one shift, department or place to another, shift department or place
- Failure or refusal to accept charge sheet, order or other communications.
- Playing computer games, mobile games or any other / sport or doing any act to willfully waste time without any productive work or output while on duty.

Major misconduct (Category C)

- Disclosing any matter or any “confidential information” connected with the affairs or working of the company or any person with whom the company has business connections, coming to his knowledge/ to any employee or to any other person otherwise than in the course of the discharge of his duties in the company or as required by the law.
- Any password sharing with others (co-workers, supervisors, family, etc.)
- Upsetting the peace or decorum of the office or workplace or any premises of the establishment.
- Exhibiting bad temper, using foul language, or talking in a discourteous manner to another employee or any person with whom the company has business connections, within the establishment/ premises of the company.
- Unwelcome behavior towards female employees (whether directly or by implication) as (a) Physical contact or advances (b) A demand or request for sexual favors; (c) sexually colored remarks (d) showing pornographic material (e) any other
unwelcome physical, verbal, or non-verbal conduct of sexual nature within the establishment / premises of the company.
- Drunkenness, drug addiction or similar habits, riotous, disorderly, indecent or improper behavior, use of abusive / foul language, threatening, intimidating, coercing other employees, officers etc. wrongful interference with work of other employees or offices etc., assault or threat of assault either provoked or otherwise or commission if any act of subversive of good and proper behavior during working hours within the premises or outside.



- Intimidating, assaulting or threatening any person with whom the company has business connection within the premises or outside.
- Slanderizing against any person within the company premises or workplace or any establishment.
- Engaging in any trade, business or other commercial activity or accepting any person, firm, company or other organization outside his hours of work, during the tenure of service with the company without the permission of the management.
- Any act or conduct detrimental to the interest of the company or its goodwill.
- Causing damage or loss to company's goods or property.
- Issuing public statements, giving interviews, publishing articles, speaking at a public gathering etc., criticizing the affairs of the company or of the functioning or conduct of the officers of the company which the employee cannot prove or establish.
- Distribution or exhibition within the company premises / establishment of any newspaper, bill poster, pamphlet etc without the sanction of the management
- Collection or canvassing for the collection of any money within the company premises not sanctioned by the management.
- Theft, fraud, dishonesty or breach of trust, misappropriation cheating etc. in connection with or in respect of the company's money, business or property or the property of other employees or any other person with whom the company has business connections.
- Any act which violates common decency or morality of the community.
- Committing any offence punishable under the Indian Penal Code within the company premises whether or not police action follows.
- Manufacturing or attempting to manufacture unauthorized articles within the premises of the company.
- Furnishing false information at the time of selection for appointment or at any time thereafter during the service with the company in respect of any other person.
- Habitual breach of any rule or instruction of the management or repetition of any act or omission against which the employee was previously warned by the management.
- Falsifying or refusing to give testimony when accidents, misconducts and other matters are being investigated
- Punching / marking the attendance for another. Interference with attendance records or means of altering such records
- Being within the premises of the company in possession of properties stolen or believed to be stolen or possession of properties which is not satisfactorily explained.
- Tampering, Falsifying, Manipulating, disfiguring or destruction of any record or document with a view to get any unlawful advantage or malicious intention or motives or in furtherance of commission of any misconduct.
- Declared and being carried in the register of the police and a bad character
- Instigation, incitement, or abetment in furtherance of any of the acts of misconducts
- Breach of any provision in these rules, even though not specifically reproduced above.



- Trespassing, forcible or unauthorized occupation of the company quarters or inviting or permitting outsiders to reside in the quarter without permission or sanction of the management.
- Conduct which endangers or may endanger the lives, safety and property of other employee / management
- Acceptance or solicitation by employee, his family members or relatives with the knowledge of the employee any money, favor, or any other means of reward for employment or consideration of employment.
- Failure to abide by written or verbal instructions from the management.
- Accepting any invitation to represent the company without previous permission from the Management or any other officer authorized to do so.
- The Employee acknowledges and agrees that engaging in secondary employment or "moonlighting" while employed with Orion is strictly prohibited unless prior written approval has been obtained from Orion's Human Resources Department.
- Orion may conduct a thorough investigation into the moonlighting activities of the Employee. This investigation may involve contacting other employers to verify the Employee's involvement and the extent of their moonlighting obligations. Orion reserves the right to take appropriate actions, including but not limited to disciplinary measures, up to and including termination, if the Employee's engagement in moonlighting is deemed to be a violation of their employment terms and conditions. Regardless of the Employee's billability status during the period of moonlighting, Orion reserves the right to recover any salary paid to the Employee for the duration they were engaged in moonlighting with another organization while employed with Orion

Note

The above list shall not be considered as exhaustive. Any other act or omission or behavior of an employee which amounts to a misconduct as per the ordinary meaning of the term shall also be considered as misconduct for the purpose of these rules.



POLICY VIOLATION STEPS

In awarding the disciplinary action under the policy guidelines, the management shall take into account the gravity of misconduct, the previous record if any of the employee and other extenuating or aggravating circumstances that may exist.

In case of a reported Policy violation; the following actions will be taken:



STEP 1: Email Warning

- Written warnings will be issued immediately after the incident is brought to HR / Management's attention.
- The Human Resources Department will document the incident and issue a written warning of the policy violation via email
- A copy of the warning shall be sent to the employee for which the employee shall be required to acknowledge receipt
- A copy of such warning will be included in the employee's personnel file.
- Email warnings will remain valid for a period of six (6) months.

STEP 2: Final Written Warning

- Final written warnings will be issued immediately after the incident is brought to HR / Management's attention.
- This step will be used where email warning has failed to produce required results
- The Human Resources Department along with the manager will document the incident which gave rise to the issuing of the final warning
- A copy of the final warning will be handed to the employee for which the employee shall be required to sign acknowledgement of receipt
- A copy of such final warning will be included in the employee's personnel file.
- Final Written Warnings shall remain valid for a period of six months.

STEP 3: Suspension

Suspension may be imposed on to an employee as a disciplinary action for misconduct.

This step will be used:

- Where previous warnings have failed to produce required results or stronger action than either First or Final Warnings are necessary due to the seriousness of the offense.
- Following a pre-investigation, HR and the reporting Manager will document the incident, and deliver a notification to the employee to attend a disciplinary hearing
- Pending enquiry for misconduct
- When criminal proceedings are initiated or apprehended or pursued by the court of law if the management deems it necessary.
- The employee will be entitled to reasonable time to prepare for the hearing
- The employee will be afforded an opportunity to state his case in response to the allegation of the Policy violation
- After having listened to the evidence presented by the employee, HR / Management will determine if the employee is deemed guilty of the Policy violation. In the event the employee is deemed guilty of the Policy violation, the Human Resources Department / Management may suspend the services of the employee for a period (at the discretion of the HR/Management team).



STEP 4: Dismissal

This step will be used when previous warnings and suspensions have failed to produce required results or stronger action is necessary

- Following a pre-investigation, HR and the reporting Manager will document the incident, and deliver a notification to the employee to attend a disciplinary hearing
- The employee will be entitled to reasonable time to prepare for the hearing
- The employee will be afforded an opportunity to state his case in response to the allegation of the Policy violation

- An impartial chairperson will be appointed and will attend the hearing
- The employee will have the opportunity to state his case in response to the alleged Policy violation
- After having listened to the evidence presented by the associate the management has the right to determine if the employee is deemed guilty of the Policy violation.
- In the event of the HR/Management determining that the employee is guilty of the Policy violation the services of the employee will be terminated
- If the employee's services are terminated the employee will be given the reasons for the termination as part of the exit paperwork.

SEVERITY MATRIX

No. of Instances	Category A	Category B	Category C
1st Instance	Email warning - Written warnings would be issued immediately after the incident is brought to the notice of HR	Email warning would be issued	Final written warning would be issued immediately after the incident is brought to the notice of HR
2nd Instance	Final written warning - This step will be used where email warning has failed to produce the required results. The HRD along with the manager will document the incident which gave rise to the issuing of the final warning	Final written warning would be issued immediately after the incident is brought to the notice of HR	Enquiry and if found guilty Suspension/Termination based on gravity of misconduct.



3rd Instance	Suspension may be imposed on an employee as a disciplinary action for misconduct, where previous warnings have failed to produce required results / Enquiry and if found guilty Suspension/ Termination based on gravity of misconduct.	Enquiry and if found guilty Suspension/ Termination based on gravity of misconduct.	Zero tolerance and will be closed within second instance
4th Instance	Dismissal - This step will be used when previous warnings and suspensions have failed to produce required results or where stronger action is necessary / Enquiry and if found guilty employment contract would be terminated based on the gravity of misconduct.	Enquiry and if found guilty Suspension/ Termination based on gravity of misconduct.	Zero tolerance and will be closed within second instance

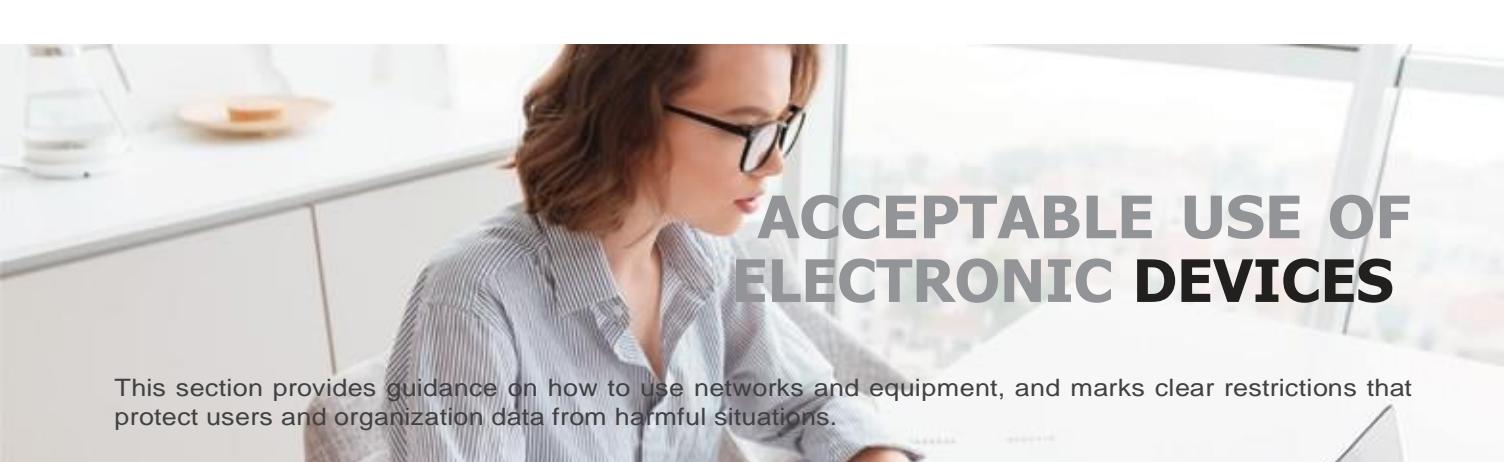
OTHER DISCIPLINARY ACTIONS

- Withholding of increments, with or without cumulative effect or postponing of any increment to any future date with or without cumulative effect.
- Imposition of fine
- Recovery from his pay the whole or part of any necessary loss caused to the company misconduct.
- Reversion or demotion to a lower grade or post or pay scale or to a lower stage in the same pay scale either permanently or for a specified duration.
- Treating the absence as break in service
- Barring of promotion
- Discharge from service without compensation or notice in case of committing any offence punishable under the Indian Penal Code within the company premises or outside and action followed with Court Litigations

Note

The above mentioned is an indicative procedure. However, disciplinary actions may differ. Based on the severity and impact on the organization, business and people, any of the above steps can be skipped and can lead to direct termination. The above list shall not be considered as exhaustive. Any other act or omission or behavior of an employee which amounts to a misconduct as per the ordinary meaning of the term shall also be considered as misconduct for the purpose of these rules.





ACCEPTABLE USE OF ELECTRONIC DEVICES

This section provides guidance on how to use networks and equipment, and marks clear restrictions that protect users and organization data from harmful situations.

"Electronic Communications" include among other things, messages, images, data or any other information used in email, instant messages, voice mail, fax machines, computers, personal digital assistants (including Blackberry or similar text messaging devices), pagers, telephones, cellular and mobile phones including those with cameras, Intranet, Internet, back-up storage, information on a memory or flash key or card, jump or zip drive or any other type of internal or external removable storage devices. In the remainder of this policy, all of these communication devices are collectively referred to as "Systems."

In addition, associates may not use our Systems:

- To download, save, send or access any defamatory, discriminatory or obscene material;
- To download, save, send or access any music, audio or video file;
- To download anything from the internet (including shareware or free software) without the advance written permission of the Systems Administrator;
- To download, save, send or access any site or content that the organization might deem "adult entertainment"
- To access any "blog" or otherwise post a personal opinion on the intranet;
- To solicit associates or others;
- To attempt or to gain unauthorized or unlawful access to computers, equipment, networks, or systems of the organization or any other person or entity;
- In connection with any infringement of intellectual property rights, including but not limited to copyrights;
- In connection with the violation or attempted violation of any law.
- In connection with the usage of personal mail ID and sharing of company confidential information to personal ID.

The organization will comply with applicable laws. Associates also must comply with applicable laws and should recognize that they could be personally liable and/or subject to fine and imprisonment for violation of applicable laws.

Violations of this policy may result in disciplinary action up to and including discharge from duty as well as possible civil liabilities or criminal prosecution. Where appropriate, the organization may advise legal officials or appropriate third parties of policy violations and cooperate with official investigations. We will not, of course, retaliate against anyone who reports possible policy violations or assists with investigations.

INTERNET USAGE

The Internet is intended for business use only. Use of the Internet for any non-business purpose, including but not limited to, personal communication or solicitation, purchasing personal goods or services, gambling and downloading files for personal use, is strictly prohibited. Our organization's policies against sexual and other types of harassment apply fully to Internet usage, including the use of instant messaging programs. Violations of those policies are not permitted and may result in disciplinary action, up to and including termination from employment. Therefore, associates are also prohibited from displaying, transmitting and/or downloading sexually explicit images, messages, ethnic slurs, racial epithets, or anything that could be construed as harassment or disparaging to others.



COMPUTER AND LAPTOP SECURITY

Each associate provided with a laptop or computer is responsible for its physical security. All laptops/computers acquired for or on behalf of the organization are company property. The laptops/computers must be locked up and stored in a secure location when it is not in the immediate possession of the authorized user. In addition, the user must return the laptop/computer immediately upon request of the organization.

Any lost asset is considered as a security incident and is reported to Head Admin & Operations and IT Head immediately. If it contains any confidential information the implications of the loss are evaluated, and appropriate action is planned. The loss is reported to legal authorities and/or client, as appropriate, when the loss is critical.



LOST AND FOUND

Associates are required to inform the HR in case they lose or misplace any valuables within office premises or campus. Please note that we will accept and store items of value and attempt to contact the owner directly if the lost item has any identification marks that will help us identify the owner.

PROTECTING CONFIDENTIAL INFORMATION

Protecting our organization's information is the responsibility of every associate, and we all share a common interest in making sure information is not inappropriately or accidentally disclosed. Do not discuss the organization's confidential business with anyone who does not work for us. Associates may be required to sign a non-compete and/or a non-disclosure agreement as a condition of their employment. All telephone enquiries regarding a current or former associate's position/compensation while with our organization must be forwarded to the Human Resources Department.

The protection of confidential business information and trade secrets is vital to the interests and the success of this company. Such confidential information includes, but is not limited to, the following examples:

- Compensation data
- Customer lists
- Customer preferences
- Financial information
- Labor relations strategies
- Marketing strategies
- New materials research
- Pending projects and proposals
- Proprietary production processes

SOCIAL MEDIA



OBJECTIVE

To help associates in making responsible decisions about their use of social media, we have established the following guidelines for appropriate use of social media.

This applies to all associates who work for the company.

GUIDELINES

Associates are solely responsible for what they post online. Before creating online content, associates must consider some of the risks that are involved. They must keep in mind that any conduct that adversely affects their job performance, the performance of fellow associates or otherwise adversely affects members, customers, suppliers, people who work on behalf of ORION or ORION's legitimate business interests may result in disciplinary action.

Associates must always be:

Aware of the rules that need to be followed
Fair and courteous
Truthful and accurate
Appropriate and respectful

Associates must carefully read these guidelines: the ORION Conflict of Interest / Code of Ethics, the ORION Acceptable Use of Electronic Communication, the Internet Usage Policy and the Discrimination & Harassment Prevention Policies, and ensure their postings are consistent with these policies/guidelines.

NOTE

An associate shall not represent himself/herself as a spokesperson for ORION. If ORION is the subject of a content that an associate is creating, he/she should disclose the fact that he/she is an ORION associate and should make it clear that the views presented do not represent those of ORION, fellow associates, members, customers, suppliers or people working on behalf of ORION. If an associate publishes a blog or posts online related to the work he/she does or subjects associated with ORION, he/she should make it clear that he/she is not speaking on behalf of ORION. It is best to include a disclaimer such as "The posts on this site are my own and do not necessarily reflect the views of ORION."

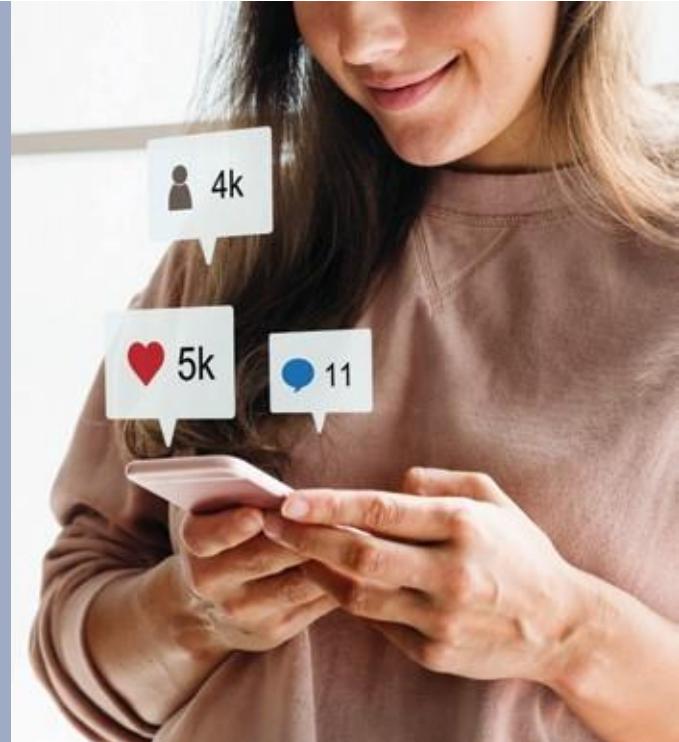
SOCIAL MEDIA AT WORKPLACE

Associates must refrain from using social media which are not approved by Orion during work hours or on equipment we provide unless it is work-related as authorized by the associate's manager or consistent with the Company Equipment Policy. Associates are not to use Orion email addresses to register on social networks, blogs or other online tools utilized for personal use.

RETALIATION

ORION prohibits taking negative action against any associate for reporting possible non-conformity to this policy or for cooperating in an investigation. Any associate who retaliates against another associate for reporting possible non-conformity to this policy or for cooperating in an investigation would be subject to disciplinary action.

All media inquiries should be directed to ORION Management. Associates should not speak to the media on ORION's behalf without proper approval.



RECORDING DEVICE IN THE WORKPLACE

Photographing, taping and recording under this policy include taking still or video pictures or recording any conversation or communications, regardless of whether the conversation or communication takes place in person, over the telephone, or via any other media is not allowed.



HEALTH & SAFETY IN THE WORKPLACE

The health and safety of associates and others on Company property are of critical concern to the Company. Hence, the Company intends to comply with all health and safety laws applicable to our business. These following guidelines are to be adhered to:

SAFETY IN THE WORKPLACE

Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on the Company's premises, or in a product, facility, piece of equipment, process or business practice for which the Company is responsible should be brought to the attention of management immediately. Associates are requested to observe the following

Notify the Human Resources team in case of any emergency. If an associate is injured or becomes sick at work, no matter how slightly, he/she must inform the Manager or HR immediately.

Avoid consumption of alcoholic beverages or illegal substances during working hours. The possession of these substances on the organization's property is forbidden.

Understand their job fully and follow instructions and ask their managers or HR if they are unsure of the safe procedure.

Know the locations, contents and use of first aid and firefighting equipment.

Understand that a violation of a safety precaution is in itself an unsafe act. A violation may lead to disciplinary action, up to and including termination from employment.

EMERGENCY RESPONSE

The Emergency Response team should be notified immediately when an emergency occurs. The contact details of Emergency Response team have been published in all the respective floors. Emergencies include all accidents, medical situations, bomb threats, other threats of violence, and the smell of smoke. When events warrant an evacuation of the building, associates should follow the instructions of the HR or any other member of the emergency response team. They should leave the building in a quick and orderly manner. They should assemble at the pre-determined location as communicated by the emergency response team or HR and await further instructions or information.

SUBSTANCE ABUSE

The organization has vital interests in ensuring a safe, healthy and efficient working environment for our associates, their co-workers and the clients we serve. The unlawful or improper presence or use of controlled substances or alcohol in the workplace presents a danger to everyone. For this reason, we have established the following guidelines as a condition of employment and continued employment with the organization:

Associates are prohibited from reporting to work or working while using illegal or unauthorized substances. Associates are prohibited from reporting to work or working when under the influence of any controlled substance, except when the use is pursuant to a doctor's orders and the doctor advised the associate that the substance does not adversely affect the associate's ability to safely perform his or her duties.

In addition, associates are prohibited from engaging in the unlawful or unauthorized manufacture, distribution, sale or possession of illegal or unauthorized substances and alcohol in the workplace including on organization paid time, on organization premises, in organization vehicles, or while engaged in organization activities. Associates are also prohibited from reporting for duty or remaining on duty with any alcohol in their systems.

An associate's employment or continued employment with the organization is conditional to his/her full compliance with the foregoing substance abuse guidelines. Any violation of these guidelines may result in disciplinary action, up to and including termination from employment.



EMPLOYEE SEPARATION



EMPLOYEE SEPARATION

OBJECTIVES

While Orion hopes that employment with the company would be a mutually rewarding experience, it is understood that varying circumstances can lead to employee separation (voluntary, involuntary, abandonment of services, death and retirement). This section outlines the separation procedure and guidelines to be followed for each type of separation, to ensure a graceful exit.



TYPES OF SEPARATION

Voluntary Separation: Refers to associates who wish to move on, voluntarily and have initiated separation via resignation, on account of professional or personal reasons. It also includes those associates who have abandoned the services.

Involuntary Separation / Termination: Refers to termination of employment/ dismissal from service by the company, on account of reasons wherein an associate's continued association with it would be detrimental to the company's reputation, operations or activities.

Performance issues (Refer to Performance Improvement Plan Policy) as well as misconduct fall under its purview.

Death: Refers to the end of life of any employee.

Retirement: Refers to the employee reaching the age of retirement as per company policy.

PROCESS FOR VOLUNTARY SEPARATION

Associate needs to notify his/her manager about his/her resignation, citing the reason for resignation in detail. Information about the resignation of an associate may be communicated either informally/ via email/ resignation letter to their manager / HR.

Manager and HR shall connect individually with the associate to understand the issue and suggest possible solutions for the same, if feasible within organizational framework.

Associate's last working day has to be decided and agreed upon by manager and the HR, in accordance with the terms and conditions of the associate's offer letter. Confirmed associates are required to serve a notice period of three months, while associates on probation will need to serve a notice period of one month.

A formal exit interview would be conducted with the associate on or before the associate's last working day. The discussion would be strictly confidential. The associate will be invited to share candid views without any apprehension that the reference information about him/her would be shared with another employer.

The associate shall fill in the Clearance Form and get sign offs from requisite departments. The same will indicate that all items of any kind, created or used pursuant to Orion's service or furnished by Orion, including but not limited to laptop, computers, reports, files, manuals, confidential information have been submitted to the respective team in good working condition, promptly. The associates who are onboarded to client will be initiated offboarding on the last day of exit.

F&F settlement of the employee would-be put-on hold if the employee does not submit the completed clearance form, with requisite sign offs to the HR.

Full and Final Settlements

Salary due for the respective last working calendar month would be paid along with the F & F amount. In case of recovery due to any relevant clause in the accepted offer of employment or any subsequent agreement signed with the company (relocation reimbursement, joining bonus, training certification fee, notice period buyout etc.) salary due for the month preceding the last working calendar month will also be withheld.

F & F settlement of dues shall be within forty-five (45) days from date of separation of employee, subject to no dues and clearance as per defined norms.

Annual Leaves are eligible for encashment on the basis of Basic Pay + HRA on pro-rata basis subject to the employee serving the Notice Period in full.

Balance payment after F & F settlement will be transferred to the employee's last salary account. In case of recovery, a formal communication would be sent to the employee along with the F & F working statement for clearance of outstanding dues by the employee.

Issuance of letters

Relieving letter shall be issued only if the employee has no outstanding dues with the company. In case of recovery, the relieving letter shall be issued post clearance of outstanding dues. The outstanding dues can be cleared by the employee via issuance of a cheque/demand draft made in favor of the company.

PROCEDURE FOR 'ABANDONMENT OF SERVICES'

An employee who does not show up to the office for five working days without intimation either to the manager and HR and is unreachable, is considered to have abandoned service.

Intimation of 'Abandonment of services cases'

The immediate manager / function head has to report instances of abandonment of service to the Human Resources Department for taking appropriate action against the associate.

Once the intimation is received, the first (1st) abandonment of services letter would be sent to the employee's permanent address as per company records, along with an email to his / her personal mail ID. The purpose of the letter is to ask the employee to resume work within seven days of dispatch of the letter.

If the employee does not resume work within the stipulated time period, a second (2nd) abandonment of services letter is sent to the employee on the 7th day from the date of dispatch of first letter asking him/her to report back to work immediately.

If the employee does not report to work even after 21 working days, the final employment termination letter would be sent, citing the first and second abandonment of service letters as reference.

In certain cases, if deemed appropriate, the HR will approach management seeking advice on whether to issue legal notice and initiate other proceedings.

If the employee resumes work anytime during the period from dispatch of first abandonment of services letter to dispatch of termination letter, the period of absence shall be treated as loss of pay. Also, company may take disciplinary action against the employee as this falls under the purview of misconduct.

Final Settlement for Associates Who Have Absconded

In case of absconding, the company may treat the employment of the employee as terminated on and from the date the employee ceases to come to work. There is no obligation on the part of the employer to pay wages to the employee from the day he/she has abandoned work. Also, in case of abandonment, the employee is liable to pay liquidated damages for the amount of pay for the notice period, other dues (if any), and loss caused to the company on account of sudden disruption of work.

INVOLUNTARY SEPARATION / TERMINATION

The employment of an associate may be terminated if he / she is found to be incompetent even after repeated warnings and cautioning. In exceptional cases, the employment of an associate may be terminated even without assigning reasons, but only with the prior approval of Management. In either case, the associate shall be given three calendar months' prior notice in writing, or three months' salary in lieu of such notice. The associates who are onboarded to client will be initiated offboarding on the last day of exit.

Employment can be terminated without notice and without salary in lieu of such notice, for excessive absenteeism and/or lateness, indiscipline, sexual harassment, general misconduct, safety and security violations, fighting, dishonesty, theft, incompetence, possession of alcohol or drugs while on the job or any other indulgence of excess or any action detrimental to the interests of the Company.

Initiation of separation process for cases which may warrant immediate termination

The Manager will report the matter to the HR and HR will review the case. Any further action is subject to their discretion based on the intensity and impact of misconduct. Based on the HR's approval, the employee can be terminated with immediate effect, without serving Notice Period. Process for Full & Final settlement and Annual Leave encashment will remain the same as outlined above in the procedure to be followed for voluntary separation. The employee will not be eligible for any form of bonus payout. The associates who are onboarded to client will be initiated offboarding on the last day of exit.

DEATH

Refers to the end of life of any employee. HR team provides deceased associates' dependents with information about insurance and other pertinent benefits and co-ordinates with the dependent /nominee or family members to get the necessary documents, if required.

Payment for unpaid salary, unused privilege leave, other statutory & death benefits shall be processed and intimated to the dependent / nominee and in case of there being no nominee, the dues shall be paid to the legal heir.

RETIREMENT

Refers to the associate reaching the age of retirement as per company policy. An associate may retire when he / she reaches the age of 60 as per company policy.

Associates who meet the eligibility requirements for retirement and choose to retire should provide an intimation to their manager three months prior (as per the terms and conditions in the appointment letter).

Upon the receipt of such notice, the manager should acknowledge and accept the resignation. The age or date of birth already given in the employee's application form would be treated as binding and final.



GARDEN LEAVE POLICY



Applicability

- Garden Leave is not applicable in case of voluntary separation.
- Garden Leave may be granted at the discretion of the HR department under specific circumstances and scenarios such as redundancy separations or negotiated separations arising from any employment-related issues.
- Absconding and termination cases are not covered by the Garden Leave Policy.

Notice Periods

- **Employees Under Probation:** Employees under probation will be provided with a 30-day notice period during which they will not be required to work or may receive equivalent pay in lieu of notice.
- **Confirmed Employees:** Confirmed employees who have completed their probationary period will be entitled to a 90-day garden leave period or may receive equivalent pay in lieu of notice. HR reserves the right to reduce this period at its discretion if the employee is on bench/nonproductive for more than 30/60 days. In such cases, Orion will negotiate and adjust the notice period to meet the 90-day pay criteria.

Policies and Procedures During Garden Leave

- During the garden leave period, employees are expected to adhere to all Orion policies and procedures, including confidentiality, non-compete, and non-solicitation agreements.

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Early Release Option

- Employees have the option to request an early release from garden leave by providing at least two days' prior notice to the HR department. If an employee requests an early release, they will be paid their regular salary and benefits until the requested release date.



Salary and Benefits

- During the garden leave period, impacted employees will continue to receive their regular salary and benefits, including health insurance, retirement contributions, and any other contractual entitlements.

Communication

- Orion HR will communicate with impacted employees regarding their garden leave, including the start and end dates and any other relevant details.

Return of Company Property

- Impacted employees are required to return all company-owned property, equipment, documents, or any other assets in their possession within 3-5 days of commencing their garden leave period.

The Garden Leave Policy is designed to provide clarity and fairness to impacted employees while safeguarding Orion's interests during the transition period. Orion reserves the right to modify or amend this policy, as necessary.





EMPLOYEE COMMUNICATION CHANNELS

1. **Inet** : Inet serves as a centralized hub for accessing important documents, policies, company news, and departmental updates. You can find the employee handbook, forms, and other resources on the intranet.
[**Home - Home \(sharepoint.com\)**](http://Home - Home (sharepoint.com))
2. **Viva engage** : At Orion, we believe in the power of engagement – not just as a buzzword, but as a way of life. "Viva Engage" embodies our commitment to active participation, collaboration, and enthusiasm in everything we do.
[**\(20+\) Viva Engage - India \(cloud.microsoft\)**](http://(20+) Viva Engage - India (cloud.microsoft))
3. **BRINO** : is a self service portal. If you have any doubts or seek any information, you can chat with BRINO and your queries will be resolved instantly.
No more waiting for your queries to be resolved. BRINO can be accessed by following these steps-
 - Open Teams
 - Click on "Apps" available on left side of window
 - Click "Built with Power Platform"
 - Click "Brino"
 - Click "Add" from popup window
 - Type "Brino" in teams search box
4. **OI HUB** : An Global people system – This is an platform which allows employees to access & Manage personal information such as attendance / Time off / recognition etc. [Orion Innovation](#)

AMENDMENT RECORD

IMPLEMENTATION APPROVAL

Approval Date	Document Version	Approvar	Date of implementation
30th March 2015	Version 1.0	Narendra Kumar,	1st April 2015

REVISION CONTROL

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