



Amarya Business Consultancy

THE WORKPLACE GUIDE!

AMARYA BUSINESS CONSULTANCY
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FOR YEAR – 2022

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VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1.0				



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WELCOME

Welcome aboard! Our team is pleased to have you on board. Your exceptional skills will be a great addition to our team. We are excited that you have joined us and look forward to a long, happy, and successful relationship. We believe that a strong group of people can achieve and accomplish greater wonders than what one can achieve alone. This manual provides a general guideline on how we operate.

PURPOSE OF THIS DOCUMENT

Purpose of this Guide is to help everyone in our team to get to know more about the company and its benefit programs. All the plans, policies, and procedures described are simply intended as guidelines only and may change in specific situations. You are most welcome to share your ideas and doubts in case any.

VISION STATEMENT

Work as a team to produce exceptional consulting experience for all stakeholders.

HUMAN RESOURCES POLICY

AMARYA policies focus on promoting best practices and continuous improvement to enable the team to create exceptional experience and learning for all stakeholders.

HR GOAL – To deliver its best service in the welfare of our team. Ensures effective utilization and maximum development of Human Resources.

HR Strategy – Align company goals with HR goals by closely working with the teammates and the clients.



EQUAL EMPLOYMENT OPPORTUNITY POLICY

- Equal employment opportunity as a concept and philosophy is an essential element at our workplace.
- Providing equal opportunities for all qualified candidates and not discriminate against any job applicant on race, religion, creed, gender, age, place of origin, color, language, disability or financial status.
- Company provides a work environment that promotes mutual respect and values to its people.

DRESS CODE POLICY

- As long as you are wearing something, and your dress is not making your colleagues uncomfortable, its acceptable.

ATTENDANCE POLICY

- Company's Business year starts from January and end in December.
- Every week Monday to Friday.
- In case the someone is coming late / not attending office, s/he needs to inform his/her reporting manager, HR and client well in advance.
- The working hours may overlap with the Company's global clients/offices as required by business.

Holidays:

- We require all our teammates to work 5 days a week, and keep Saturdays & Sundays as off days.
- Annually, the different National, Public and Festive Holidays will be decided by the company and will be informed prior to everyone.
- Holidays declared by the company for the year 2022 are:
 - i. Republic Day – 26th January
 - ii. Holi – 18th February
 - iii. Independence Day – 15th August
 - iv. Gandhi Jayanti – 2nd October
 - v. Diwali – 24th October
- In case of any sudden holidays declared by the government due to various reasons will be declared holiday by the company as well.



LEAVE POLICY

- Everyone in our Amarya family is entitled to have 1.25 days earned leave for every working month.
- An earned leave can be availed for any reason.
- You can avail earned leave only if you have a sufficient leave balance. Earned leave availed without prior approval will be treated as absence and will be treated as loss of pay.
- Inform the HR beforehand.
- In case you are unable to attend work or are likely to be late, due to sickness or for any other reason, beyond your control, inform HR before your scheduled reporting time for work.
- Maximum 5 days of leave can be carried forward to next year.

LEARNING AND DEVELOPMENT POLICY

Organization Development

- We encourage and invests in learning & development of its talent resources.
- Here, we encourage continuous learning and upgrading skills, thus helping in increasing one's own potential.
- Everyone is required to undergo behavioral & technical training for his/her development in a year.
- Training, seminars / conferences / workshops that are relevant may be conducted.
- As part of our team, you can also share you views and ideas about any training/skills that will be beneficial for the company.



PREVENTION OF SEXUAL HARASSMENT POLICY

Introduction

- This policy has been framed in accordance with the provisions of “The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 and the rules framed thereunder.

Preamble

- It has always been the goal of the AMARYA BUSINESS CONSULTANCY, to promote a workplace that is safe and secure for all the employees working under. Company will not tolerate any form of harassment or discrimination.
- The above policy on Sexual Harassment of Women at Workplace is intended to provide female workers protection at workplace so that they work freely and efficiently.

Harassment Types

- **VERBAL HARASSEMENT** - Such as jokes, epithets, negative stereotyping and unwelcome remarks about an individual's body, color, physical characteristics, appearance, questions about a person's sexual practices or personal activities, sexual advances and remarks.
 - **VISUAL HARASSEMENT** - Such as offensive or obscene photographs, calendars, posters, cards, cartoons, drawings, and gestures, display of sexually suggestive objects and unwelcome notes placed on bulletin boards, computers or elsewhere.
 - **PHYSICAL HARASSEMENT** - Such as physical interference with normal work, impeding or blocking movement, assault, unwelcome physical contact, staring at a person's body, and threatening.
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- Sexual harassment includes harassment of women by men, of men by women, and same-sex gender-based harassment.
 - Company will not tolerate such misconduct either by its members or someone outside.
 - Company does not tolerate sexual harassment of its team members, specifically, no person shall be subject to a team member's unwelcome sexual advances or intimidating or harassing behavior, or condition an individual's employment or continued employment on submitting to such advances or behavior.
 - Awareness of this policy with all team members is a must and assuring them that they will not have to endure insulting, degrading or exploitative sexual treatment or intimidating or harassing behavior. It also includes identifying offensive behavior in violation of this policy and bringing it to the attention of HR.
 - Any employee who experiences or feels that s/he has been subjected to sexual harassment should report the alleged charge immediately.
 - If it is determined after the investigation that sexual harassment has, in fact taken place, stringent disciplinary action will be taken against the person or persons responsible.



SEPARATION POLICY

Voluntary termination

- Any member, who wishes to leave the services of the company, has to submit a resignation letter to his/her immediate manager and a copy of the same to the Human Resource function at least 2 months in advance.
- Final notice period would be at sole discretion of the company.
- On acceptance of resignation, a communication in writing shall be given to the member with a copy to Accounts for his/her full and final settlement of dues.
- Further, the acceptance of your resignation solely depends on the Company.

Involuntary Termination

- After confirmation of your employment, Company may terminate your employment at any time, on non-performance grounds or negligence in the performance of your duties, wrong information provided by you, improper character or attitude, integrity issues, or any other reason that the company believes are unsuitable.

Separation Process

- You shall send the resignation to the HR.
- Once the resignation has been accepted, a confirmation email will be sent to you by the HR.
- In certain separation cases, management may postpone the relieving date considering the business need or due to non-completion of pending tasks by you.
- All files, documents (hard copy or electronic) and other company properties present with you shall be handed over.
- HR will communicate the Separation Process, and send the forms to you by email.
- You are not to make any kind of negative statements about the company or shall try to damage the reputation of the Company.
- After verification of the documents by the HR, the separation process will be completed.



CORPORATE SOCIAL RESPONSIBILITY(CSR)

Corporate Social Responsibility (CSR) is the way and mean through which corporates can repay the obligations made by the Society by contributing the resources in its various forms as required for the efficient operation of the Business.

It is our responsibility to return back to the society in the best of our capacity. Company conducts various social activities under the CSR policy, to provide equal opportunities to beneficiaries under the CSR programs.

New ideas or suggestions are most welcome.

ENERGIZING WORK RELATIONSHIPS

AMARYA Management reserves the right to modify, alter (or) relax, and withdraw any of the rules mentioned in the guide from time to time at their discretion. In case of any doubt on interpretation, scope or applicability of these rules, the decision of the management shall be final.

The company will try its best to keep everyone on its team satisfied and motivated in all aspects of their work including the compensation, nature of work, work environment, professional guidance, incentives, team outings, etc.

We expect that everyone on the team to build positive relationships, collaborate as a team and work towards self-advancement.

We hope this Guide has answered your questions. We are glad you have joined our Company and we welcome your contributions.