

THIS POLICY ADDENDUM IS SPECIFIC TO EMPLOYEES DEPLOYED TO CLIENT: **NCBS**

The **HR Policies on Konverse and the Employee Handbook** containing the Generic HR Policies is applicable to all employees of Klaus. This **Addendum** contains the Specific HR Policies based on your client deputation.

1. Attendance / Timesheet Policy:

Effective: January 01, 2020

Source of Attendance Data / Timesheet:	Timesheet Module (TMS) in Konverse
Last Date To Upload Approved Timesheet:	Last day of the payroll month
Timings: Attendance will be considered on the basis of timings specific to your client location.	
Note: Mandatory to upload your Client Approved Timesheets on Konverse if salary is to be paid on time.	

2. Leave Policy:

Effective: January 01, 2020

Types of Leave:	Casual Leave (CL)	Sick Leave (SL)
Eligibility:	12	6
Criteria:	There will be No Carry Forward and No Encashment at the end of the year or tenure.	
Note:	It is mandatory to apply leave on Leave Management Module on Konverse.	

3. Salary Credit Policy:

Effective: January 01, 2020

Date Of Salary Credit	HDFC Bank – same day close of business NEFT Banks – next day close of business	5 th of every month (if it is a holiday, next working day)
Last Date To Receive Inputs	Subject to Client & RM Approval	2 working days in advance
Note: Delayed inputs will result in delayed salary processing. Submit inputs in time to avoid salary delay.		

4. Notice Period Policy:

Effective: January 01, 2021

Notice Period	Both parties to serve 2 months (60 days) from date of resignation acceptance (applicable during / after probation).
	The Company reserves the right to decide on a case-to-case basis regarding notice period and / or payment in lieu of notice.

Information: In case you need to come to Klaus Office, please visit during working hours which are from 9:00 AM to 6:00 PM Mondays through Fridays & 9:00 AM to 12:30 PM on all Saturdays (half working day only). Klaus Office will remain closed on public / festival holidays as published on Konverse.

Note: While the above policy variables provided in this Addendum are as of the revision dates specified above, most of these policies have been in existence since the inception of Klaus, with only minor variations over the years, based on client mandates. You are expected to read the detailed HR Policies on Konverse / Handbook.

Disclaimer: Klaus Management has the right to add, delete, modify, amend or rescind any clause/policy mentioned in this document at any time, without notice or prior information, in the best interests of the company. Appropriate intimation will be given to all employees concerning any amendments wherever and whenever possible. In the case of any disputes in the terms & conditions pertaining to various policies & processes mentioned in Konverse, Handbook and Addendum, or in the understanding thereof, the decision of the Management will be final.