



# EMPLOYEE HR Policy Handbook

# 2021

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HR guidelines applicable for all permanent employees of McKinsol Technologies Pvt LTD.

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# **1. Code of Business Conduct and Ethics**

This Code of Business Conduct and Ethics applies to all employees and officers of the subsidiaries and affiliates of McKinsol Technologies Pvt Ltd, which are referred to in this Code as Company or the Company.

The Company is proud of its reputation for integrity and honesty and is committed to these core values. Personal responsibility is at the core of the Company's principles and culture. The Company's reputation depends on you maintaining the highest standards of conduct in all business endeavors. You have a personal responsibility to protect this reputation, to "do the right thing," and to act with honesty and integrity in all dealings with customers, business partners and each other. You should not take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or any other unfair-dealing practice.

The principles set forth in this document describe how you should conduct yourself. This Code does not address every expectation or condition regarding proper and ethical business conduct. Good common sense is your best guide. It does not substitute for Company policies and procedures. In every business-related endeavour, you must follow the ethics and compliance principles set forth in this Code as well as all other applicable corporate policies and procedures.

You are accountable for reading, understanding and adhering to this Code. Further, compliance with all laws, rules and regulations related to Company activities is mandatory and your conduct must be such as to avoid even the appearance of impropriety. Failure to do so could result in disciplinary action, up to and including termination of employment.

If you are uncertain about what to do, refer to the relevant section of this Code. If you are still unsure, speak with your supervisor or, if you prefer, communicate with any of the other points of contact indicated. If you have any doubt, ask for help.

## **1.1 In the Workplace**

Company is committed to providing a diverse and inclusive work environment, free of all forms of unlawful discrimination, including any type of harassment.

### **1.1.1 Respect**

The Company's greatest strength lies in the talent and ability of its associates. Since working in partnership is vital to the Company's continued success, mutual respect must be the basis for all work relationships. Engaging in behaviour that ridicules, belittles, intimidates, threatens or demeans, affects productivity, can negatively impact the Company's reputation. You are expected to treat others with the same respect and dignity that any reasonable person may wish to receive, creating a work environment that is inclusive, supportive and free of harassment and unlawful discrimination.

### **1.1.2 Equal Employment Opportunity**

The talents and skills needed to conduct business successfully are not limited to any particular group of people. Company has a long-standing commitment to a meaningful policy of equal employment opportunity. The Company's policy is to ensure equal employment and advancement opportunity for all qualified individuals without distinction or discrimination because of race, color, religion, gender, sexual orientation, age, national origin, disability, covered veteran status, marital status or any other unlawful basis. As part of this commitment, the Company will make reasonable accommodations for applicants and qualified employees.

### **1.1.3 Sexual Harassment and Other Discriminatory Harassment**

Sexual harassment and other discriminatory harassment are illegal and violate Company policies. Actions or words of a sexual nature that harass or intimidate others are prohibited. Similarly, actions or

words that harass or intimidate based on race, color, religion, gender, sexual orientation, age, national origin, disability, covered veteran status, marital status or any other unlawful basis are also prohibited.

## **1.2 Business Conduct Certification Program**

The responsibility for maintaining the Company's reputation for integrity and compliance rests in large measure on associates who guide its operations and others in particularly sensitive positions. The Business Conduct Certification Program is designed to have you affirm your compliance with the standards contained in this Code and to help identify situations that may in fact, or in appearance, involve conflicts of interest or other improper conduct. If you are required to complete or update a Business Conduct Certificate, you must do so in a timely and forthright manner with accurate responses. Above all, you must remember that any act that gives the appearance of being improper can damage Company's reputation and impair the public's confidence in the Company. All such acts must be avoided.

You must acknowledge that you have read and understand this Employee Code of Business Conduct and Ethics. In addition, management-level associates must periodically disclose on Business Conduct Certificate information that is considered to be directly relevant to avoiding problems with compliance obligations, self-dealing and impropriety. In certain circumstances, disclosure is required even if appropriate approval is obtained. An investigation may be conducted to resolve potential problems. All associates are required to cooperate in reaching a resolution of any issues found.

## **1.3 Conflicts of Interest**

Company policy prohibits conflicts of interest. A "conflict of interest" occurs when your private interest interferes in any way with the interests of Company. In addition to avoiding conflicts of interest, you should also avoid even the appearance of a conflict.

### **1.3.1 Corporate Opportunities**

You owe a duty to Company to advance its legitimate interests. You are prohibited from competing with the Company and from using corporate property, information or position for personal opportunities or gain.

### **1.3.2 Outside Activities - Officer or Director of another business**

You may not serve as a director, officer, trustee, and partner or in any other principal position of another for-profit or publicly held organization or company without the prior approval of Company's Chief Executive Officer (or a designee). You should obtain approval from Company's Chief Executive Officer (or a designee) before agreeing to serve on the board or in a principal position of a trade or professional association or of a non-profit organization. In any event, these outside activities must not impact in any way your daily job responsibilities in your current position.

### **1.3.3 Second Job**

Unless the Company otherwise consents in its sole discretion, you will devote your entire resources and full and undivided attention exclusively to the business of the Company during the term of your employment with the Company and shall not accept any other employment or engagement (honorary or otherwise).

### **1.3.4 Vendors, Suppliers and Consultants**

All vendors, suppliers and consultants shall be approved in accordance with Company policies and procedures. Company's business relationships must be totally based on their ability to competitively meet the Company's business needs. If your association with a current or prospective Company vendor, supplier or consultant is of a nature that gives rise, or potentially gives rise, to a conflict of interest, the Company may have to refrain from entering into the relationship and, in any event, you must not be involved in any way with approving, managing or influencing the Company's business relationship.

### **1.3.5 Gifts and Entertainment**

The occasional exchange of inexpensive gifts and modest forms of entertainment that have no special significance attached and are reasonable in nature, frequency and cost, are normal in business and help build strong and trusting relationships with customers, suppliers and other business partners. However, receiving such gifts or entertainment must never affect your judgment or decision-making, nor should they be offered in return for favorable treatment from others.

What constitutes good business practice with respect to gifts and entertainment varies by industry, business unit and location. Gifts from agents to individual insurance clients of other than de minimus value are generally regarded as “rebates” and as such are prohibited. No gifts to you valued at more than INR 2,500 would be allowed. Gifts to you valued between INR 1,000 and INR 2,500 or forms of business entertainment that exceed reasonable and customary practices should be politely declined, unless approved in advance by your functional head for sound business reasons.

### **1.3.6 Communication of Conflicts**

All potential and actual conflicts of interest or material transactions or relationships that reasonably could be expected to give rise to such a conflict or the appearance of such a conflict must be disclosed. If you have any doubt about whether a conflict of interest exists after consulting this Code, you should seek assistance from the appropriate persons or entities identified in the Resources section, so that you can make that determination.

Company and its associates will not directly or indirectly engage in bribery, kickbacks, payoffs or other corrupt business practices, in their relations with governmental agencies or customers.

## **1.4 Protection and Proper Use of Company Assets**

Safeguarding and appropriately using Company assets, whether those assets take the form of paper files, electronic data, computer resources, trademarks or otherwise, is critical.

### **1.4.1 Confidentiality**

Company is committed to preserving customer and employee trust. All information, whether it is business, customer or employee-related, must be treated in a confidential manner, and disclosing it is limited to those people who have an appropriate business or legal reason to have access to the information. You need to take special precautions when transmitting information via e-mail, fax, the Internet or other media. Remember to treat all such communications as if they were public documents and printed on letterhead.

In addition, Company meetings are confidential. You may not use audio or video equipment to record these meetings without the specific prior authorization of the head of your department.

### **1.4.2 Technology**

Safeguarding computer resources is critical because the Company relies on technology to conduct daily business. Software is provided to enable you to perform your job and is covered by federal copyright laws. You cannot duplicate, distribute or lend software to anyone unless permitted by the license agreement.

Company provides electronic mail (e-mail) and Internet access to assist and facilitate business communications. All information stored, transmitted, received, or contained in these systems is the Company's sole property and is subject to its review at any time. All e-mail and Internet use must be consistent with Company's policies, practices and commitment to ensuring a work environment where all persons are treated with respect and dignity. Because these systems provide access to a worldwide audience, you should act at all times as if you are representing Company to the public, and should preserve Company's system security and protect its name and trademarks.

You must act responsibly and adhere to all laws and Company policies when using e-mail or the Internet.

You must use your computer appropriately in accordance with Company standards and be sure to secure both the computer and all data from loss, damage or unauthorized access, reporting all instances of unauthorized access to the Information Technology Department.

## 1.5 Administration

### 1.5.1 Reporting of Any Illegal or Unethical Behavior; Points of Contact

If you are aware of any illegal or unethical behavior or if you believe that an applicable law, rule or regulation or this Code has been violated, the matter must be promptly reported to your supervisor or company executives.

Your supervisor is normally the first person you should contact if you have questions about anything in this Code or if you believe Company or an associate is violating the law or Company policy or engaging in conduct that appears unethical. Under some circumstances, it may be impractical or you may feel uncomfortable raising a matter with your supervisor. In those instances, you may contact the head of your department or any other company executives. Furthermore, you should take care to report violations to a person who you believe is not involved in the alleged violation. All reports of alleged violations will be promptly investigated and, if appropriate, remedied, and if legally required, immediately reported to the proper governmental authority.

You will be expected to cooperate in assuring that violations of this Code are promptly addressed. Company has a policy of protecting the confidentiality of those making reports of possible misconduct to the maximum extent permitted by law. **In no event will there be any retaliation against someone for reporting an activity that he or she in good faith believes to be a violation of any law, rule, regulation, internal policy or this Code.** Any supervisor intimidating or imposing sanctions on someone for reporting a matter will be disciplined up to and including termination.

## 1.6 Daily Work Report Policy

It is mandatory for every employee/consultant to submit the daily work status report every day to their respective reporting manager irrespective of their work location. Employee working on client projects are supposed to send the weekly status report to their clients via McKinsol project manager or team lead along with planned tasks for next week to be mentioned in the same report. However, employees working remotely, or non-billable assignments (partially or fully) should submit daily status reports also to McKinsol reporting manager or lead. So, employee on client projects working remotely need to submit their daily status reports to the clients and if assignment is partially billable or non-billable then submit to McKinsol management. In absence of this the day may be considered as an un-paid leave by HR without ask.

## Zero Tolerance Policy

**Any of below act will not be tolerated in any circumstances.**

- Verbal Abuses, Physical Contact, Request or Demand for any Sexual Favor or usage of inappropriate words, profanity, action, posture etc... With the said intention.
- Carrying Gutaka, Pan Masala inside office premises.
- Carrying Data Cable, Pen Drive, CD etc... Inside office premises.

- Significant data download for non-official activities. We suggest if you intend to download large database for any reasons take necessary written approvals prior to doing so. USB attachments and phone attachments to office systems are not allowed.
- Scribbling or damaging company assets.
- Eatables & Drinkables are not allowed at desk or in working area (production floor).
- Usage of cell phone on production floors without authorization.
- Consumption of alcohol or influence of any Drug which is banned under the law.
- Giving fraudulent documents or false information at the time of Joining.
- Inappropriate act done intentionally or unintentionally leading to impact on company or its clients, it's brand Image, overall reputation
- Bullying others and disturbing working environment
- Racial, sexual or discriminatory remarks about others, inappropriate gestures in office or during office events (if organized by McKinsol). This may appropriately be treated and consulted with law in case of the need.
- Employee agrees not to disparage or comment negatively about company, affiliates, and/or its subsidiaries, culture, owners, staff, clients or business activities. This clause will survive the termination of this agreement and violation of same will be considered a material breach.

## **2. Terms of Employment**

### **2.1 Terms of employment**

Terms of employment are as set out in the appointment letter.

2.1.1 The terms of employment are as per the details contained in the offer letter. The company reserves the right to amend, alter, change any or all the terms and conditions governing employment. The company will also be the sole judge of the meaning and interpretation of all or any of these terms and conditions and its decision thereon shall be binding on all employees.

2.1.2 The employment agreement is a contract between the individual employee and the company and the terms of contract are individual to each employee. Hence, all employees are required not to share the terms of contract with others including fellow employees.

### **2.2 Joining process**

The copies of the following documents shall be submitted by an employee on the date of joining:

- Proof of age (birth certificate/school leaving certificate/passport copy);
- Adhaar card
- Pan Card
- Duly Attested Educational and other qualification certificates;
- Release letter from the previous employer (if applicable);
- Acknowledgement for receipt of the HR Policies and Code of Conduct guidelines;

Offer letter:

Original to be retained by the employee; and one signed copy to be handed over to Company by the employee (for the Employee file)



### 3. General Administrative Matters

#### 3.1 Working days

The working days at the Company will be as per the team, employee is working with

##### **Recruitment team**

Unless otherwise stated, work hours would be as follows:

Days	Monday – Friday
Timings	7:30 pm To 4:30 am hrs. (during day light saving timings will be 6:30 pm to 3:30 am)
Lunch-break	30 minutes

Owing to work exigencies, an employee's working hours maybe different from the timings mentioned above.

##### **Development/ Neuvays team**

Unless otherwise stated, work hours would be as follows:

Days	Monday – Saturday (New joiners/ joined within past 6 months)
Timings	1pm To 10:00 pm
Lunch-break	30 minutes

Owing to work exigencies, an employee's working hours maybe different from the timings mentioned above.

##### **SAP offshore team**

Unless otherwise stated, work hours would be as follows:

Days	Monday – Friday
Timings	7:00 pm To 4:00 am hrs. (during day light saving timings will be 6:00 pm to 3:00 am)
Lunch-break	30 minutes

Owing to work exigencies, an employee's working hours maybe different from the timings mentioned above.

##### **Marketing team**

Unless otherwise stated, work hours would be as follows:

Days	Monday – Saturday
Timings	10 am To 7:00 pm
Lunch-break	30 minutes

Owing to work exigencies, an employee's working hours maybe different from the timings mentioned above.

### 3.2 Compensatory off

Owing to work exigencies, an employee may also be required to work either on a weekly off or a public holiday. In such a case, and after obtaining due approval from his/her immediate manager, the employee is entitled to take any of the weekdays in the following week as a compensatory off in lieu of the day of the weekly off/public holiday as per the following:

1 Full day remote work = 1 half day comp off

1 Full day at office = 1 full day comp off

### 3.3 Time Card Entry Procedure

Attendance is a key factor in your job performance. Punctuality and regular attendance are expected of all employees. Excessive absences (whether excused or unexcused), 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 supervisor and the office manager as far in advance as possible and no later than one hour before the start of your scheduled work day. In the event of an emergency, you must notify your supervisor as soon as possible.

Excessive absences, tardiness or leaving early will be grounds for discipline up to and including termination. Depending on the circumstances, including the employee's length of employment, McKinsol may counsel employees prior to termination for excessive absences, tardiness or leaving early.

- Attendance is only through biometric Punch In & Punch Out. If you do not find punch in at your location, then please use online logging. Daily log will be taking for time entries.
- Once on-boarded employee will get the login credentials from our IT department.
- Employee should start sign In/Punch In & Sign Out/Punch Out at the time of work start and work off respectively.
- Anyone reporting late to the office has to work late till the time he/she completes his/her working hours of the day.
- Note: In case if HR Team found working hours shorter than expected it may result into desired action. “
- No Regularization will be acceptable in timecard entry procedure.
- For Emergency late arrivals condition if employee delayed once a month and employee have completed 9 hours a week (and authority approves) it will be count as full day.
- If the employee continually delays for no reason, we will deduct ½ of the day from his/her McKinsol days.

### 3.4 Login Hours Policy

Particulars	Attendance
>8:45 hours	Present/Full Day
<8:45 hours but >4.5 hours	½- Day (½- P or ½- PL)
<4.5 hours	Leave/PL

#### Shift Adherence Policy

Late Coming	Deduction Applicable
Less than 3	No Deduction
3 to 5	½- Day Leave/Salary
5 to 7	1 Day Leave/Salary
7 to 9	1 ½- Day Leave/Salary

#### **Executives: Senior positions are exempt positions and may require work outside normal working hours**

- Any employee, who is outside the office during working hours, should ensure that the immediate manager (or a colleague, if the immediate manager is not available) is aware of his/her whereabouts.
- Unauthorized absence from office, or absence from office without prior approval from the immediate manager, will be recorded as misconduct in the employee's file.
- Unauthorized absence will be treated as Loss of Pay (LOP).

### 3.5 Work from Home

Unless otherwise it is required because of the severe pandemic situations such as Covid-19, WFH permission will remain same as it was before.

- Any employee who is unable to make it into the office premise can request to work from home.
- Employee needs to ensure they have all the appropriate equipment (functioning laptop) and content required to be fully productive working from home. If this is not the case, they will need to come into the office.
- Requests to work from home for 1 day need to be approved by the supervisor/manager. Any request for more than 1 day need to be approved by Mr.Anurag Varshney.
- Employee needs to ensure that they are accessible via phone and instant messenger throughout the work day.
- Unproductive days may be treated as Loss of Pay (LOP).
- Employee can work from home on approval up to 10 days in a year. Afterwards any approved work from home will be paid half day.

### 3.6 Cleanliness of Office

It will be the responsibility of all employees to ensure that the offices of the company are kept neat and tidy at all times. The work area should be cleared of all files and papers every evening prior to leaving the office. Computers and any lights in the work area need to be switched off.

### 3.7 Dress code

Men	Women
Formal / smart casual shirts, trousers and shoes.  Formal clothes are mandatory for sales personnel; and others when meeting customers / visitors.	Formal Western (shirts, slacks, pants, suits)/  Indian (saree, salwar) business wear

Employees are expected to use their discretion in determining what appropriate office wear is.

### 3.8 Smoking

Smoking is prohibited within office premises. In order to maintain a clean and healthy atmosphere in the workplace and arising out of our concern for fellow employees, smoking is prohibited within the office premises.

### 3.9 COVID-19 Infectious Disease Control Policy

Coronavirus disease 2019 (COVID-19) is a respiratory illness with symptoms of fever, cough, and shortness of breath. The purpose of this policy is to ensure the health and safety of our associates, visitors, clients, and vendors.

McKinsol Technologies Pvt Ltd will not discriminate against any job applicant or employee based merely on the fact the individual has COVID-19. However, McKinsol Technologies Pvt Ltd reserves the right to exclude a person with COVID-19 from workplace facilities, programs and functions if the company finds that such restriction is necessary for the welfare of the person who has COVID-19 and/or the welfare of others within the workplace. All decisions will be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has the disease, and a careful weighing of the identified risks.

In light of the current situation, McKinsol Technologies Pvt Ltd has adopted the following practices to minimize potential exposure of employees to COVID-19 in our workplace. Employees are request to:

- Conduct virtual meetings instead of in-person meetings when in office as well.
- Practice social distancing (staying at least 6 feet away from others).
- Avoid unnecessary travel for personal or professional reasons.
- Avoid gathering in breakrooms, work rooms, and other areas where groups congregate.

- Wash hands often with soap and warm water for at least 20 seconds.
- Avoid touching their eyes, nose, and mouth.
- Keep workspaces clean using company-provided cleaning supplies.
- Cover coughs and sneezes with a tissue or the inside of the elbow.
- Where possible, avoid public transportation and recreational activities where you might come into contact with contagious individuals.

### **Stay Home if Sick:**

Employees should notify their supervisor of any symptom related to COVID-19, including fever, cough and/or acute respiratory symptoms and those with symptoms should stay home. Employees should wait until they have been cleared by a healthcare provider before returning to work. If an employee shows symptoms of acute respiratory illness at work, they will be sent home immediately.

### **Report Potential Exposure:**

Employees should notify their supervisor or the HR Team if they have been in contact with someone who has COVID-19, even if the employee is asymptomatic. If an employee has recently traveled to a location that the Centers for Disease Control and Prevention (CDC) has identified as having an active outbreak, the employee should notify their supervisor or the HR Team as well. These employees may be asked to isolate/work from home for 14 days.

### **Provide Notice of Absences:**

Employees who will be absent from work should generally follow McKinsol Technologies Pvt Ltd 's regular procedures for notifying the company of the need for time off.

If an employee is out sick or shows symptoms of being ill, it may become necessary to request information from the employee and/or their healthcare provider, subject to applicable laws. In general, McKinsol Consulting Inc may request medical information to confirm an employee's need to be absent and to know that it is appropriate for the employee to return to work. McKinsol Consulting Inc will comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease.

### **Visitors:**

There should be no visitors to the workplace unless it is mission-critical, and the meeting cannot be conducted virtually.

### **Work-Related Travel:**

All nonessential work-related travel is restricted without the prior written authorization of a supervisor. Before providing authorization, supervisors must check for the latest guidance and recommendations for each country and location to which the employee will travel. Employees must monitor themselves for symptoms of fever, cough or acute respiratory illness before starting or after completing travel and are required to notify their supervisor and stay home if they are sick prior to or after travel.

### **Personal Travel:**

Employees must report any personal travel plans, whether domestic or international, to their supervisor before departure. Depending on the situation, McKinsol Consulting Inc may ask the employee to follow certain steps, such as working from home for a 14-day period, before returning to the workplace.

### **Working from Home:**

At this time, employees should be following all guidance from public health officials, state and local governments and the company regarding work from home policies and requirements. If an employee has a heightened health concern and wants to work from home and has the ability to perform their job away from McKinsol Consulting Inc premises, they should contact their supervisor. They do not need to disclose their health information. Requests will be handled on a case-by-case basis.

Supervisors may modify job responsibilities if possible, to enable associates to work from home. Associates are expected, if able, to work from home during the 14-day isolation period if applicable.

If you have questions about this policy, contact your supervisor or the HR Team.

## **4.Employee Development**

### **4.1 General**

- It is the policy of the Company that the work of each employee will be evaluated periodically by the employee's manager/supervisor, in order to monitor individual performance on the job, assess training needs and to identify future leaders.
- The process of employee development is covered by:
  - Appraisals and Increment;
  - Training, Seminars and Certification
  - Career Planning

### **4. 2 Appraisals and Increment**

The process of performance evaluation provides a systematic approach for communicating goals, expectations and objectives to each employee as well as documenting individual performance.

- Employees are required to attend 2 major appraisals which will take place in June and December and 2 minor appraisals which will take place in March and September.
- Increments will be rewarded once in a year based on 4 appraisal and other factors such as but not limited to client feedback, performance CRITERIA in appraisals form, manager review, management recommendation etc. Please note that we value positive attitude supporting company, help in improving company practices and productivity.
- Timely appraisal of any employee is the responsibility of employee and employee's manager. In absence of timely appraisal employee and manager will be held responsible. It is the duty of

employee's manager to provide 360 degree feedback about the employee in writing after a verbal session with each of the employee as his or her report.

- Effective Jan 2021 we will do salary increment once a year in Jan only. New hiring in 2020 will also be subject to salary increment in Jan only based on MIM duration of completion in 2020.
- Due to Covid 19 pandemic we have freezed all the bonuses and increments till the time economy becomes better, which we are hoping soon.

### **4.3 Training, Seminars & Certification Fee:**

Time to time company may ask employee to take training or do certification in new emerging modules or technology areas and sponsor the cost of doing this on case by case basis. This is a company investment to acquire knowledge and skills in new dimension areas or in areas where company wants to expand. So company management decides about such expenses for those individuals and programs which are aligned with company goals. The minimum eligibility to claim for such reimbursement is completion of one year of employment with company and employee continues for one more year of employment upon attending such training and doing certifications. Otherwise employee will have to return such investment back to the company. Certification fee is reimbursed only if employee passed the exam successfully. The same policy is applicable to industry or SAP conferences or seminars where company invests such as SAPPHIRE or NRF.

### **4.4 Manager and Mentor Feedback**

Employees are required to provide 360 degree feedback on their managers and mentors to HR directly in a form provided by HR to the employees. This should be filled twice a year in Dec and Jun. The criteria of the feedback is based on their mentorship, skills, transparency and help employee to grow their technical and job skills.

## **5.Compensation**

### **5.1 Salary Administration**

All employees will be paid their salary on a monthly basis. Paychecks are distributed between 1st and 5th day of each month, except when either of those days falls on a Saturday, Sunday or holiday, in which case paychecks will be distributed on the preceding workday. Timesheets are due to the Executive Director within two days of each pay period. All salary deductions are itemized and presented to employees with the paycheck.

### **5.1 Salary Increases**

Compensation review is an annual exercise, which determines the increment in salary. The increment is done on the cost of living adjustments and market trends in compensation levels. However, increment in the employee's salary is not automatic and will be subject to the employee's performance and the company's performance.

## **6.Employee Termination**

An employee will be separated from the company in the following events:

- On his/her resignation from the services of the company;
- On being removed from the services or on being dismissed by the company;
- On the expiry of any fixed contract period;
- On being found medically unfit to continue working in his/her present responsibility; or

## 6.1 Resignation

- An employee, who wishes to leave the services of the company, has to submit a resignation letter serving 3 months of notice period (joined company after 30 Sep 2019) or 1.5 months of notice period for employees joined company before 1 Oct, 2019, to his/her immediate manager and a copy of the same to Human Resource function.
- The notice period from the employee is essential for the company to ensure timely and smooth hand over of existing responsibilities to another employee.
- On acceptance of resignation, a communication in writing shall be given to the employee with a copy to Accounts and other related departments for his/her full and final settlement of dues.
- The payment of other dues after ensuring clearance of outstanding amounts like travel allowance bills and LTA will be done. Items like computers, cellular phones, calculators, books, etc have to be handed over to authorized persons.
- In the absence of notice period the terms and conditions will be governed by the legal bond/ employment agreement signed by employee at the time of joining.
- If an employee, didn't turn up to Office for three consecutive Days, in that Case, that employee will be Considered as Job Abandonment. In Case of Resignation or Termination Human Resource Team will be the point of Contact for employees and Management.
- Please check PIP (Performance Improvement Plan) policies of company as employees who have been brought into PIP may be asked to leave if they do not show improvements during the PIP period. PIP may be decided in case by case basis. We provide enough support, encouragement and training during PIP period to provide platform to grow. So, we do not foresee such situations to occur quite often.
- During the probation period of first six months of employment, company reserves the rights to terminate the employment with or without notice. After completion of probation company reserves the rights to terminate the employment upon giving a notice period of 15 days (fifteen days) if terminated without cause. However, company does not need to provide a notice period if company terminates the employment for a cause. These are basic terms to safeguard from disturbance in company, though we strive to work with high professional ethics to minimize the loss to any individual.
- Please note that upon termination all leaves and incentives will cease to exist. However, salary will be provided until your last day at work, as approved by the management.

## 6.2 Dismissal

a) An employee's services may be terminated due to

- lack of job related skills,
- inadequate work performance,
- improper character or attitude,
- integrity issues,
- or any other reason that the company believes renders the employee unsuitable for continuing employment with the company.

Under such circumstances, the employee's services may be terminated without notice.



b) The appointment of an employee is made on the basis of the information supplied by him/her in his/her application/résumé at the time of interview, and his/her appointment shall stand null and void in case any material error is established at any point of time. In such a case, his/her services shall be terminated with immediate effect.

c) The clearance formalities will be similar to those applicable for resignations.

### 6.3 No Dues Certificate

On termination of employment with the company, Employees are responsible for McKinsol equipment, property and work products that may be issued to them and/or are in their possession or control, including but not limited to:

- Telephone cards,
- Identification badges
- Office/building keys
- Office/building security passes
- Laptops, computerized diskettes, electronic/voice mail codes,
- Intellectual property (e.g., written materials, work products).
- In the event of separation from employment, or immediately upon request by the Executive Director or his or her designee, Employees must return all McKinsol property that is in their possession or control. Where permitted by applicable law(s), McKinsol may withhold from the employee's final paycheck the cost of any property, including intellectual property, which is not returned when required. McKinsol also may take any action deemed appropriate to recover or protect its property

On termination of employment with the company, employees must surrender all business related documents, confidential company data or the like which may have been entrusted to the employee and get a No Dues certificate signed by his/her immediate manager.

## 7. Leave Policy

### 7.1 General

- For the purpose of calculating leave accounts, "year" shall mean the calendar year commencing on the first day of January and ending on the last day of December of the same year.

Planned leaves need at least 3 weeks' notice in advance if more than 2 days and less than/equal to 5 days otherwise minimum 45 days' notice in advance. Any leaves should be duly approved as per the following hierarchy. In addition, client approval is required if an employee is working on end client site or at client project.

Change in 2021: All the leaves should be marked in advance in the leave calendar 2021 for each employee. Leaves, taken without prior approvals from your team lead, HR, client manager will be considered as unpaid time-off unless supported by the reasons of medical or personal emergency.

### 7.2 Leave Approval Matrix

# of Leave Required	Intimation Required Before	01st Level	02nd Level	03 <sup>rd</sup> Level
01-02 Days	1 Week	Reporting Manager	Operation/ Delivery Head	HR Head
3 to 5 days	2 Weeks	Reporting Manager	Operation/ Delivery Head	HR Head
5 days	3 Weeks	Reporting Manager	Operation/ Delivery Head	HR Head

Any leave which is not informed as per the above mentioned, will be considered as Emergency Leave and it cannot be more than once in a month

## Consequences of Unplanned Leaves

Instances	Penalty
1	2 Days of Paid Leave /Salary deduction
2	4 Days of Paid Leave/ Salary Deduction
3	6 Days of Paid Leave/Salary Deduction, Impact on the Performance Review

- In case, if Employee still not improves than further disciplinary actions will be taken. In case of Consequent three unapproved leaves, Employee will be declared as Absconding and will be separated from the organization.

**Earned/Casual Leave:** *An employee will be entitled to earned leave up to 12 working days in a year (exclusive of intervening weekends or public holidays) after completion of 6 months of probation period.*

- Confirmed Employee (completed 6 months) will be eligible for 12 paid casual leave (1 PL every month) in a year
- New Joined will be eligible for 6 paid leave in year after completion probation Period (6 months)
- If candidate didn't take any leave in month, His/her leave will carry forward in next month and it should be Approve by his/her reporting Manager/Authority.
- Employees desirous of availing earned leave in excess of 4 consecutive working days will need to submit a leave application to their immediate manager, at least two weeks in advance.

- Employees may take leave only after obtaining permission. In the event an employee goes on leave without notifying the company, it will be deemed that the employee has been absent from work without permission, and the period of absence will be treated as leave without pay.
- Earned leave can be added on to sick leave or maternity leave.
- Earned leave entitlement will be on a pro rated basis for employees joining during the year after completion of probation period of 6 months.
- There is no provision at this time to carry forward any unused leave into the next year or encash it at the time of termination or at the end of year.
- Employees working from Monday to Saturday will get another paid 15 working days' vacation bonus at the end of one year with the approval from his/ her supervisor and manager with at least 3 months of notice to the supervisor. The bonus leaves for first year of employment should be utilized within next 6 months after the end of 1 year of employment and thereafter on year by year basis without carry over. Employee should be doing 6 days a week at the time of availing the vacation and as an active employee without on notice or terminate.

### 7.3 Sick Leave

- Confirmed Employee (completed 6 months) will be eligible for 06 paid Sick Leaves in a year
- New Joined will be eligible for 03 sick leaves in year after completion probation Period (6 months)
- Submission of medical certificates of sickness as well as fitness will be required in case of sick leave exceeding 1 day.
- An employee may take sick leave of one day after taking approval from the immediate supervisor. The day the employee reports back to work, leave records need to be updated
- There is no provision at this time to carry forward any unused leave into the next year or encash it at the time of termination.

#### **Probation: 6 months - no leaves**

First 6 months - First 6 months are probation months so if employee has left on his/her own then no salary or incentive to be accrued. If terminated for a cause during the term of employment (during or upon completion of probation) then company does not need to provide any notice period to the employee. However, employee will provide two months' notice to the company and will ensure that company suffers least financial and good-will loss in business.

Remote Work: Not allowed unless otherwise approved in advance.

- Exceptions: once a month upon prior approval.

### 7.4: Maternity Leave Twelve Weeks

- Subject to the provisions of the Maternity Benefit Act, 1961, women employees will be allowed maternity leave on full pay for up to twelve (12) weeks, of which a maximum of 6 weeks can be availed before delivery. An approved medical practitioner should certify the confinement and the employee must not take up any employment, temporary or part-time, or otherwise, during this period.
- This leave shall be limited to two children. The maternity benefit will not be applicable for a third child, when the first two children are living.
- An applicant for maternity leave must give notice to the company supported by a medical certificate not less than 8 weeks prior to the start of the leave period.
- Maternity leave may be availed in combination with other leave entitlements.
- No pay shall be due or payable in lieu of unavailed maternity leave.

## 7.5 Public holidays: 12 days

- Twelve public holidays (**10 Fixed(F)** and **2 Optional(O)**) may be availed, as notified by the different teams of company at the beginning of each calendar year. Employee has to adhere with only one holiday calendar.
  - In case employee is shifted from one team to another than he/she has to follow the holiday calendar of the existing team taking into account 10 fixed and 2 optional holidays.
  - In case the working of the office is likely to be hampered on account of strike, power cut, etc, the company may declare, a public or a weekly holiday (except national holidays) to be a normal working day and declare the affected day to be a holiday.
  - Options leave means team lead will approve if requested in advance and at least 30% of people should be covering the day.
  - Corona has taught us to operate in contingencies and the immediate future is not the same because of a lack of business for us. We want all people to be flexible and if important client delivery or engagement is just after holidays then be prepared to have few people working and alternate days will be provided off if that happens. Team leads and management will decide about it at least one week in advance.
  - We want people to take time off also, so please fill your leaves and time-off in advance in the leaves calendar.
  - Client Calendar - billable people or people working on Tapestry tickets will need to be aligned with the client calendar also and speak with the team leads in advance.
- Holidays (\*See overriding clause as you may be aligned with your client's holidays)

### Recruitment Team

- January 1-New Year's Day (Fri) (F)
- January 18- Martin Luther King Holiday (Mon)(O)
- January 26- Republic Day (Tue)(F)
- May 1-Labor Day (India)(Sat)(F)
- July 5 – Independence Day (US) – (Mon) (F)
- August 15 - Independence Day (India)(Sun)(F)
- Sept 6-Labor Day (US) (Mon)(F)
- Oct 2 – Gandhi Jayanti (India)(Sat)(F)
- November 4- Diwali (Thur)(F)
- November 6- Bhai Duj (Sat)(O)
- November 25-Thanksgiving Day (Thu)(F)
- Nov 26- Black Friday (Fri)(O)
- 25th December-Christmas Day (Sat)(F)

### Remote work and half day

- March 29-Holi (Monday) (full day remote)
- August 22-Rakshabandhan (Sun) (Full day remote)
- October 23-Karva Chauth (Sat) (Full day WFH)
- 31st December-Half Day (First half in office)

### Religious Holidays

- Employees wishing to take religious holidays may substitute a religious holiday for one of those

listed above other than India Republic day, India Labor Day, India Independence Day and Gandhi Jayanti with advance approval from their supervisor and the Executive Director. Temporary employees are ineligible for holiday leave benefits.

- Client's Calendar: Account team or recruiters are required to align the calendars with client's calendar. Individuals should make sure they work with management to receive their holidays in advance and plan for enough coverage for the client's requirements or requests. If necessary, individuals may be asked to work on holidays however alternate leaves will be provided for people who provide the coverage on their holidays.

### **Development/ Marketing / NeuvaysTeam**

- January 1-New Year's Day (Fri) (F)
- January 26- Republic Day (Tue)(F)
- March 29-Holi (Monday) (F)
- April 2-Good Friday (Friday)(F)
- May 1-Labor Day (India)(Sat)(F)
- May 12- Eid – Wed(O)
- August 22-Rakshabandhan (Sun)(F)
- Aug 30- Janmashtami (Mon) (O)
- August 15 - Independence Day (India)(Sun)(F)
- Oct 2 – Gandhi Jayanti (India)(Sat)(F)
- October 23-Karva Chauth (Sat) (O)
- November 4- Diwali (Thur)(F)
- November 6- Bhai Duj (Sat)(O)
- 25th December-Christmas Day (Sat)(F)

### **Remote work and half day**

- 31st December-Half Day (second half in office)

### **Religious Holidays**

- Employees wishing to take religious holidays may substitute a religious holiday for one of those listed above other than India Republic day, India Labor Day, India Independence Day and Gandhi Jayanti with advance approval from their supervisor and the Executive Director. Temporary employees are ineligible for holiday leave benefits.
- Client's Calendar: Account team or recruiters are required to align the calendars with client's calendar. Individuals should make sure they work with management to receive their holidays in advance and plan for enough coverage for the client's requirements or requests. If necessary, individuals may be asked to work on holidays however alternate leaves will be provided for people who provide the coverage on their holidays.

### **SAP Offshore Team**

- January 1-New Year's Day (Fri) (F)
- January 18- Martin Luther King Holiday (Mon)(O)
- January 26- Republic Day (Tue)(F)

- May 31- Memorial Day – Mon(F)
- July 5 – Independence Day (US) – (Mon) (F)
- August 15 - Independence Day (India)(Sun)(F)
- Sept 6-Labor Day (US) (Mon)(F)
- Oct 2 – Gandhi Jayanti (India)(Sat)(F)
- Nov 25-Thanksgiving Day (Thu)(F)
- Nov 26- Black Friday (Fri)(O)
- Dec 24 -Christmas Day (Fri)(F)
- As per client calendar (F)

Remote work and half day

- March 29-Holi (Monday) (full day remote)
- August 22-Rakshabandhan (Sun) (Full day remote)
- October 23-Karva Chauth (Sat) (Full day remote)
- November 4- Diwali (Thur)(F)
- November 6- Bhai Duj (Sat) (WFH on discretion of Supervisor)
- December 31-Half Day (First half in office)

### **Religious Holidays**

- Employees wishing to take religious holidays may substitute a religious holiday for one of those listed above other than India Republic day, India Labor Day, India Independence Day and Gandhi Jayanti with advance written approval from their Team lead/ Project Manager, Hr and leader's. Temporary employees are ineligible for holiday leave benefits.
- Client's Calendar: Account team or recruiters are required to align the calendars with client's calendar. Individuals should make sure they work with management to receive their holidays in advance and plan for enough coverage for the client's requirements or requests. If necessary, individuals may be asked to work on holidays however alternate leaves will be provided for people who provide the coverage on their holidays.

## **7.6 Unauthorized absence**

- Unauthorized absence refers to absence from work without requisite approval.
- The employee will need to offer an explanation to the immediate manager in the event of any unauthorized absence.
- The employee will not be eligible for payment of salary for this period of absence.

## **7.7 Paternity Leave**

- is applicable to all male employees who are married (the employee should be married as per company's records, with information having been provided at the time of joining or at the time of marriage)
- is to be availed as soon as the child is born (within a week's time) is available for two children only
- cannot be carried forward or added to other leave categories
- an employee is entitled to 5 continuous working days of leave
- this leave can be availed even when the child is adopted

## 7.8 Leave during Notice Period

Employees are not eligible to take any leave when they are serving their notice period. Any leave taken during the notice period will be considered as leave on loss of pay.

## 8.Travel and Expenses Policy

- All employees are responsible for:
  - Exercising good judgment and discretion in spending company funds so that expenses incurred are necessary, have a good business purpose and are reasonable.
  - Filling expense reports in a timely manner to facilitate the paying of charged items relating to the employee's travel and other record keeping directly related to expense reports.
- Requests for business travel should be made by the employee and approved by the immediate manager (Manager level and above). Approval can be over email.
- Upon return from business travel, employees are expected to claim reimbursements for expenses by the submission of all original receipts. In case of a lost receipt, approval needs to be obtained from the immediate manager.

### **List of approved expenses**

- ☐ Boarding and lodging (as per entitlements);
- ☐ Meals (for self or with business associates, if any);
- ☐ Conveyance (as per entitlements/local conveyance at actuals);
- ☐ Visa and inoculation fees (only in the case of international travel);

The following expenses will not be reimbursed:

- ☐ Health and beauty aids;
- ☐ Personal entertainment such as sporting events, theatre etc.
- ☐ Alcohol (to be read with the below given guideline);

Company prohibits the sale, possession, or unauthorized use of alcoholic beverages/tobacco products on Company premises at any time. With the prior approval of company manager, alcoholic beverages may be served after business hours at occasions that have a legitimate business purpose and/or are Company related.

### ***Note:***

*The above list of exclusions is not exhaustive and it is up to the employee and the manager to ensure that any expenses not related to company's business are not claimed.*

- All employees entitled to air travel shall travel by economy class.
- All reimbursements shall be on the basis of original bills/receipts.

## 9. Internet Use Policy

### 9.1 General

Company supports the use of the Internet to conduct business by or on behalf of Company. Because the Internet provides access to a worldwide audience, Company associates should act at all times as if they are representing Company to the public, and should preserve Company's system security and protect Company's name and trademarks. **Company associates must act responsibly and adhere to all laws and Company policies when using the Internet to conduct business by or on behalf of the Company and/or when the Company or its products or services are identified.**

This Policy applies to all business units, Company associates and consultants with access to the Internet from any computer used to conduct business by or on behalf of Company (on Company premises or from home or any other location), or under any circumstances in which Company's name or its products or services are used.

### 9.2 The Policy

- The Company recognizes that the Internet can be a helpful tool in dealing with family and other personal matters; however, its use must not interfere with work responsibilities, conflict with business needs, or violate any Company policy or law. **Company reserves the right at all times to monitor, access and decrypt associates' use of the Internet, Company property, equipment, phone lines, computers (including disks, drives, storage media, electronic mail, etc.) and information.**
- All users are expected to use good judgment when using the Internet. Company strictly prohibits:
  - ☐ displaying, uploading, downloading, disseminating, participating in bulletin board or electronic forum discussions regarding subject matters containing inappropriate materials or information that may be offensive to others;
  - ☐ in accordance with the Company's standards of business conduct, hacking or other attempts to penetrate non-public systems or any dishonest, defamatory, fraudulent, immoral, illegal and/or unethical activities; and
  - ☐ using Company's name or property or a Company-provided Internet access ID to conduct business on behalf of an entity other than Company or on behalf of any individual, including yourself; to represent yourself as someone else; or to solicit Company associates.

All users must respect Company's, its **affiliates'** and third parties' intellectual property rights (patents, copyrights, trademarks, trade secrets, as well as rights of privacy and publicity) and must take precautions to protect software, information and data that are owned, licensed or managed by Company. No software, information or data may be used or distributed in a manner that infringes upon any intellectual property right or violates a license agreement or jeopardizes Company's trade secrets.

No one may conduct business by or on behalf of Company with third parties using personal access accounts or IDs.

**Misuse of Company resources and conduct in violation of Company policy will result in disciplinary action in accordance with the Company policy, up to and including termination.**

As an employee, please confirm that you have understood the policies and agree its acceptance. You here by agree that you will not directly or indirectly breach the policies and will inform management promptly if you notice that others are doing so. In case of any legal breach



management reserves the rights to process actions through Aligarh based court and law.

ACCEPTED BY

Signature

Name

Address

Witness

Address:

Date:

Place of signature