



EMPLOYEE HANDBOOK

2025-2026

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INTRODUCTION

Congratulations, On your appointment and welcome to the team at Talentelgia Technologies. We are excited that you have decided to join us and look forward to a long, happy, and successful partnership. We will rely on your talent and enthusiasm in establishing a competitive advantage and building a successful organization.

This Handbook will share the **Company's story, Milestones, Mission, Vision, Motto, Company Policies and Employee Benefits**. We will also make you familiarize yourself with our Company processes so that your induction into your new environment is seamless and smooth.

We would like you to treat this Handbook as your initial guide and as a ready reckon-er for any information sought. This Handbook should be read in conjunction with your Contract of Employment. The policies within this Handbook are listed and can be accessed via the content page.

As the Company is growing in leaps and bounds so amendment to the Handbook will be a standard procedure; the updated Handbook will then be shared.

Please feel free to speak with your manager or HR if you have any questions regarding the content of the Handbook.

OUR STORY

Talentedgia's birthmark is "Talent & Intelligence." Intelligence means the ability to think, learn and understand, and Talent means a natural skill or ability.

Hence, Talentedgia was born with the concept of offering expert IT consulting services to global clients through its talented workforce.

Over the last 13+ years, Talentedgia has maintained this legacy by providing a versatile platform to freshers, youngsters and mid-aged people to build their careers in the IT industry and be able to diligently serve the international clientele of the company that is spread across more than **30 countries** in the world.

Talentedgia's niche expertise is to offer turn-key business automation solutions to clients in industries like Fin-Tech, Healthcare, E-commerce, Ed-tech etc.

Talentedgia has delivered more than **1200+** projects and has also become a long-term software and technology partner for many of our clients.

With our business expansion into North America and the Middle East, we are continuously navigating the growth path for Talentedgia.

A team size of 120+ entails a great combination of versatile skills such as AI/ML full-stack developers, database administrators, solution architects, advanced JS programmers, UI/UX designers, web designers, network and server administrators, cloud experts and DevOps engineers etc.

With the above-mentioned skill set, Talentedgia ensures applying a balanced and talented team structure to every new project that we do.

Over the last 13 + years, Talentedgia has received some awards and recognitions as an entity as well as on individual levels for its active participation and contribution towards the industrial automation, impact and innovation of the solutions developed by the company.

On its growth path, Talentelgia continues to refine its work culture and encourages its team members to do well and move up in the company hierarchy structure to ensure their financial as well as hierarchical growth.

As a future growth strategy, Talentelgia also stepped into AI products development to fill the gaps in some major industries around the world by helping them with intelligent and automated business solutions.

With the right mix of Products and Services, Talentelgia is aiming to strengthen its team in AI, DevOps (AWS & Azure), Cybersecurity, etc, along with full-stack software development.

Founder & Managing Director, Talentelgia Technologies



Shilpi Jain, a second-generation entrepreneur in her family, having double master's, decided to start an IT firm where we could cater our services and consultancy to international clients and simultaneously provide a dream career to our future generation. Our vision was to develop long-term partnerships with international companies by establishing the firm as their preferred technology and business partner. With this vision, Talentelgia Technologies was born in April 2012. Since then, it has undergone changes and growth

Ms. Shilpi Jain has led the company from the front in many departments, including international business development, finance, project management, client relationships, etc.

Her vision is to make Talentelgia Technologies an MNC by opening overseas sales and operations offices in the coming years. She excels in client communication and is very good at business analytics where her experience in requirement analysis and project execution brings a great value add to Talentelgia Technologies to ensure successful deliveries of the turnkey assignments for its global clientele spread across 30+ countries

around the world.

Co-Founder and Managing Director of Talentelgia Technologies



Advait Upadhyay, a first-generation entrepreneur, having done his masters, started working with small to medium enterprises and startup businesses in the IT industry. After helping these companies grow well in terms of their size, revenues and international goodwill, and simultaneously gaining sufficient market and industry experience, he officially joined Talentelgia Technologies as the **Co-Founder and the second Managing Director in January 2013**

Advait's focus is on building strategic partnerships with international clients and companies and ensuring the mutual growth of involved people and business entities.

Mentoring startup businesses and volunteering his services for startup ecosystems and the growth of entrepreneurship in the region through organizations like **TiE Chandigarh**. Advait enjoys dealing with people and uplifting them to do better in their job, business and career. It is with great pleasure to inform you that he has been appointed as a **Joint Secretary and Treasurer of the Executive Council, TIE Chandigarh**.

CORE WORK

Talentelgia Pvt. Ltd. focuses on developing customized business solutions catering to the specific business needs of the customers. We stand as their technical and business consultants by offering them relevant suggestions on how to make their software

solutions better.

Talentelgia Pvt. Ltd. offers end-to-end software design and development services to its worldwide customers.

The Core Work that we offer is mentioned below

1. End-to-end custom software and full-stack development
2. Advanced AI/ML & Emerging Technologies
3. Cloud-based architectures, DevOps, and cybersecurity solutions
4. Comprehensive IT consulting and product strategy
5. Digital Transformation
6. UX/UI design and QA/testing
7. Mobile apps development
8. Annual Maintenance Services

MISSION

To empower businesses worldwide by delivering intelligent, scalable, and secure digital solutions through innovative technologies, deep technical expertise, and a commitment to long-term client success.

Talentelgia's foundation was based on some core values such as creating a WIN-WIN for its customers, team, and the business itself. We aim to help the customers with ideation as well as scale-up stage with business automation solutions to foster their business growth. For this, our team works closely with them to understand their business model, products and services, business needs, growth desires, and market competition etc.

On the other hand, we aim to regularly upskill our team to produce future tech leaders who can work well with domain-specific clients in a collaborative manner.

Finally, as a gesture to our society and community, we aim to conduct CSR activities to help the society in need, and we mentor other startup businesses to do well in their businesses, respectively.

VISION

To be a globally recognized leader in technology innovation, driving digital transformation for businesses of all sizes through intelligent, secure, and scalable software solutions.

- Our vision is to achieve remarkable growth by the end of FY 2026-27 with an established overseas business presence in North America, the Middle East, and the Pan Pacific.
- We envision establishing Talentelgia as a tech partner for startups as well as SME businesses based in Australia, the Middle East and North America.
- To propel the company to the next level of growth, we are actively working towards obtaining ISO certification, which will further enhance our credibility, standardize processes, and ensure the highest quality of service delivery.
- Additionally, we are in the process of launching new AI products that will expand our service offerings and strengthen our competitive edge in the global market.

COMPANY CULTURE

Company culture describes the shared values, goals, attitudes and practices that characterize Talentelgia.

We practice and promote

1. Integrity - The Company follows and expects its employees to be honest and have strong moral principles towards work
2. Discipline - Discipline is a bridge between Goals and accomplishments so it is best to

obey rules and behave professionally.

3. Respect - The Company truly wants each employee to give respect to everyone regardless of gender, age, color, or religion.
4. Teamwork - The company believes in teamwork and helping each other to achieve common goals and benefit from everyone's skills being utilized and adding something towards the skill growth of its members and ultimately growth of the company and its employees.
5. Accountability - It is very important for everyone to understand the seriousness of work and at times to willingly accept their Responsibilities.
6. Cultural Unity and Diversity: We believe in cultural unity and invite people from all over the country to work with us and provide everyone with equal growth opportunities. Now the company has employees working from over 16+ states in India from Jammu & Kashmir to down south and from Gujarat to Kolkata.

COMPANY VALUES

Talentelgia has 5 Ts of its Core Values.

Talent

Talentelgia focuses on giving the best exposure to its employees and nurturing their skill set by providing good scope in projects and the latest Technologies to work on.

For the Company it is always a win-win-win situation, for employees and Clients when they focus on bringing good Talent or imparting required training to the employees to bring their better version to deliver high-quality work to the client.

Think Tank

Our team (people/employee) is the backbone and Talentelgia extensively provides a constant path towards learning and development. We promote and encourage ideas

and innovative approaches at every step therefore, a think-tank is a concept that we believe in – a place for brainstorming, process improvement, ideas and generating a positive approach towards the overall success of the company.

Training and Time Management

We provide in-house training to the team members to help them excel in their job duties and offer motivation at work in different formats to make them independent towards their task delivery. Time Management plays a very important role in our success, and we really value it and want all the employees to follow the same to ensure on-time work delivery and better experience leading to job satisfaction.

Trust

We believe in building trust among our employees/clients to build healthy relationships and expect the same from others in return.

Truth

Honesty, sincerity, and accuracy will be expected at all levels from the employees, and all this contributes to your truthfulness towards your work, and we ensure that we are no way behind in this area. This is not just one-sided and has to be maintained by everyone here.

GENERAL EMPLOYMENT RULES

Equal Opportunity Policy

The Company is committed to equal opportunities for all. The company values the individual contribution of all staff members. All job applicants and staff will receive equal treatment regardless of sex, marital status, disability, race, color, religion, age, sexual orientation, nationality, or ethnic or national origin.

TERMS OF EMPLOYMENT

Your employment with Talentelgia is essentially governed by your contract of employment, Talentelgia Policies, in conjunction with this Manual. The following section provides general information regarding your pay, conditions and our expectations of you.

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

Service Contract/Probation Time

Probationary Period

The Consultant shall be on probation for 3 months, effective from the date of joining. The Consultant will not be entitled to terminate the Service contract during the Probationary Period and any violation of the same will result in a strict legal action.

Applicability of Company Policy

The Consultant will not be an employee of the company and will not be entitled to the rights, privileges and benefits under any Law. Also, this agreement may be modified by the company with mutual consent of either signing the amendment (s) or agreeing to company-based circulars.

Termination

The Employee, if found not adhering to the Terms of Employment including The Code of Conduct, Integrity, Non-Adherence of Compliance, engaging in any Criminal Activities or damaging the

assets of office will be asked to resign immediately.

During the probation period, if the consultant is not able to perform as per the company standards then the company can give verbal warning followed by written feedback and finally it may lead to termination in a week's time if no improvement is seen.

During probation, a consultant is not entitled to take any leave. Even if the leave is discussed and sanctioned by the management, it will not be paid.

ASSET RETURN POLICY

All employees, interns, and consultants must return company-issued assets (e.g., laptops, phones, tools) in clean and working condition on their last working day. The IT department will inspect the assets for physical, functional, and software integrity, using a standard checklist. Any damage or missing items will incur a penalty, deducted from the full and final settlement. If assets are not returned on time, the individual will not be eligible for final settlement. The HR Head will notify the individual, and an Asset Return Form will be completed post-inspection and shared with HR for record and clearance

Link to Policy- [☰ Asset Return Policy \(WFO\)_2025- 2026](#)

ASSET SECURITY POLICY

Talentedgia provides laptops/desktops to office employees for work use only, with a signed asset declaration. Unauthorized software installation is prohibited without IT approval. Employees are responsible for asset care, and any loss or damage due to negligence must be reimbursed. All company property must be returned upon exit. Remote employees must arrange their own equipment during the first three months. Assets may be provided post-confirmation or with a refundable deposit if issued earlier. Internet activity of remote staff may be monitored.

Link to Policy- [☰ Asset Return Policy \(WFO\)_2025- 2026](#)

Link to Policy- [☰ Asset Security Policy\(WFH\)_2025-2026](#)

MEDICAL FITNESS POLICY

You will be required to remain medically fit to render your services. The employee must submit an authorized medical certificate at the time of joining. It is mandatory. If found medically unfit, the company is not obliged to continue or extend the engagement of the person, and may foreclose the agreement without any notice.

A medical fitness certificate from a regular practitioner is mandatory to be submitted to the HR department before or at the time of joining the company.

- For a new joining after serving the notice period – On or before the date of joining the company
- For an immediate new joining – Within ten (10) days from the date of Joining the company

The Company holds the right to terminate an employee who is not medically fit to take on the job responsibilities as it is an office job which requires working with Computer systems and sitting on seats for 09 hours including breaks. If the health of the employee does not allow him/her to be suitable for this sitting-in-office job then we strongly condemn the same as it might lead to some serious threat to the health and well-being of the person.

DRESS CODE

The Company maintains a business working environment. All employees should use discretion in wearing attire that is appropriate for the office and according to their designation.

An employee is expected to maintain a smart appearance at all times during his/her hours of work. The Office environment reflects the Company's way of working and employees are expected to maintain a professional standard.

Please adhere to the below-mentioned dress code on a weekly basis

- Monday - Formals
- Tuesday, Wednesday-
Smart Casuals
- Thursday- Office T- Shirt
- Friday- Smart Casual

IDENTIFICATION CARD POLICY

All employees must wear their company-issued ID cards on-premises for security and professionalism. Lost ID cards must be reported to HR immediately, and a ₹100 fine will apply for replacements, deducted from the next salary. Promotions will require updated ID cards; the old card must be returned or incur the same fine. Replacement requests must be made via email or form and take 3–5 business days. Employees are responsible for proper care of ID cards, which must not be tampered with. Non-compliance may lead to reminders or escalation. The company may update this policy as needed

Link to Policy- [☰ Identification Card Policy 2025- 2026](#)

WORKSTATION POLICY

As many employees work in an open area, it is important that your workstation or desk remains clean and tidy and free of papers or irrelevant things. The items that require storage should be put away, and hard copy paper files should be kept to a minimum, with soft copies of files stored on the relevant shared drive electronically. Laptops should not be left on desks overnight unless you have your own lockable office. All employees should arrange their chairs while leaving the office. Our expectation is that your workstation will be cleared and tidied at the end of every day.

Workstation for WFH Employees

It is the responsibility of the employee to designate a remote workspace, which is typically a space in the employee's home (an office, spare bedroom, etc.). No work should be performed outside of this designated workspace. The designated workspace must be kept in a safe condition, free from hazards to both the employee and the equipment.

If, while working from a designated workspace, the employee experiences technical issues with his or her computer or internet access that prevent the employee from working remotely, the employee must notify his or her manager immediately and is responsible to make arrangements for the repair, resolving technical issues and for the effective work and daily Productivity.

Security:

Employees must ensure that all confidential/sensitive documents are locked away at the end of the day. You should make sure that your personal belongings and valuables are locked away and secured. Personal property is not covered by Company insurance.

Work Hours and Overtime

Under special circumstances where an employee is requested to work late in the office (8:30 pm till 9 am) due to a client requirement or urgent requirement from a supervisor then the company shall provide transport from office to home, especially for a female staff. Also, a provision of a one-time meal is applicable.

The supervisor is required to write an email informing the HR and Admin department and mark a cc to Mgmt. Without the approval email, the employee cannot claim reimbursement of Cab and food bill.

The process to approve the bills for taxi and food (Late working):

Share the supervisor's email which authorized late work in the office for official purposes.

The email for reimbursement is to be mailed within 48 working hours and must be sent to the Admin department and to your supervisor, Management and HR department.

Once the email is received and approved for reimbursement from the stakeholders then the refund will be paid in your next salary by the 05th of the month.

Work from Home Policy

Talentelgia's Work from Home (WFH) policy allows full-time employees to request remote work for up to 5 days per quarter (20 days/year). WFH may be approved for valid reasons such as natural calamities, emergencies, or with prior approval. Employees must maintain productivity, adhere to work hours, report daily status (DSR), attend meetings, and follow all company policies. Laptops must be kept secure, and damages will be chargeable. WFH requests require prior approval via Talentone portal and email. Talentelgia may amend or revoke WFH privileges based on business needs or performance concerns.

Link to policy-  [Work From Home Policy _2025- 2026](#)

Common Room and Kitchen

Please keep the common room and kitchen areas clean at all times. You should be mindful that these are public areas and you should be respectful to others by always cleaning up after yourself. Put Wrappers in the dustbin and unclean utensils in the proper place.

If there are any issues with these facilities you should notify HR immediately.

The Noise factor

Try to avoid shouting at each other across the office or on-site at a client and respect people's busy periods or meeting times. Or if someone is engrossed in something at their computer or there are more than two people meeting with someone, it usually means they are busy. Try to talk quietly when you are on the telephone and respect others around you.

HUMAN RESOURCE POLICIES

Personnel Records & Privacy

Every employee is bound to submit their documents on the day of joining, failing which, the company can terminate the employee without notice. Personnel files are the property of TALENTELGIA TECHNOLOGIES PVT. LTD. and access to the information is restricted.

Employee records maintained by the company will contain only information that is relevant and necessary to meet various legal requirements and to ensure efficient human resource administration. You are required to inform the Human Resources Department of any changes in personal data.

Employees who wish to review their own file should contact Human Resources. The employee may review his/her personnel file in the Company's office and in the presence of HR.

SEXUAL HARASSMENT POLICY

Talentelgia is committed to a zero-tolerance approach to sexual harassment, ensuring a safe, respectful, and discrimination-free workplace. Harassment may be physical, verbal, or non-verbal and includes unwelcome contact, sexual comments, advances, or explicit content. All complaints will be treated confidentially, seriously, and without retaliation. Disciplinary action, including

termination, will be taken against offenders if allegations are proven. Victims may report incidents to the **Harmony Committee or raise a ticket on the Talentone Portal**. Support, counseling, and protection will be provided to the victim. The policy applies to everyone, regardless of gender or the relationship between involved parties.

Link to policy-  Sexual Harassment Policy_ 2025- 2026

BUDDY PROGRAM

Buddy Program is specially designed to assist new employees in the early months of their employment. This Program is primarily designed for those who will be new employees of Buddies and will help them to understand what exactly the Buddy Program is and what is expected of each party involved in the BuddyProgram.

V- CARE FOUNDATION

The company understands Corporate Social Responsibility and is dedicated towards social services. We as a company conduct various activities and camps to help people in need.

TALENTELGIA SMASHERS

The company has its own cricket team known as Talentelgia Smashers which is fully dedicated towards this “**Gentleman’s Game**”.

OFFICE HOURS POLICY

Talentelgia mandates a **9:30-hour workday from 9:00 AM to 6:30 PM, including a 40-minute lunch break and a 15-minute rest break**. Employees/Interns/Consultants may arrive by 9:30 AM in emergencies but must compensate for the delay. Arrival beyond 9:30 AM without prior approval results in a short leave deduction. Staying away from the workstation without valid

reason or approval during work hours is considered misconduct. All are expected to comply with this policy and inform their Manager in case of emergencies. Violations may lead to corrective action to maintain professionalism, fairness, and workplace productivity.

Link to policy- [☰ Office Hours Policy_ 2025- 2026](#)


CODE OF CONDUCT POLICY

Talentelgia Technologies upholds a professional, respectful, and inclusive workplace. All employees must act with integrity, avoid harassment or discrimination, and maintain confidentiality. Misuse of company assets—including logos, systems, and internet—is prohibited. Unacceptable behaviors include dishonesty, threats, offensive language, personal calls during work hours, and possession of weapons or intoxicants on company premises. Employees must not disclose proprietary information or conduct non-office work during office hours. Violations may lead to warnings, termination, or legal action. This policy ensures a safe, ethical, and productive environment for all, and adherence is mandatory for every team member.

Link to Policy - [☰ Code of Conduct Policy_ 2025- 2026](#)

CONFLICT OF INTEREST (NON- NEGOTIABLE POLICY)

Talentelgia Technologies requires all employees, consultants, and interns to avoid situations where personal interests conflict with company interests. Any real or potential conflicts must be disclosed in writing to supervisors or HR. Examples include financial ties to competitors, freelancing during or after office hours, using company resources for personal gain, or accepting gifts. The company will manage such conflicts with appropriate actions like duty reassignment. Breaches may result in disciplinary or legal action. All disclosures will remain confidential. This policy supports fairness, transparency, and integrity in all business practices and will be reviewed periodically for effectiveness.

Link to policy-  Master_Conflict of Interest (Non Negotiable) Policy_ 2025- 2026

LEAVE POLICY

Purpose of Leave

Leave is granted to employees with the good intention of providing rest, recuperation of health and fulfilling social obligations. This provides healthy and efficient staff for the company.

Leave Applicability

After the 3 months probation period, an employee will have 12 paid leaves in a financial year.

All full-time employees are entitled to one paid leave on either their birthday or wedding anniversary in a financial year.

An employee in case resigns during leave or does not join Talentelgia Technologies Pvt. Ltd after return from approved leave, the action will be taken under the Absconding policy and shall report to the office and complete the Employee Exit formalities.

An employee who sends a resignation while on leave, the resignation will not be accepted as the resignation can be sent from the office during office hours only.

Short Leave

Short Leave of 2.5 hrs can be taken during the day. Any employee who reports working between 9:30 AM to 12:00 noon or/and leaves early between 4:00 PM to 6:30 PM will be marked short

leave for the day. Short leave will be deducted from the given paid leaves.

(Duration- 9:00 AM to 11:30 PM, 11:30 PM to 2:00 PM, 2:00 PM to 4:00 PM, 4:00 PM to 6:30 PM)

Half-Day Leave

Any employee who reports working between 12:00 noon to 2:00 PM or leaves early between 2:00 PM – 4:00 PM will be marked half-day leave for the day. Half-day leave will be deducted from the given paid day.

(Duration – 9:00 AM to 2:00 PM and 2:00 PM to 6:30 PM).

Full Day Leave (1)

We need to keep in mind that the full-day productivity of an employee is measured with 8 hrs& 40 minutes of work in the office and for half a day it is measured at 4 hrs 20 minutes. Thus, we want employees to report on time after Short or Half day Leaves. So, if the reporting time is 2:00 pm then kindly adhere to the timing to ensure productivity.

In a financial year, an employee is entitled to a total of 12 leaves. These are leaves planned well in advance and must be discussed with your respective Approvers/Supervisors. It will only be approved after looking at the staffing, workload, and need of the hour or on a first come first basis.

(Duration - 9:00 AM to 6:30 PM)

List Of Holidays

S.No	Holidays	Date	Day
1	Independence Day	15th August 2025	Friday
2	Gandhi Jayanti	2nd October 2025	Thursday

3	Diwali	20th October 2025	Monday
4	New Year Eve	1st January 2026	Thursday
5	Republic Day	26th January 2026	Monday
6	Holi	4th March 2026	Wednesday

S.No	Floater leaves	Date	Day
7	Ashtami	30th Sept 2025	Tuesday
8	Bhai Dooj	23rd October 2025	Thursday
9	Chhat Puja	28th October 2025	Tuesday
10	Guru Nanak's Birthday	5th November 2025	Wednesday

MATERNITY LEAVE POLICY

Talentedgia Technologies provides up to 26 weeks of maternity leave for eligible female employees, with continued health insurance coverage. An additional unpaid month may be granted for medical complications with approval. Employees must notify HR in writing at least 8 weeks in advance and submit a medical certificate. During leave, 50% of basic pay is offered—25% repayment at the time of full-time return from office, 25% after six months, and 50% at SLA commencement. Rejoining plans must be discussed with HR. Appraisals are deferred by the leave duration, within an 18-month window. The policy is subject to periodic review and updates by the company.

Link to policy- [☰ Maternity Leave Policy_ 2025- 2026](#)

PATERNITY LEAVE POLICY

Talentelgia Technologies grants up to five (5) days of paternity leave to eligible male employees, which can be taken within six months of childbirth. Health insurance coverage continues during this period. An additional unpaid week may be approved for pregnancy-related complications upon submission of a valid medical certificate. Employees must notify HR in writing at least four weeks before the expected delivery date and provide a medical certificate. HR will process and approve the request. Employees are encouraged to coordinate their return with HR and their manager. The company may periodically update this policy to meet legal and employee needs.

BEREAVEMENT LEAVES

An Employee is entitled to 05 working days of paid leaves for an Immediate Family member's unfortunate demise.

****Definition of Immediate Family Member**** Immediate family refers to a person's smallest family unit, consisting of the closest relatives, such as parents, siblings, spouse and children.


GRATUITY POLICY

Talentelgia Technologies offers gratuity benefits to permanent employees who complete at least five years of continuous service. Gratuity is calculated as: $(\text{Last Drawn Basic Salary} \times 15 \times \text{Years of Service}) / 26$. It is credited to the PF account upon resignation or retirement and paid to the nominee in case of death. Employees must submit a written nomination to HR. Gratuity is taxable per applicable laws. Employees terminated for misconduct or fraud may be disqualified. The policy is reviewed periodically and may be amended as needed. This benefit recognizes employees.

Link to Policy- [Gratuity Policy_ 2025- 2026](#)


ABSCONDING POLICY

Talentelgia Technologies defines absconding as unauthorized absence for three consecutive days without notice. This policy applies to all employees, consultants, and interns. HR must be informed, and a 48-hour turnaround is expected. Absconding results in immediate termination and forfeiture of benefits. Specific terms apply during SLA periods, soft loan defaults, and for interns. Recovery of dues, return of company property, and potential legal action are enforced. Absconders are ineligible for rehire, certification, or future employment recommendations. Responsibilities lie with the absconder, their supervisor, and HR. The company reserves the right to amend the policy to ensure compliance and effectiveness.

Link to Policy-  [Absconding Policy_ 2025- 2026](#)

SOFT LOAN POLICY

Talentelgia Technologies' Soft Loan Policy provides eligible employees financial support through interest-free loans of up to INR 1,00,000, repayable over 6–12 months. Applicants must have one year of continuous service and submit required documentation, including post-dated cheques. Loan approval is based on salary, tenure, and financial need. Repayments are deducted from payroll, with one EMI relaxation permitted. In case of resignation, termination, or absconding, the loan must be fully repaid. All terms are outlined in an SLA.

Link to Policy-  [Soft Loan Policy_ 2025- 2026](#)

SABBATICAL LEAVE POLICY

Sabbatical is formulated to take care of Employee's encouraging association and aspirations to go for higher studies.

- Employees in Talentelgia who have completed two (2) years of continuous service from the date of joining will be eligible for this leave.
- Sabbatical leave can only be availed for full-time courses.

- The request should be made at least 3 months in advance before the associate moves for sabbatical
- The sabbatical period can be for a minimum of 6 weeks and a maximum of 6 months
- It is Manager's responsibility to validate and send their recommendation to management and HR to seek approval
- Employees will not be eligible for retrial benefits like PF, Pension and Gratuity during the sabbatical
- Employees will not be eligible for Health medical benefits during the sabbatical
- Salaries will be frozen and scheduled incentives if any will also be extended by the duration of the sabbatical
- For calculation of continuous services in cases of Gratuity (5 years) for the employees who have rejoined Talentelgia immediately after sabbatical, the sabbatical period will be considered for a maximum of 6 months.
- If an employee fails to join Talentelgia after availing sabbatical, then the last day of work prior to availing sabbatical will be considered the 'last working day' for relieving formalities.
- The employee is not allowed to carry out any consulting services or other employment during the sabbatical
- Once the required approval is taken, the employee must then apply for such a leave request through mail. These leaves shall be unpaid leave.

Availing Sabbatical

Sabbatical is approved in the system subject to the employee's completing all the formalities mentioned below.

- Any amount owed by the employee to Talentelgia by way of loan/advance etc. shall be repaid first. Employees would get his /her salary up to the last day of work before proceeding on Sabbatical subject to all applicable deductions of loan, advance and taxes.


- On the last day of work, before proceeding for the sabbatical, the employee will need to obtain no due clearance from the concerned department using the 'No dues' form and the employee will hand over the laptop/system and all the other Talentelgia assets and ID card to the HR department
- In case an employee resigns during a sabbatical or does not join Talentelgia Technologies Pvt. Ltd after return from sabbatical, the employee shall report to the office and complete the Employee Exit formalities.

Returning to work post-Sabbatical

After an employee's return from Sabbatical or any time earlier, the employee must send an email to HR with a copy to Manager /Management for payroll computation and commencement. HR will then follow the required formalities to commence payroll.

PERFORMANCE APPRAISAL SYSTEM

Talentelgia Technologies' Performance Appraisal Policy aims to assess employee performance quarterly through the Individual Performance Measurement (IPM) system. Four IPMs are held annually, beginning with role clarity and goal setting, followed by progress reviews every 90 days. Ratings range from Not Acceptable to Outstanding, influencing annual appraisals. Performance is scored, and outcomes may lead to continued service, PIP, or termination. Employees must proactively participate in IPMs to be eligible for appraisals. Final appraisal amounts depend on IPM ratings, discipline, and overall contribution, with management discretion. The policy promotes fairness, accountability, and alignment with organizational and individual growth objectives.

Link to Policy-  **Individual Performance Measurement (IPM) Policy Employee _ 2025-2026**

PERFORMANCE IMPROVEMENT PLAN

The Performance Improvement Plan (PIP) at Talentelgia Technologies supports employees in addressing performance gaps through a structured, one-month improvement framework. Triggered by a “Not Acceptable” IPM rating, the PIP sets measurable goals and provides mentorship for improvement. Progress is reviewed mid-way and at 30 days, with outcomes including successful exit, early removal, or termination based on performance. No paid leaves are permitted during this period. HR ensures proper documentation and support.

Link To Policy- [☰ Performance Improvement Plan_ 2025- 2026](#)

RESIGNATION POLICY

Talentelgia Technologies’ Resignation and Termination Policy ensures structured, fair, and compliant exits. Employees must give written notice—60 days for employees, 90 days for managers—and resign during office hours. Exit formalities include handovers, asset return, and a testimonial. Final settlements are processed within 60 days from the last working date. Rehiring is possible for those who exit amicably with a minimum “Good” IPM rating. Termination may occur due to poor performance, misconduct, or policy violations, and is effective immediately. In such cases, final settlements and certificates are withheld. Confidentiality must be upheld post-exit. HR maintains records, and the policy is reviewed periodically for relevance and legal compliance.

Link to Policy- [☰ Resignation and Termination Policy_ 2025- 2026](#)

EXIT INTERVIEW

An exit interview will be conducted by HR before the employee leaves the company. The exit interview will provide information on the continuation or cessation of the employees’ benefits.

- It will also provide the company with information, which may form the basis for

improving the work environment.

- Except in cases of business necessity, the anonymity of the source of information obtained during an exit interview will remain strictly confidential.
- An employee is required to share a video testimonial of his/her work experience in Talentelgia.
- Has served for over 2+ years of 1+ years then a written testimonial is mandatory
- Less than 1 year no testimonials are required.
- These testimonials are submitted to the HR department before the Exit interview

WHISTLEBLOWER PROTECTION- HARMONY COMMITTEE

Talentelgia Technologies is committed to maintaining a transparent and ethical work environment. We encourage all employees to report any suspected misconduct, violations of company policies, or illegal activities. This Whistleblower Protection Policy aims to protect employees who make good faith reports from retaliation and ensure that their concerns are addressed promptly and appropriately.

Scope

This policy applies to all employees, contractors, consultants, vendors, and any other individuals associated with Talentelgia Technologies Pvt. Ltd.

Reporting Procedure

Any employee who becomes aware of any misconduct, policy violation, or illegal activity should report it immediately. Reports should be made through the following channels:

- Raise Harmony Ticket on Talentone Portal
- Direct supervisor or manager
- Dedicated Whistleblower hotline: 7481816861
- Reports should include as much specific and detailed information as possible, including dates, times, individuals involved, and any supporting documentation or evidence.

Confidentiality

Talentelgia Technologies Pvt. Ltd. will protect the confidentiality of individuals who make reports to the maximum extent permitted by law.

- The identity of the Whistleblower will be disclosed only to those individuals who need to know for the purpose of conducting an investigation or taking appropriate action.
- Retaliation against whistleblowers is strictly prohibited

Non-Retaliation

Talentelgia prohibits any form of retaliation against employees who make good faith reports.

- Retaliation includes but is not limited to, adverse employment actions such as termination, demotion, suspension, harassment, or any form of discrimination.
- Employees who engage in retaliation will be subject to disciplinary action, up to and including termination.

Investigation and Resolution: Protection from False Reports

Employees who make reports in good faith will be protected from retaliation, even if the allegations are not ultimately substantiated. However, knowingly making false or malicious reports with the intention of harming someone's reputation or with no basis, in fact, may result in disciplinary action.

Compliance and Communication

This policy will be communicated to all employees through training programs, the employee handbook, and other appropriate means. Regular reminders and updates will be provided to

reinforce the importance of reporting and the protection provided under this policy.

The Harmony Committee in Talentelgia is committed to ensuring a workplace free from misconduct and encourages all employees to come forward with any concerns. By fostering a culture of integrity and accountability, we aim to maintain a positive and ethical work environment for all.

Grievance Procedure

- The process to approach the committee is to raise a ticket on Talentone Portal.
- The committee will start the proceedings within 48 hrs of receiving the email
- The discussions will be recorded and documented for all parties to provide unbiased solution
- These discussions will remain strictly confidential by the complainant and respondents
- Any deviation found in the confidentiality from any party will prompt strict action, a warning letter/termination.
- The committee holds the final weightage in providing the solution and will be agreed upon by all concerned without any further resistance.
- The committee's main purpose is to find a solution in the best interest of the employee, client and company (win-win-win principle)
- All involved parties must conclude the conflict by sharing a MOM of the meeting with agreed decisions and action points.

FULL AND FINAL SETTLEMENT

If the employee has resigned, the full and final settlement will be processed after 60 days for all employees. However, for senior members at the managerial level, it will be processed after 90 days after leaving the organization. In full and final settlements any dues payable/receivable to/from the employee by way of advances taken, notice period compensation amount, etc has to be settled and only then an experience letter will be issued to the employee.

- The full and Final Settlement will be done by Cheque.
- In case the Employee has been terminated then F&F will be done within 05 Working Days.

INTERNAL GROWTH STRUCTURE

Talentedgia Technologies is growing at a fast pace and here we offer a robust Internal Growth platform to aim at Employees to learn and grow within the company. It is designed to acknowledge the dedication and effort of an employee and to offer Perks and Designation.

As per the below time frame, we expect our employees to grow annually or maximum in two years' time from their current designation. Also as understood from above, you can expect to grow up to the level of a Manager with an experience of a minimum of 07 years in the organization. The promotions are based completely on your tenure and IPM ratings.



INTERNAL JOB POSTING (IJP) POLICY

The Internal Job Posting (IJP) Policy at Talentelgia Technologies fosters career growth by enabling eligible employees to apply for roles in other departments. Open to full-time employees with at least one year in their current role and a “Good” performance rating, the policy ensures internal mobility, engagement, and talent retention. Employees can apply for two postings per year, with a mandatory 30–60 day transition period upon selection. Applications are reviewed through a structured screening and interview process. While salary cycles remain unchanged, the new role requires a two-year commitment. The policy promotes skill development and reduces external hiring costs.

Link to Policy- [☰ Internal Job Posting \(IJP\) Policy_ 2025- 2026](#)

PROMOTION POLICY

This policy supports employee growth by providing fair, transparent, and merit-based promotions aligned with organizational needs. Promotions may include role expansion, salary adjustments, and re-designation, with eligibility based on tenure (typically 2–3 years), consistent performance (Good and above IPM ratings), potential, and behavioral traits. Internal transfers and job enlargements may occur based on contribution or business requirements. Promotions are generally annual and linked to appraisals unless exceptions are approved. Talentelgia values long-term association, flexibility in roles, and open organizational structure, ensuring deserving employees have growth opportunities regardless of hierarchy limitations. Performance, potential, and company concern guide decisions.

Link to Policy- [☰ PROMOTION POLICY_ 2025- 2026](#)

INTERNSHIP POLICY

The Internship Policy at Talentelgia Technologies aims to provide a structured and enriching experience for interns while supporting organizational goals. Applicable to all departments, internships span six months and include orientation, role-specific training, and mentorship. Interns are expected to follow company policies, maintain professionalism, and contribute to assigned tasks. Opportunities for learning, networking, and involvement in real projects are provided. Internships may be paid or unpaid as per the agreement. Successful interns may be considered for full-time roles. The company upholds equal opportunity and workplace safety. This policy is subject to periodic review and may be amended at the company's discretion.

Link to Policy- [☰ Internship Policy_ 2025- 2026](#)

EMPLOYEE CERTIFICATION PROGRAM

Talentelgia Technologies' Certification Reimbursement Policy supports employee professional growth by encouraging continuous learning and aligning development with company goals. Full-time employees can receive 100% reimbursement for role-relevant certifications, subject to prior approval from HR and their manager. Reimbursement is processed via payroll over 6–12 months, based on certification cost, and only after successful completion. If an employee exits within a year of certification, the full amount must be repaid to receive relieving documentation. Non-compliance may result in disciplinary action or denial of future claims. The company may revise this policy anytime. For queries, employees should contact the HR department

Link to Policy- [☰ Employee Certification Program Policy 2025- 2026](#)

COMPENSATION AND BENEFITS POLICY

Payroll & Taxation

Your pay cycle is monthly. Pay is processed on the **05th** of every Month. Salary will be credited to ICICI Bank, and it will be automatically deposited electronically into the Employees Bank

Accounts.

- 1st salary is credited after the 30th working day.
- Salary is calculated on the basis of total working days in a month

Tax compliance

The employee is expected to comply with Income Tax rules and other legal requirements as applicable, at all times. Tax for the year will be calculated and the requisite amount will be deducted every month from the employee's salary.

It will be mandatory to submit the Original proof of expenses on a monthly basis and for annual investments proof to be submitted by 15th March. The adjustment of Income Tax would be done based on the prevailing Income Tax laws from time to time.

Provident Fund & Professional Tax

It is mandatory for Employees to undergo EPF contribution towards their EPF account under the Employee Provident Fund Act 1952.

The professional tax is a standard deduction for all employees of INR **200/-** only. GHI Policy will be updated in May 2025.

CORE TEAM- ABHYUDAYA

To be a part of the Abhyudaya Team, an employee should have 8 core elements. Each year new members are added to this team by the management as per the below-mentioned core elements displayed at the workplace.

- Vision/Mission
- Identity
- Values

- Results
- Effectiveness
- Fun
- Aligned
- Trust

Purpose

Abhyudaya team is designed to encourage employees whose performance is outstanding either individually or through teams that contribute to the overall objective of the organization and also to lay down guidelines regarding “Process improvement, employees performance management, companies strategy and other key elements to add value to the progress and success of the company.

Principle

The basic principle followed by Abhyudaya member is mentioned below:

- To promote Staff Appreciation
- To enhance motivation in the workplace
- To design an effective employee skill enhancement programme
- To add value to the effective work done by employees
- Consistent reward and incentive scheme with a defined objective.
- Empowering employees by nurturing talent
- To nurture a sense of ownership among the employees.
- To be effective leaders and ensure on-time delivery with accuracy and adhering to the company standards
- To add and build revenue from their respective departments

Eligibility to become an Abhyudaya Team Member:

The following criteria must be fulfilled before an employee become eligible for the group:

- The employee must be a regular employee of the company
- Should be in service of the company for last 2 years

The qualifying outcome for Abhyudaya Member

- Exhibition of organizational mission and goals while performing the duty
- Exceptional contribution to increase motivation in the workplace
- Efficiency in Process and Practice which leads to rewarding work
- Exceptional team-building skills
- Innovative approach towards problem-solving based on organizational values
- Increment in revenue generation
- Excellent customer service
- Contribution to building team members' competencies
- Excellence in all spheres of work done which results in Staff Appreciation
- Contribution to employee engagement initiativeContribution to achieving organizational objectives by performing service above normal duty
- Going out of the way to form a positive and inclusive work environment
- Exceptional contribution to CSR-related activities
- Developing new work methods that reduce waste
- Individuals possessing the highest talent are rewarded
- Going the extra mile by performing duties when the department is short-staffed.
- Highly efficient in process and practice.

The **Abhyudaya Members** are evaluated as per The IPM rule of 90 days interval and the performance towards the goals can be achieved at one of the following levels:

- **Not Acceptable** - Has not achieved the goal. Has not met the expectations. Has not shown accountability towards/ against achieving the goals as agreed.
- **Needs improvement**- Has not achieved the goal or expectation. Need to show accountability towards goals and needs to improve performance.

- **Good** - Has achieved the goal. Met and sometimes exceeded expectations. Is accountable for achieving the goals as agreed.
- **Excellent** - Has achieved the goal and milestone and showed excellent performance and often exceeded expectations. Show excellent accountability against goal achievement.
- **Outstanding**- Exceptional business performance, exceeded all expectations and demonstrated outstanding accountability for own goals as well as business unit targets, and achievements.

The position and place in the Abhyudaya group is not permanent and can be retained as per the eligibility criteria, performance and participation only. If any member, he/she is not adding value to the team then the company reserves the right to change/rotate the employee to seek/hire new talent and fresh ideas to the core team.

CORE TEAM BENEFITS:

- Annual Medical & Health Insurance Coverage of 5 LACs for self & family free of cost from the company.
- Team Outings

REWARD AND RECOGNITION POLICY (R&R)

The Reward and Recognition (R&R) Policy aims to attract and retain talent by recognizing employees' exceptional performance, attitude, and achievements. Applicable to all regular employees, it rewards efforts through Cheer Points and certificates across parameters like innovation, teamwork, leadership, and service quality. Recognition occurs quarterly, with nominees selected based on IPM ratings. Managers, HR, and senior leadership share responsibility in ensuring fair, consistent, and motivating practices. The policy emphasizes clear communication, regular feedback, and alignment with organizational goals.

Link to Policy: [☰ Reward and Recognition Policy _ 2025- 2026](#)

CHEER POINTS PROGRAMME

The Cheer Points Policy aims to boost morale, foster teamwork, and recognize outstanding performance across Talentelgia. Applicable to all confirmed employees (excluding trainees and probationers), cheer points can be awarded by supervisors or peers (once a month) for work support or acts of kindness, following set hierarchy rules. Nominations must be emailed with justification and approved by management. Points (valued at INR 3 each) can be redeemed for products from the T-Catalogue within the financial year but cannot be encashed. Tracking is managed via TalentOne or a leaderboard. Any violations or delays in IPM attract point deductions.

Link to Policy- [☰ Cheer Points Programme 2025-2026](#)

TRAVEL POLICY

The Travel Policy of Talentelgia Technologies outlines procedures and entitlements for domestic and international business travel. It covers eligibility, travel modes, accommodation, meals, and reimbursements based on employee hierarchy. Bookings must be requested in advance via email with required personal and travel details. Employees are expected to submit authentic bills within 15 days post-travel; delays may result in salary deductions. Non-reimbursable expenses include personal items, entertainment, and companion costs. For international trips, valid travel insurance is mandatory. Visa costs are reimbursed with receipts. Emergency bookings and self-arranged travel are reimbursed within designated budget limits, based on policy guidelines.

Domestic Travel Policy- [☰ Travel Policy - Domestic_ 2025- 2026](#)

International Travel Policy- [☰ Travel Policy - International_ 2025- 2026](#)

CONDUCT AND DISCIPLINE PROCEDURES

It is important that all our employees conduct themselves in a professional, mature and responsible manner. If the behavior continues to fall below expectations after informal and/or formal counseling, then termination of the employee may result. Technologies may also immediately terminate the employment if it is deemed necessary in the judgment of management, including but not limited to the following:

1. Records Falsification.
2. Engaging in fraud, embezzlement, defalcations, or other dishonest practices.
3. Company policies and/or laws Violation.
4. Threatening, intimidating or insubordinate behavior or physical violence.
5. Spending time on mobile phones during office hours will be treated as strict indiscipline. Employees are advised to restrict their mobile usage to lunch hours only unless there is an emergency.
6. Removing or destroying company records or property, releasing confidential or proprietary information without appropriate approval.
7. Conducting non-office work during office hours.
8. Using personal electronic or data storage devices such as laptops, pen drives, CDs, and DVD is strictly against IT policy as well as company policy. Any employee found using such devices within the office premises will be dealt with strictly and it would be treated as a serious offense of the policies.
9. Keeping unnecessary or personal information on their desktop machines.
10. Within company premises influence of or use, possession, or sale of intoxicating substances or illegal drugs.

11. Within company premises possessing weapons or firearms or gambling.

12. Sexual Harassment.

Termination decisions will be made in consideration of all the facts and in consultation with HR.

USE OF COMPANY'S LOGOS, TRADEMARKS & STATIONERY:

The company seeks your cooperation in protecting the company's interest by ensuring that TALENTELGIA TECHNOLOGIES PVT. LTD. logo is used only with the formal consent of the company. The company's letterheads, business cards and other stationery are to be used only by TALENTELGIA TECHNOLOGIES PVT. LTD. staff and only for officially sanctioned business correspondence.

USE OF COMPANY'S SYSTEMS AND INTERNET FACILITY

Shifting machines from their designated location is not allowed without approval from the reporting manager. Also, under any circumstances, Internet surfing of unsolicited sites is not allowed and usage of Internet facilities for personal use is not allowed and neither is personal communication using an official Email ID, Skype ID or any other messenger allowed.

CONFIDENTIAL & PROPRIETARY INFORMATION

To ensure the security of confidential information, an employee is requested to ensure that his/her desk is cleared of all business-related material after office hours. The employee should not at any time, during the employment or after the termination of the services with the company, disclose to any party any information relating to the practices, business dealings or affairs of the company, including the terms of the employment.

HEALTH AND SAFETY POLICY/PROCEDURES

The company will take all reasonably practicable steps to ensure the health, safety and welfare of the employees at work. The company's health and safety policy is as follows:

1. The Company as far as is reasonably practicable will provide and maintain premises and systems of work, which do not involve risk to health.
2. The Company will as far as is reasonably practicable ensure the provision of a working environment which is without risk to health and which is satisfactory as regards facilities and arrangements for welfare.
3. The Company will ensure, as far as is reasonably practicable, that all equipment provided is safe.

RAPPER Programme: REFER A PAL PROGRAM EARN REWARDS

Under the RAAPER program you have the opportunity to work with your friends and family. Please seek information from the HR department about the reward attached to the program. This is a progressive program where one may refer to and make the work environment cohesive.

The RAPPER payout will be given as per the RAPPER POLICY, and awarded in Cheer Points.


Link to Policy- [Rapper Policy 2025- 2026](#)

CORPORATE LIFESTYLE BENEFIT

As an initiative under the employee benefits scheme, Talentelgia Technologies has various corporate tie-ups for employees to avail of special discounts on health /wellness and lifestyle.

- Manyavar(Zirakpur)

- Peter England (Sector 17- C)
- US Polo, Zirakpur
- Just Dogs, (Phase 10, Mohali
- Fortis- Sector 62, Sahibzada Ajit Singh Nagar, Punjab 160062
- Alchemist Hospital, Panchkula
- Ibrahim Travels
- Max Healthcare- Mohali
- Shalby Hospital
- Motherhood Hospital
- Indus Hospital
- 3B2 Salon
- Clove
- Brew Estate- Sector 80, Mohali

Link to CLB-  Corporate Lifestyle Benefits_ 2025- 2026

We wish you all the best and a bright future in Talentelgia Technologies!!