

## **VKAPS HR Policy Index**

**VKAPS IT Solutions Pvt. Ltd.** is an IT Outsourcing firm, working successfully from last 13+ years. We are a software development company that strives to solve complex enterprise problems by providing simple, secure, scalable solutions.

Our goal is to help global enterprises utilize the latest and futuristic technologies to stay ahead in the game. We bring a unique mix of experience from various technical and management backgrounds to achieve our client business goals.

We develop robust web solutions that transform businesses into online management tools. From start-ups to established businesses, we help people transform their web /technology presence into an asset by creating competitive advantages through development, rapid deployment, and continuous management.

We continuously endeavor to exceed customer expectations in all engagements with an optimal mix of technical strength and execution capability, while ensuring high employee morale.

Our expertise ranges across: PHP (core PHP, laravel, WordPress, Magento), MERN (NodeJS, Python, MYSQL, AJAX, HTML5, Android, iOS, WebRTC and cloud based CMS (Shopify, Kajabi, neto, lightspeed)

### **Delegates:**

#### **Mr. Sudesh Agrawal**

**Designation-** Founder & Director

**Webmail ID:** [Sudesh@vkaps.com](mailto:Sudesh@vkaps.com)

#### **Mr. Vinod Mahajan**

**Designation-** Co-Founder & CEO

**Webmail ID:** [Vinod@vkaps.com](mailto:Vinod@vkaps.com)

#### **Mr. Ankit Porwal**

**Designation-** Sr. Project Manager of project delivery department

**Webmail ID:** [ankit@vkaps.com](mailto:ankit@vkaps.com)

**Important Points to remember:**

**Probation Policy:**

Probation period is a time for the parties, employee and the organization to assess suitability, fit and competency within a role. During this period VKAPS commits to review employee performance and at the end of this time probationary employment will be confirmed.

If employee performance is not as per company's standards, employment can be terminated, immediately or with 15 days' prior notice to the employee case to case basis.

Probation period can get extended if training is not completed, performance is not good or one has joined from 15<sup>th</sup> to 25<sup>th</sup>

**Work Policy: Hours of Work**

- Office/Business hours at VKAPS IT Solutions Pvt. Ltd. are generally between 11:00 AM to 8:00 PM from Monday to Friday, includes lunch hours i.e. 2:00 PM- 2.45 PM.
- Short break is allowed for 15 Minutes except working hours of 8 hours i.e. 6:00 PM -6.15 PM.
- We follow five days working policy so all Saturday of the month will be holiday, except in case of any emergency any month end deadline arises to complete.
- Your hours of work will depend on business needs and the requirements of the work you are assigned.
- VKAPS adopt a common sense approach in managing work hours as daily 8 hrs should be complete except lunch hours.

- If an employee work from home then total hours of Screen Meter tracker will be count and salary will be calculated as per the Screen meter hours only, no further requests will be entertained.
- Time - sheet filling is also necessary, that will be helpful in tracking the work hours.

**Lateness for work:** Attendance is a key factor in your job performance.

- Punctuality and regular attendance are expected from all the employees, excessive absences (whether informed or uninformed), tardiness or leaving early is unacceptable.
- If you are absent for any reason or plan to arrive late or leave early, you must notify your reporting person and HR through PERFEX leave management under late for work/early leave option.
- In the event of an emergency, you must notify HR and manager as soon as possible through call/ Whatsapp /mail (if not in access of Perfex) but when you get time inform through Perfex as well.
- Being absent from or reporting to work after the scheduled beginning time requires the employee to properly notify the supervisor and HR in advance through PERFEX to HR, keeping in follower their reporting manager.
- Depending on the circumstances, including the employee's length of employment, VKAPS IT Solutions Pvt. Ltd may counsel employees prior to termination for excessive absences, tardiness or leaving early.
- If any work-related pendency is there try to assign the task to other concerned person or intimate the urgent tasks to the immediate manager for completion to avoid any inconvenience to the client before going for any kind of leave/emergency leave.

### **Payroll**

IMPS transfers are done on the 10th day of each month, except Saturday, Sunday or holiday, in that particular case salary will be transferred on the next working day.

## **Holidays and Leaves:**

### **Holidays:**

1. New Year
2. Holi
3. Rangpanchmi
4. Rakhi
5. Diwali
6. Dushera

### **Optional Holidays:**

1. 26<sup>th</sup> January
2. 15<sup>th</sup> August
3. 2<sup>nd</sup> October

### **Leaves:**

- Total number of paid leaves will be 12 in a year.
- These 12 days leaves are divided into two parts, as 6 leaves during January - June and remaining 6 leaves during July - December session.
- Unused leave by June will be carry forward to July - December session, if more than 6 leaves are taken then it will be considered unpaid leave.
- Unused leave will not be carried forward to next year and will be paid in December month's salary.
- Before taking any planned leave, 5 days prior intimation is needed, leave request from PERFEX should be sent to reporting Manager and HR before 5 working days except for emergency cases (only 3 in a session) otherwise penalty will be incurred. **Ex: You have a Puja/Wedding in your hometown but you notified only 2 days back it will not be considered.**

- One can have only (3-3) emergency leaves in a year from Jan to June and July to December session.
- If leave is extended beyond the approved leave period then a penalty will be incurred. It includes emergency leave also. **Ex: You are on approved leave for 5 days and you missed your train and cant join for another 2 days.**
- Always try to submit leave related supporting documents with your leave request (Medical certificates/Wedding Cards etc. if possible)
- Unpaid (extra) leave - Salary deductions will be deducted based on working hours in that month.
- Any leave without prior approval in Perfex will have a penalty.

**Ex: You couldn't join office due to sickness and has not provided information.**

- Minimum 4 hrs needs to be completed for a half day leave except lunch hours.
- 45-min. lunchtime. (45 min i.e. 2.00 PM -2.45 PM)
- 15-minute short break (15 Min i.e. 6.00 PM -6.15 PM )
- The total time per day you have to give in the office is 8 hrs. except for lunch and short breaks.
- Working Hours will not be merged or adjusted with any other working day or lunch skip.

- You have to Punch card, whenever you go out of the office.
- If you exceed leaves in a year by 20 which includes the Annual leaves also, so the appraisal period will also increase.
- Lunch Break is compulsory to take, you cannot skip lunch to adjust work hours.
- If one is coming late for work or leave early should complete the work hours of the day by managing the office time with early or late hours working.

**Leave policy for Probation period:**

- No leaves are allowed during the Probation period.
- Leave without approval will attract a penalty of 2 times salary deduction.

**Salary Calculation formula:** We calculate salary on the basis of the total number of working hours and working days of an employee in a month.

**Confidentiality:** Team mates are required to follow the confidentiality of the organization and confidential information should be kept discreet because it is valuable and often sensitive.

It can also be easily pirated or replicated, which is dangerous for business and also for the employees.

Examples of confidential information include:

- Salary Disclosure /Discussion
- Unpublished financial information
- Data of Clients/partners/vendors
- Projects information, work technologies, any other confidential data
- Contact list of current and prospective customers
- Data from external parties entrusted to us
- Pricing and marketing strategies

- Documents, files and processes that are explicitly classified as confidential
- Unpublished targets and business plans marked as confidential
- Any Company Login Credentials
- Sharing each - others login Credentials

**Resignation:** Mates are required to follow the Company Resignation Policy stated in their offer letter at the time of joining the company as well as Appraisal Letters at the time of performance appraisal.

**Notice Period Policy:** Once the Resignation is accepted by the HR department, employee need to serve Pre specified notice period of one month or as approved by the HR department.

- With the immediate relieving no experience / relieving certificates /salary slips and last month salary will be provided to the employee.
- During Notice Period No annual leaves will be allowed.
- Salary of the Notice will be given only after 45 days as a full and final settlement if relieved with process.
- Security cheque and other documents will be given at the time of full and final settlement after 45 days from the last working day.
- Notice Period is not possible with the work from home option.
- Employee presence is required for minimum 10 days in the current month for Salary transfer, if he/she is on leaves so after resuming WFO, Salary will be given till than it will be on Hold.
- If all the balance leaves consumed before the session completion and on notice so last month salary will be deducted as per the consumed balance leaves salary.

for example: Jan to July leaves = 6

All leaves consumed from Jan - March

Resigned in April so deduction will be made on the basis of previously consumed leaves i.e. 1 per month.

All of the aforesaid will be subject to the complete knowledge transfer process and exit checklist part completion.

**Note:** As we tried to smooth your understanding of VKAPS HR policy by this summary HR policy.

We are at our best to reduce your concerns as we want you to have an extraordinary work employment experience with VKAPS.

If you have any further queries please feel free to reach us at [hr@vkaps.com](mailto:hr@vkaps.com)

**Thanks and Regards**

**HR Department**

**VKAPS IT Solutions Pvt.Ltd.**