

Effective Date: January 1, 2025

Version: 1.0

1. Working Hours

Employees are expected to adhere to standard working hours, which are from **9:30 AM to 6:30 PM**, Monday through Friday. A total of **8 working hours** per day is required, excluding a **1-hour lunch break**. Employees may request flexible working hours, subject to prior approval from their reporting manager.

2. Leave Policy

The organization offers the following categories of leave:

- **Annual Leave:** 20 working days of paid leave per calendar year, accrued monthly.
- **Sick Leave:** 8 working days per year. Employees must notify their manager and provide medical documentation when applicable.
- **Casual Leave:** 5 working days per year, intended for short-term, unplanned absences.
- **Public Holidays:** The organization observes 12 public holidays annually, as per the declared calendar.

Note: Leave accrual and utilization are subject to manager approval. Unused annual leave may be carried forward or encashed in accordance with applicable guidelines.

3. Remote Work

Employees may be eligible to work remotely for up to **two days per week**, subject to operational feasibility and managerial approval. During remote workdays, employees are expected to maintain availability during core working hours and participate actively in meetings and deliverables.

4. Probationary Period

All new employees are subject to a probationary period of **three (3) months**. During this period, performance and conduct are evaluated. The probation period may be extended at the discretion of the management. Leave entitlements during probation are limited and subject to specific policy terms.

5. Employee Benefits

The organization provides the following standard employee benefits:

- **Health Insurance:** Comprehensive group health insurance coverage for employees and their immediate family.

- **Provident Fund (PF):** Contributions are made as per statutory requirements.
 - **Gratuity:** Payable in accordance with the Payment of Gratuity Act after a minimum of five years of continuous service.
 - **Training and Development:** Employees are encouraged to participate in approved training programs aimed at enhancing skills and competencies.
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6. Code of Conduct

All employees are expected to maintain the highest standards of professional conduct and integrity. The organization promotes a work environment that is respectful, inclusive, and free from harassment or discrimination. Confidentiality of sensitive information must be preserved at all times.

7. Separation Policy

Employees who wish to resign are required to serve a **minimum notice period of 30 days**, unless otherwise specified in the employment contract. All resignations must be submitted in writing. Final settlements, including dues and documentation, will be processed within the stipulated time following the employee's last working day.

8. Dress Code

Employees are expected to dress in a manner that reflects professionalism. Business casual attire is appropriate from Monday to Thursday. On Fridays, the organization permits smart casual wear, provided it is neat and appropriate for a professional environment.

9. Information Security

Employees must ensure that organizational IT assets are used responsibly and solely for work-related purposes. The installation of unauthorized software and sharing of internal data without proper authorization is strictly prohibited. All employees are required to follow established security protocols, including the use of multi-factor authentication and secure access tools.