
HR MANUAL- 2019

Policies and Procedures

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1. About perfectionGeeks Technologies

Exploiting the strength of innovation in the IT industry, Perfection Geeks has emerged as a world-wide-web, mobile app, and blockchain development service provider. We serve next-generation solutions and hands-on latest tech-abilities allows us to get the best possible returns for your business. We provide the right shape to your business future with our cutting-edge solutions.

From strategic analysis to solving dynamic business challenges, we will help you with all. At Perfection Geeks, we harvest a trend of innovation where certified experts are motivated to work out-of-the-box and come up with unique strategic solutions. From strategic analysis to solving dynamic business challenges, we will help you with all.

At Perfection Geeks, we harvest a trend of innovation where certified experts are motivated to work out-of-the-box and come up with unique strategic solutions. Our prime objective has always been to generate high returns for our clients. We always believe in long-lasting business relationships. The perfect balance of technology and business makes us what we are today when it comes to helping you with the best of technical expertise.

2. About the Handbook

The Handbook lays down the policies and processes of PerfectionGeeks Technologies. This Handbook shall serve as a single point of reference for all employees of PerfectionGeeks. PerfectionGeeks reserves the right to change the policies and processes described in this handbook to reflect the changes in the workplace, employment trends and local laws. Any such change will be communicated to the employees by the Human Resources (HR) Team.

3. Applicability

The Policies mentioned in this handbook are applicable to all the employees of PerfectionGeeks. Each Policy applies to a specific set of employees mentioned in the “Eligibility” Section of the respective Policy.

4. Glossary of terms

4.1 Types of Employment

PerfectionGeeks defines employment in the following categories:

1. Full Time

- Full time employees of PerfectionGeeks are employed on PerfectionGeeks payroll and are eligible for all the benefits provided by PerfectionGeeks as per the prevailing policy/s.
- The benefits that Full Time employees can avail are outlined in this policy manual.
- All Full Time Employees of PerfectionGeeks fall in either of the two categories:

a. Probation

A new employee (joining PerfectionGeeks as full time) will be on probationary period for a duration as mentioned in the offer letter from the date of joining PerfectionGeeks. Probation Period is a defined period in which the new employee may be evaluated. The new employee is evaluated for his performance, behavior and skills during this timeframe.

b. Confirmed

A Confirmed employee of PerfectionGeeks is someone whose probation period has been successfully completed.

2. Contract Employees

a. Contract employees are hired for a fixed duration of service i.e. the employment comes to an end on the expiry of the agreed period.

3. Consultants/Freelancers

a. Consultants/Freelancer are hired for a fixed duration of service i.e. the employment comes to an end on the expiry of the agreed period.

b. Consultants/Freelancer may/may not be on PerfectionGeeks's payroll.

4. Trainee/Interns

a. Trainee/Interns are associated with PerfectionGeeks for a fixed duration of service as prescribed by the University/College/Governing body in their curriculum to learn, upgrade and practice skills of a particular job.

5. Leave Policy

5.1 Purpose

- To establish standard guidelines for enabling PerfectionGeeks employee's absence from work.
 - To facilitate the employees to attend to their personal needs and/or re-energize themselves.
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- To ensure appropriate leave management in the organization.

5.2 Eligibility

All Full-time and Contractual employees of the organisation.

5.3 Entitlement

There are two categories of leaves, a provision for compensatory off and a list of Holidays which the employees can avail as per their Employment Type.

1. ANNUAL LEAVES refer to entitlement of 18 leaves in a Calendar year (1st Jan - 31st December) which are further distributed into following types:

Leave Category	Annual Entitlement	Quarterly Entitlement	Carried forward	En-cashable
Privileged/Earned Leave	8	2	Yes	Yes
Sick Leave	4	1	No	No
Casual Leave	6	1.5	No	No

a. Privilege/Earned Leaves: 8 Working Days

i. Definition: Leaves used for planned vacations, holidays, extended leaves etc. will be adjusted against paid leave.

ii. Entitlement: All eligible employees will be entitled to 8 days of earned leaves annually. Two (2) Paid Leaves will be credited into the employee's Leave Balance, at the start of every Quarter.

iii. Notification: All the employees are advised to plan their leaves at least 15 days in advance in order to avoid disturbing work schedules of team and other stakeholders.

iv. Carry Forward: At the end of the calendar year, unused earned/privileged leaves will be carried forward to the next financial year.

b. Sick Leave: 4 Working Days

i. Definition: Sick leaves are provided to cover illness of self or take care of sick members of immediate family.

ii. Entitlement: All eligible employees of PerfectionGeeks will be entitled to 4 days of Sick leaves on an annual basis. One (1) Sick Leave will be credited into an employee's Leave Balance at the start of every Quarter.

iii. Notification: Employees are advised to inform their Reporting Manager/stakeholders/team at the start of the workday or in advance in case of prior appointments/ planned sickness (surgeries etc.) to avail sick leave

iv. Accumulation & Carry Forward: All unused sick leaves will lapse at the end of the calendar year i.e., 31st December.

v. In cases of regular sick leaves or tardiness, perfectiongeeks Technologies can request the employee to provide all documents supporting the illness.

c. Casual Leave: 6 Working Days

i. Definition: Periods of casual absence for personal reasons or unforeseen events. Unforeseen events are defined as any personal emergency for which the employees cannot give any prior notice. Any unplanned leave has to be adjusted with casual leave first.

ii. Entitlement: All eligible employees of PerfectionGeeks will be entitled to six (6) days of Casual leaves on an annual basis. One and a half (1.5) Casual Leaves will be credited into an employee's Leave Balance, at the start of every Quarter.

iii. Notification: Employees are advised to inform about their leaves at least 2 days in advance in order to avoid disturbing work schedules of team and other stakeholders.

iv. Accumulation & Carry Forward: All unused casual leaves will lapse at the end of the calendar year i.e., 31st December.

Leave Category	Annual Entitlement	Carried Forward	En-cashable
Marriage	5 Days	NO	NO
Paternity	2 Working Days	NO	NO
Bereavement	2 Working Days	NO	NO
Maternity	24 Weeks	NO	NO

a. Marriage Leave: 5 working days

i. Entitlement: On the happy occasion of a PerfectionGeeks employee's marriage, PerfectionGeeks provides 5 days' leave to the employee, which very well includes the day of marriage.

b. Maternity Leave: 24 calendar weeks

PerfectionGeeks seeks to provide a family-friendly work environment that acknowledges the unique responsibilities of women with families. Paid maternity leave is provided under the general provisions of the Maternity Benefit Act 1961. The policy handbook also reflects the amendments from The Maternity Benefit (Amendment) Bill, 2016.

i. Eligibility: All Full-time Female employees of PerfectionGeeks.

ii. Entitlement: Maternity Leave is provided for a period of 24 calendar weeks. This period includes fourteen weeks compulsory maternity leave immediately following the birth of the child.

iii. A female employee who has more than two surviving children shall be eligible for twelve weeks of maternity leave of which not more than six weeks shall precede the date of her expected delivery.

iv. In case of miscarriage or medical termination of pregnancy, a female employee shall, on production of such proof as may be prescribed, be entitled to leave with wages at the rate of maternity benefit, for a period of six weeks immediately following the day of her miscarriage or, as the case may be, her medical termination of pregnancy.

v. A woman suffering from illness arising out of pregnancy, delivery, premature birth of child shall, on production of such proof as may be prescribed, be entitled, in addition to the period of absence allowed to her, to avail leaves with wages at the rate of maternity benefit for a maximum period of one month.

vi. Notification: Female employees of PerfectionGeeks are advised to give notice of such plans, at least 10 weeks before the expected date of delivery.

vii. Female Employees who have been on PerfectionGeeks regular payroll for at least twelve (12) months, shall be eligible and would be granted Maternity Leave.

viii. Maternity leave can be combined with sick leave in case an employee so desires or needs. The period of maternity shall include Saturday, Sunday and public holiday which falls during the period of maternity leave.

ix. The salary for the maternity leave for female employees will be credited at the rate of the current Basic Salary of the employee.

x. No encashment of maternity leave is allowed.

c. Paternity Leave: 2 working days

i. Entitlement: Male Employees of PerfectionGeeks are eligible for Paternity Leave of 2 working days.

ii. Notification: Male employees are advised to give a notice at least 2 weeks before the expected date of delivery, to avail this leave.

iii. Paternity leave can also be availed in case of adop on.

d. Bereavement Leave: 2 working days

i. Entitlement: Bereavement Leave of 2 days can be availed on loss of an immediate family member. These are provided annually at the start of the Financial year

ii. Notification: Employee are advised to inform immediately/start of the work day in case of availing such leaves

3. Festival Leaves

List of Holidays - 2019

S.No.	Day	Date	Holiday
1	Tuesday	1-Jan	New Year Day
2	Saturday	26-Jan	Republic Day
3	Thursday	21-Mar	Holi
4	Thursday	15-Aug	Independence Day
5	Wednesday	2-Oct	Gandhi Jayanti
6	Tuesday	8-Oct	Vijaya Dashmi
7	Sunday	27-Oct	Deepawali
8	Monday	28-Oct	Vishwakarma Day
9	Wednesday	25-Dec	Christmas Day

Optional Holidays -You can choose 2 holidays in a year out of the list below, you need to inform for optional holidays in the month of January, 2019 or during the first month of your Joining and they can be availed subject to approval from the concerned

Authority.

S.No	Day	Date	Holiday
1	Monday	4-Mar	Maha Shivratri
2	Wednesday	5-June	Idu'l Fitr
3	Monday	2-Sep	Ganesh Chaturthi
4	Tuesday	29-Oct	Bhaiya Dooj

5.4 Guidelines

- PerfectionGeeks Employees are advised to plan leaves well in advance to avoid disrupting work of the team. It should be validated and approved by the Reporting Manager.

- Leave days in all the above categories (except Maternity leave) are working days and therefore intervening holidays, weekends will not be counted as leave availed. E.g. If you take Monday and Wednesday off in a week where Tuesday is a public holiday – this would be counted as 2 days.

- Annual leaves will be calculated on a calendar year basis i.e., January to December. In case an employee joins during\ the year, his/her Annual leave will be calculated on a pro-rata basis, any spill-over will be rounded up or down basis the date of joining. The following table illustrates an example of pro-rata calculation.

Date of Joining	Entitlement of leaves per quarter	Number of days employed in a quarter	Prorated leaves	Actual leave balance
10th January 2019	EL/PL: 2 CL: 1.5 SL: 1	81 Days	$2/92 \times 81 = 1.76$	2
			$1.5/92 \times 81 = 1.32$	1
			$1/92 \times 81 = 0.88$	1

20th May 2019	EL/PL: 2	41 Days	$2/92 \times 41 = 0.89$	1
	CL: 1.5		$1.5/92 \times 41 = 0.66$	1
	SL: 1		$1/92 \times 41 = 0.44$	0.5

- Occasional leaves are not prorated as per the date of joining
- Occasional leaves can't be encashed or carried forward
- Incases wherein the employees of perfectionGeeks are working on client's site, the Holiday Calendar would vary. Like if the client office have a leave and we don't then the employee is expected to come to PerfectionGeeks. And in case PerfectionGeeks has a leave but the client is working so the employee is expected to go to the client site, in which the later can be compensated.
- All leaves will be granted keeping in view exigencies of Company work and will be at the sole discretion of the Company. The Company has the full discretion to refuse, revoke or curtail the leave when required.
- If an employee doesn't take any leave in a par cular quarter, those leaves will be transferred to the next quarter.
- In any case, the employees will be approved only 3 leaves in a month.
- Leaving the premises of the office after 05:00 PM and before 6 p.m will be marked as Early Departure. Only three early departures will be allowed in a month with the approval of the management. To aain this benefit the employee will have to take approval from his/her reporting authority, in case of noncompliance short leave salary will be deducted for every Early Departure.
- Late Comings will only be permissible in case of Medical Emergency, heavy rain, stormy conditions, Vehicle damage or a strike in the city. But only department heads or immediate supervisors can give their employees relaxation in timing.
- Leave should be applied via CRM and Email only.
- No phone calls, messages or skype messages will be entertained for leave intimation. LWP/LOP will be considered if someone informs during office hours (9 AM-6 PM).

- Any or All leaves (Except Sick Leave or Bereavement Leave) to which we don't have an in ma on of at least 24hrs would be marked as LWP

5.4.1 Leave Encashment

- Unused and accumulated Earned/Privileged leaves will be encashed at the me of the exit on the current basic salary of the employee and is subject to the income tax slabs as per his/her CTC.

5.5 Leave Adjustment and Leave without Pay (LWP)

In the following cases, leave balance will be adjusted and the employee can be marked Leave Without Pay (LWP)

- If any employee has taken more leaves than the available leave balance then remaining leaves will be marked as LWP.

- If an employee has any unaccounted absent record, the same will be adjusted with the employee's leave balance post approval from the Reporting Manager and the remaining leaves will be marked as LWP.

- If an employee does not convert his/her absence into a leave type within 30 days from the day of absence, then unapplied absence will be converted into LWP automatically.

- An employee can take up to a maximum of 15 days of LWP. If an employee needs more number of LWPs due to any emergency, it will be treated as Sabba cal (unpaid). The decision to approve a sabba cal is at the sole discretion of the management and Func on Head – HR.

5.6 Leaves for other employee type

- Consultants and freelancers will be eligible for leaves as governed by the terms and conditions mentioned in the agreement.

- Trainees/interns will be eligible for leaves only to meet exigencies (ex. Bereavement and sick leaves), Exam leaves and Optional Holiday (published by HR annually). It is to be noted that these leaves will be provided on a case-to-case basis and will be on discretion of the management

5.7 Other Holidays

- a) Mandatory: There are 9 Mandatory Holidays in a Calendar Year.
- b) Optional: Every employee can avail 2 Optional Holidays per Calendar Year.

5.8 Exception Handling

In exceptional circumstances, an employee may be allowed leave or an advance brought forward from the next quarter after approval from HR or the management. Any other exceptions to be approved by the Func on Head-HR or the CEO.

6. Open-Door Policy

6.1 Purpose

To provide a mechanism for PerfectionGeeks's employees to independently and without fear of reprisal, report any misconduct and/or willful negligence/collusion that he/she may observe.

6.2 Applicability

All the employees of PerfectionGeeks Technologies

6.3 Policy

Through the 'Open-Door' policy, PerfectionGeeks intends to encourage employees to report any suspicious activity contravening to established policies, processes and code of conduct of PerfectionGeeks that they may observe on or off the official premises.

- Acts of wrongdoings as illustrated below may include but not necessarily be limited to:
 - Forgery or alteration of documents
 - Unauthorized alteration or manipulation of computer files
 - Fraudulent financial reporting
 - Pursuit of a benefit or advantage in violation of the Company's interest
 - Misappropriation/misuse of Company's resources, like funds, supplies, or other assets
 - Authorizing/receiving compensation for goods not received/services not performed
 - Authorizing or receiving compensation for hours not worked
 - Improper use of authority
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- Release of Proprietary Information
 - Kickbacks- Kickback is defined as a form of bribery in which a percentage of the revenue from a contract or other financial award is illicitly returned to the person awarding the contract or benefit.
 - Theft of Cash, Goods/Services
 - Unauthorized Discounts
 - Falsification/Destruction of Company Records
 - Fraudulent Insurance Claims
- In case of any such activities, the employees can simply draft Shreybhardwaj@perfectiongeeks.com informing about the same. a mail to the management on hr@perfectiongeeks.com or

6.4 Guidelines

- The matter reported should be factual and not speculative or in the nature of a conclusion. It should contain as much specific information as possible, to allow appropriate assessment of the nature and extent of the concern.
- PerfectionGeeks is not bound to take cognizance of anonymous letters. Such anonymous communications will be appropriately dealt with by PerfectionGeeks.
- Upon receipt of the report from an employee, an Investigation Committee will be formed. This will comprise of people from the senior management team and other staff members as deemed necessary.

7. Time and Attendance

7.1 Purpose

To provide guidelines for working hours and attendance marking.

7.2 Eligibility

All Full-time, Contractual, Trainees and Interns

7.3 Working Hours

The employees of PerfectionGeeks are advised to complete on an average 9 working hours in a day. The timings and working days may differ with each Function.

on/Region/ Business Unit and/or Project. All the employees are expected to put in forty-five (45) working hours per week, including break mings. Lunch and other breaks are included in the working hours.

7.4 Guidelines

- PerfectionGeeks employee is expected to report to work at 9:30 AM. Employee can only Eligible for buffer time of 15 minutes. If Employee is repeating this more than 3 times in a month. It will considered as half day.
- PerfectionGeeks employee is expected to report to work as per his/her work-schedule or as communicated by the Reporting Manager.
- If unable to do so, the Reporting Manager must be no field at the start of the work day or as soon as possible. Unless approved by the Reporting Manager in advance, an SMS/ Voice Mail/ e-mail should be used to give no ce to the Repor ng Manager, management, HR and followed up as soon as possible.
- Failure to properly no fy the Reporting Manager, management, HR concerning an absence, receiving necessary permission(s), being consistently late for work, or not returning from break periods or lunch periods even a er concern being raised by the Reporting Manager, is subject to disciplinary action.
- Each employee must observe the regular work schedule and break dura on.
- In case of an emergency or unprecedented circumstances, the employee is responsible for notifying the Reporting Manager, HR and the management close to the beginning of the work day if he/she will be late or absent from work. When an employee wishes to leave early, he/she is required to make necessary arrangements with the Reporting Manager prior to leaving office.\
- In case of non-adherence with the policy guidelines, a warning can be issued to the employee and it may lead to disciplinary action.

7.5 Attendance Recording

- Attendance will be captured though the punch-in and punch-out me as recorded by the biometric access machine through the thumb impression.
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- An employee will be marked absent in case he/she has not punched in while entering the office.
- However, in exceptional cases like the machine not working/if the employee forgets to punch-in, he/she can raise the relevant discrepancy to the HR/management.

7.6 Sandwich Policy

- If an employee avails a leave or is absent on Friday and Monday then Saturday and Sunday will also be included as an absent or leave and this would result in sandwich leaves/unpaid leaves of 4 days, whatever the case may be.
- In case where an employee takes half day leave (second half) on Friday and will be on a Half/full day leave on Monday, in that case Saturday and Sunday would be considered as a sandwich leave.
- This Sandwich rule is applicable in terms of the Occasional Holidays too. Like If a festival falls on Wednesday and an employee takes half day leave (second half) on Tuesday and will be on a Half/full day leave on Thursday, in that case it would be marked as 3 days.

7.7 Unauthorized Absence

An unauthorized absence for one (2) or more day/s (without prior notification) may invoke disciplinary action. The process to be followed in case of unauthorized absence is:

1. If an employee does not report to work and the Reporting Manager is not able to establish contact, the same needs to be informed to the Human Resources team at the earliest.
 2. In such cases, the Human Resources team shall send a certified letter to the last known address of the employee enquiring about his/her whereabouts and giving the employee a timeframe to respond.
 3. If the employee fails to respond, or responds with a reason that is unacceptable to the Reporting Manager and/or management, the Human Resources team will send
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a certified letter to the said employee notifying him/her of the termination and referring him/her to the Human Resources team for clearance procedure

4. In case of non-delivery of the letter, the Human Resources team will make a second attempt to send the letter to the same or alternative address, failing which there will not be any further attempts to establish contact.

5. In the event of absence without sanctioned leave for a continuous period of 7 days including absence when leave though applied for but not granted and/or overstaying without sanctioned leave for a period of 7 days, the employment of an employee shall end automatically without notice.

8. Background Checks/Disclosure of Information

An employee shall immediately on joining employment with PerfectionGeeks should make complete disclosure of all relevant and material details along with documentary proof of educational and professional qualifications. This has to be in relation to and in connection with his/her previous conduct and character including any legal (civil or criminal) or disciplinary action taken against him/her at any point of time before joining the employment with PerfectionGeeks.

PerfectionGeeks may, at any time, (or as part of the joining formalities) conduct reference/background checks (including but not limited to the previous employers, education qualifications etc.).

In the event that any statements or particulars or information furnished by the employee is found to be incorrect or misleading or anything is found to have been suppressed by the employee or if PerfectionGeeks, during the course of such check receives any adverse report against the said employee, that may be detrimental to the interests of PerfectionGeeks, then, PerfectionGeeks may terminate his/her services immediately without giving any advance notice despite any other terms and conditions stipulated herein.

Without prejudice to the foregoing, PerfectionGeeks also reserves all its rights to initiate appropriate legal action against the employee in such an event.

9. Probationary Period

A new employee (joining PerfectionGeeks as full time) will be on probationary period for a duration of Six Months (6) as mentioned in the offer letter from the date of joining PerfectionGeeks. On satisfactory completion of this period, the employee's services shall be confirmed. In case the performance during the probationary period is found unsatisfactory, the probationary period may be extended by a further period and/or your services may be terminated by giving a notice as per the offer letter. Similarly, you may terminate the services during the probation period by serving the notice of two (2) weeks.

While on probation, the employees are entitled to one (1) leave per month. That means six (6) leaves for 6 months. Once the probation is completed, the remaining leaves will be adjusted in the remaining quarters on pro-rata basis.

10. Notification to the HR

Personnel records are the property of PerfectionGeeks and access to the information it contains is restricted and confidential. It is the responsibility of each employee to promptly notify the HR Department and the management in writing or by mailing of any changes in personnel data, including personal mailing addresses, Mobile number, landline numbers, details of dependents, emergency contact details, educational accomplishments, and such other details.

11. Performance Improvement Plan

11.1 Purpose

The performance improvement plan defines the guidelines to improve employee's performance and meet the expected job requirements. Areas of improvement may include but is not limited to:

- Missing deadlines
- Repeatability of errors
- Complaints from vendors/clients/associates/third party
- Excessive absenteeism or tardiness
- Taking unauthorized breaks

11.2 Guidelines

As per guidelines under this section, performance of the employees can be reviewed at the end of every quarter. However, a review might also be initiated at any other time as well, whenever the Reporting Manager or the HR or management ascertain that the employee is not meeting the required work standards.

In the event that the performance is not found to be satisfactory or confirming to the professional standards even after the review period as per the performance improvement plan, the employee's services are subject to termination.

11.3 Process

The process to be followed in case of a Performance Improvement Plan is as follows:

- Communicate the performance issues
 - Communicate to the employee that performance is inadequate with examples.
 - Specify precisely what is unacceptable in the employee's performance.
 - Issue Performance Improvement Plan in writing specifying
 - Unacceptable performance areas,
 - Performance improvement plan timeframe,
 - Description of acceptable level of performance
 - Improvements that are expected,
 - Statement of special training (if any)
 - Consequences of failing to improve to an acceptable level.
- Set clear expectations
 - Performance targets must be specific, measurable, attainable, relevant and time bound.
 - Provide clear warning that a failure to correct performance deficiencies will result in adverse consequences up to and including termination.
- Provide a timeframe to improve
 - Provide a well-defined timeframe to improve performance up to a standard level.
 - It is advised that the duration of improvement period be kept at 90 days. However, Reporting Manager and Region Head should exercise their discretion and make sure to document the employee's progress, as well as provide any assistance/support.
- Review performance and provide feedback
- Taking Actions

- Performance at par/above standards: In case, the employee performs at par or above set standards, the employee shall be retained and further goals will be set.
- Performance below standard: If the performance does not improve after the expiry of the defined time frame, following actions might be taken:
 - Extension of PIP for a defined duration
 - Role change
 - Termination of services

12. Separation

Separation can be categorized as Voluntary and Involuntary. Voluntary Separation is defined wherein an employee willingly decides to terminate his services from PerfectionGeeks. However, Involuntary Separation is defined wherein PerfectionGeeks decides to terminate the services of the employee after giving due notice.

PerfectionGeeks shall have the right (in addition to any other rights which it has under the Offer and Appointment letter and any addendum to the Offer and Appointment Letter or in law) to terminate employment immediately and without liability for

compensation or damages on the happening of any of the following events:

- i. An employee fails or ceases to perform his/her duties to the reasonable satisfaction of PerfectionGeeks; or (exceptional)
- ii. In the event of any material or persistent breach committed by an employee of the terms of Offer and Appointment Letter or of the rules, regulations and policies of PerfectionGeeks; or
- iii. If an employee is found to be guilty of any grave misconduct or willful neglect in the discharge of his/her duties; or
- iv. If an employee is found to be guilty of any act which brings PerfectionGeeks in to disrepute or which in the reasonable opinion of PerfectionGeeks is prejudicial to its interests or does not conform to the reasonably expected standards of ethical or moral or professional conduct; or
- v. If an employee directly or indirectly disclose any Confidential Information without authorization by PerfectionGeeks.

vi. If an employee fails to comply with or discharge any of the express or implied obligations under the Offer and Appointment Letter and addendum to the Offer and Appointment Letter or any document supplemental to it;

vii. If an employee becomes insolvent or of unsound mind;

viii. If an employee is convicted of any criminal offence; and

ix. If an employee ceases to hold any license or professional qualification which is considered necessary or desirable for the performance of his/her duties in the course of his/her employment with PerfectionGeeks.

x. During your employment and after separation from PerfectionGeeks Technologies, you agree not to compete with PerfectionGeeks Technologies for a period of 3 years in the same line of business of PerfectionGeeks Technologies and with the clients/ex-clients of PerfectionGeeks Technologies. If found engaging with existing clients or previous clients of PerfectionGeeks Technologies, the company can legally sue the employee for a monetary compensation of Rs. 3 lakhs. In such an event, PerfectionGeeks reserves its right to take appropriate legal proceedings against the employee including for damages and associated costs.

It should be noted that, if an employee resigns within 1 year of undergoing a Certification or Training, the entire amount would be recovered at the time of full and final settlement.

Additionally, any ex-gratia amount paid out to the employee at the time of joining or during the course of employment including but not limited to commitment bonus, retention bonus, no-fee-buy-out etc. shall be recovered from him/her in case he/she resigns within 12 months of service from the specified date (Date of joining in case of commitment bonus, no-fee-buy-out and date mentioned in the commitment bonus letter in case of commitment bonus). The ex-gratia amount will be recovered from the employee's 1st salary payout, post resignation.

12.1 Notice Periods and Implications

Either party may terminate service by giving a notice in writing or basic salary thereof, subject to approval. No ce period will depend on the current employee's career stage as described below:

Senior Employee

Career Stage	Notice period during Probation	Notice period after Probation	Notice Period if at a Client Site
(Team Lead, Senior Developer)	30 Days	60 Days	90 Days

Junior or Mid Level Employee

Career Stage	Notice period during Probation	Notice period after Probation	Notice Period if at a Client Site
(Junior, Mid Level Employees)	15 Days	60 Days	90 Days

PerfectionGeeks may terminate employment, without prior notice or payment in lieu of notice for misconduct in accordance with relevant laws or any material breach of the terms stated in the Offer and Appointment Letter.

Upon termination of employment for any reason, PerfectionGeeks will be entitled to either deduct any amounts the employee owes to PerfectionGeeks or any of the Group Companies from amounts payable to the employee, if any, or recover such amounts from him/her through the process of law.

Upon termination of employment for whatever reason, an employee shall return all PerfectionGeeks and client information and data (including copies thereof) in his/her possession and also hand over all the official assets and property in his/her custody. An employee cannot avail any leaves during the notice period. Neither he/she can avail Optional Holiday. In case any leave is taken, it may lead to Loss of Pay (LOP) and further extension of the last date of employment with PerfectionGeeks, at its sole discretion.

13. Travel Policy

13.1 Local Travel Policy

13.1.1 Purpose

To provide guidelines for expenses incurred in lieu of local travel for business.

13.1.2 Eligibility

All full time and contractual employees of PerfectionGeeks Technologies

13.1.3 Entitlement

Employees of PerfectionGeeks may occasionally incur expenses on behalf of PerfectionGeeks. PT will reimburse employees for business expenses, such as fuel, toll tax and parking. PerfectionGeeks will pay fuel expense reimbursements upon receipt of the employee's claim as per the rates prescribed in the Policy.

13.1.4 Mode of Local Conveyance Entitlement

- Four Wheeler: ₹ 10 per km.
- Two Wheeler: ₹ 5 per km.
- Public Transport (Auto Rickshaw/Metro etc.): On actuals.

No bills are required to be submitted for auto rickshaw/Metro travel, the same can be claimed on self-declaration basis after an approval from the management.

No four-wheeler/two-wheeler reimbursements would be done without receipts. For claiming the reimbursements, the employees have to produce valid receipts to the HR and management.

13.1.5 Guidelines

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- This policy is applicable for travel within the bounds of the city of operations only i.e. Delhi NCR.
 - Parking charges and toll charges incurred (if personal vehicle) while travelling can be claimed as a part of local travel reimbursement.
 - Parking penalties/fines will not, in any circumstances, be paid by PerfectionGeeks.
- ### 13.1.6 Settlement
- The reimbursement receipts must be submitted to the HR team by the 30th of every month or the previous working day in case of a holiday.
 - All local travel reimbursements must be approved by the Management. It shall be the responsibility of the concerned employee and the HR Team to verify the correctness of the claim.
 - The clearance of the reimbursements against the receipts submitted by the employee would be done after 15 days of submitting the receipts.
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