

Company HR Policies – Digital Ipsum Pvt. Ltd.

1. Leave Policy:

- Every employee is entitled to 12 Casual Leaves (CL), 7 Sick Leaves (SL), and 15 Paid Leaves (PL) annually.
- Sick leave beyond 2 days requires a doctor's certificate.
- Unused paid leave can be carried forward up to a maximum of 30 days.
- Leaves must be applied for at least 2 days in advance through the HR portal.

2. Work From Home (WFH) Policy:

- Employees are allowed to work from home up to 8 days per month with manager approval.
- Emergency WFH is allowed with email notification to HR.
- WFH is not applicable during the probation period.

3. Probation Period:

- All new employees will undergo a probation period of 3 months.
- Performance will be evaluated at the end of the period.
- Probation can be extended by another 1–3 months if needed.

4. Working Hours:

- Standard working hours are 9:30 AM to 6:30 PM, Monday to Friday.
- A grace period of 15 minutes is allowed for late entry.
- Biometric attendance is mandatory.

5. Salary and Payslip:

- Salaries are processed on the last working day of each month.
- Payslips can be downloaded from the internal HR portal.
- Any payroll queries must be reported within 7 days.

6. Holidays:

- The company observes 12 public holidays as per the official calendar shared at the start of the year.
- Optional holidays can be availed by applying through the HRMS.

7. Exit and Notice Period:

- The notice period is 30 days for confirmed employees.
- During the notice period, leave balance can be adjusted against the notice days.
- Final settlement is processed within 45 days of the last working day.

8. Employee Benefits:

- Medical insurance is provided for employees and their immediate family.
- Training reimbursement up to ₹10,000 annually upon management approval.
- Annual bonus based on performance and profitability.

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