

## **INDUCTION MANUAL**

### **1) Salary**

#### **a) Due date**

Salary is paid up to 7<sup>th</sup> of every month.

#### **b) Attendance calculation**

Attendance is calculated on a monthly basis from the 1<sup>st</sup> of month to the last calendar day of the month for the computation of monthly salary of each employee.

#### **c) Login hours**

For a day to be included as a working day, the employee must:

- Log minimum 9 hours in the office ( including 30 minutes lunch break and 10 minutes tea break )
- Whereas, for a half working day an employee has to log for 5 hours.

#### **d) Extra benefits**

- Employees will get incentives, bonus and rewards based on their work and performance.
- If an employee is working on a non-working day, he/she will be entitled for paid day as per login hours if the work is related to project dependency. Applicable to employees other than trainee/associate.
- WFH can be allowed after approval from manager and HR only if there is project dependency



## **2) Leave Policy**

### **a) Non-working days**

The following will be considered as the official non-working days with pay of Trigvent Solutions:

- All Saturdays & Sundays
- Holidays announced by the company

### **b) Monthly leaves**

An Employee will be entitled to 1 leave per month to be started after completion of the probation period.

### **c) Leave balance for the year**

Any paid leave not availed by the end of the calendar year will be reimbursed in the salary of December.

Note: Accrued leaves will lapse in notice period.

### **d) Holidays**

An employee shall be entitled to 10 holidays in a year. These will be 3 national holidays (January 26, August 15 & October 2) and another 7 days decided by the company sent out by HR. An Employee may take paid birthday leave.

#### **e) Leave requests**

All leaves need prior approval from the employee's manager. Any unplanned or unapproved leave shall be considered as 3 unpaid leaves.

#### **f) Wedding leaves**

An Employee shall be entitled to 10 days leave. It is not more than 5 days before the wedding date. It will be considered as leave without pay and may not be clubbed with any other leaves.

#### **g) Sandwich leaves**

- Sandwich leaves are days off that an employee avails on both sides of scheduled office closures, such as weekends and national holidays. It will be considered as leave without pay. It will be exempted if an employee logged in for half day on either day.
- An Employee must login for at least 14 hours a week to avail Saturday & Sunday as paid holiday for the respective week.

#### **h) Deductions from salary**

All unpaid leaves will be deducted from the salary.

### **3) Appraisal Policy**

#### **a) Annual appraisal cycle**

If the per month salary of an employee is more than Rs 20,000, the employee will be moved in the annual appraisal cycle.

#### **b) Bi-annual appraisal cycle**

All other employees (having salary less than equal to Rs 20,000 per month) will be moved in bi-annual appraisal cycle.

**Note:**

- If the employee joins the office after the 15th of a month, that employee will be considered for appraisal from next month.
- Pay raise of employees totally depends on their performance.

**4) Official Timings**

Login hours will be 9 (at least) which are flexible between 9 am to 7 pm.

**5) Employee Referral Policy**

**a) Eligibility**

The referred candidate must be experienced and full-time employee only.

**b) Restrictions**

- No referral bonuses are paid for spouses
- No referral bonuses are paid for freshers
- No referral bonuses for candidate who have previously worked for Trigvent Solutions
- No referral bonuses for candidate who is already in database of the company

**c) Referral bonus payment procedure**

- The referring employee will get a referral bonus amount of Rs 5000 on successful joining of the candidate referred.
- 30% payment to be disbursed in the subsequent month's salary from the date of joining.
- Balance 70% payment to be disbursed after completion of probation period from date of joining.
- Payments will be made along with the relevant month's salary.

**6) Freshers/ placement drive:**

a) Probation/ Training period

It shall be of six months. Candidate will get stipend during the training period depending on the interview.

b) Criteria

Candidate will be liable to serve contract period (as per contract agreement).

c) Appraisal Cycle

Annual appraisal cycle will be applicable.

**7) Bond/ Contract:**

Resignation shall be acceptable after completion of the bond/ contractual period.

**We are committed to continuously reviewing and updating our policies and procedures**