

1. Company Overview

ABC Technologies Pvt. Ltd. is a multinational software development and IT consulting company established in 2011. The company provides digital transformation solutions, enterprise automation, AI-powered analytics systems, and scalable cloud computing platforms across 18+ countries. Our focus is to help organizations modernize their IT infrastructure while adopting secure and cutting-edge technologies that promote long-term business growth.

2. Mission & Vision

Mission: To empower businesses with innovative, scalable, and intelligent technological solutions that drive operational excellence and customer satisfaction. Vision: To become one of the top 20 global technology innovators by 2030, with a focus on sustainability, automation, and human-centered design.

3. Core Company Values

1. Integrity – We maintain honesty and transparency in all interactions. 2. Innovation – We believe in continuous improvement and research-driven development. 3. Accountability – We take ownership of our decisions and commitments. 4. Customer-Centricity – We build solutions that prioritize customer goals. 5. Teamwork – Collaboration is the foundation of our success.

4. Organizational Structure

ABC Technologies functions under a well-defined hierarchical model supported by multiple service departments. Key functional divisions include:

- Executive Leadership Team
- Human Resources & Administration
- Software Development Division
- Quality Assurance & Testing
- Cloud & DevOps Team
- Cybersecurity & Compliance Unit
- Data Science & Analytics Department
- Sales & Customer Relations
- Finance & Procurement
- Corporate Training & Development

5. Department Roles & Responsibilities

Each department plays a significant role in organizational success: Software Development: Builds applications and drives innovation. QA Team: Ensures product reliability and bug-free releases. Cloud/DevOps: Manages cloud architecture, CI/CD pipelines, automation solutions. Cybersecurity: Monitors vulnerabilities, implements security controls. Data Science: Works on AI models, data analytics, and automation tools. HR: Handles recruitment, employee welfare, and compliance.

6. HR Guidelines

Employees are expected to maintain professionalism, discipline, and mutual respect within the organization. The HR team ensures that a safe and inclusive environment is maintained at all times. Discrimination or harassment of any form is strictly prohibited.

7. Leave Policy

Employees are entitled to the following leaves annually:

- 12 Casual Leaves (CL)
- 10 Sick Leaves (SL)
- 15 Earned Leaves (EL)

Maternity Leave: 26 weeks
Paternity Leave: 10 days
All leaves must be applied through the HRMS portal.

8. Attendance & Shift Timings

The standard working schedule includes 9 hours per day, inclusive of break time. Employees may opt for flexible reporting between 8 AM to 11 AM. Remote work is permitted for certain job roles with managerial approval.

9. Salary Structure & Appraisal Policy

Salary components include Basic Pay, HRA, Performance Bonus, Travel Allowance, and PF contributions. Annual appraisal is performance-based and includes a self-evaluation, manager evaluation, and KPIs.

10. IT & Cybersecurity Policy

Employees must use company-approved software and devices. Sharing login credentials is prohibited. All systems are monitored for compliance. Mandatory cybersecurity training must be completed every six months.

11. Code of Conduct

Employees should exhibit ethical behavior, professionalism, punctuality, and respect toward peers. Confidentiality must be maintained at all times. Use of abusive behavior or workplace violence is grounds for disciplinary action.

12. Workplace Guidelines

- Maintain a clean and safe workspace.
- Follow ergonomic practices.
- Avoid excessive personal device usage.
- No photography within restricted zones.

13. Employee Benefits

Benefits include:

- Health insurance coverage
- Annual health check-ups
- Provident fund and gratuity
- Learning reimbursement program
- Sponsored certifications
- Travel allowance and meal coupons

14. Training & Development

The company provides mandatory onboarding training, skill enhancement programs, and access to online learning platforms. Quarterly hackathons and internal competitions promote learning.

15. Grievance Redressal System

Employees may raise concerns through HRMS, email, or directly contacting HR. All grievances are handled confidentially. Resolution is typically provided within 7–14 working days.