

# 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.