

Face-book_fake HUMAN RESOURCES MANAGEMENT POLICIES AND PROCESS(fake)

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**Disclaimer (this one is completely fake only for
Project and educational purpose)**

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EXECUTIVE SUMMARY

The HR Team of Face-book_fake welcomes you and appreciates your attempt to understand theCompany HR Policies and procedures.

The Face-book_fake HR policies and procedures is a reference for all the Staff and Management. It provides information about employment-related policies and procedures at Face-book_fake . The HR team of Face-book_fake would administer these policies in a consistent and equitable manner. The Company/HR team may modify or revoke the provisions of this manual, with or without notice, at any time.

To Whom This Manual Applies

For all the staff of Face-book_fake across all locations, unless and otherwise, it is specified in the amendment for specific countries.

All Managerial staff and major division employees act as a liaison to the human resources division. Human resources representatives communicate and interpret human resources Policy to all the employees in their areas and help to resolve personnel, employment, or payroll-related problems.

NOTE: Contact your human resources representative for your queries regarding any of the policies or procedures in this manual.

HR office provides an employee hand booklet containing information on the complete benefits. The formal plan documents, available in the HR office, contain all of the plan details and legally govern their operations.

The management reserves the rights to alter, modify, delete and add any amendment to the above Policy from time to time without assigning any reasons whatsoever.

1. Recruitment Process

Policy

Policy related to recruitment and selection of new employee (s).

Process

- Requisition from department head/HR for replacement or new recruitment through Recruitment Template format through ticketing management system.
- Requisition sent to CEO/SBU head for approval.
- Checking in the existing data base/checking with referral programs/checking with the Consultants/Checking Job Portals/Using Social Media.
- Short-listing candidates (preliminary check based on skill sets)
- Finding out short listed candidates' interest for change.
- Calling candidates for telephonic interview, written tests, project presentation, group discussion, case study and personal interview as deemed fit with team leader/department heads for skill set.
- Short-listing the candidates' from amongst those who have attended the interview.
- Cross checking with the previous employer
- Cross checking with references given by the candidates'
- Calling candidates for final interview with HR
- Conducting final interview
- Selection of candidate (keeping the other candidates' in the database)
- Communicating the selection to the candidate and asking him to collect the offer letter.
- Communicating the requirements from the candidates' viz., latest salary slip, 5 passport size photographs, etc.
- Issue of offer letter.
- Getting acknowledgment in the second copy towards token of acceptance.
- Asking the candidate to mention the date of joining in the second copy of the offer letter.
- Checking allotment of place, computer, etc., for the candidate.
- Issuance of welcome kit (containing Information Security Policy, HR Policy, KRA, rules and regulations of the Organization)
- Getting signature/s in the required forms on the date of joining [PF forms, Non-Disclosure agreement, Non-Soliciting agreement, Employee Joining Form (Appendix I), etc.]
- Including the candidate's name in the head count
- Giving training, areas covering Information Security Policy, process, review methodology, fundamental rights of the candidate, highlighting Policy/process deviation of any other staff, physical entry-exit rules, emergency situation reaction, password Policy, etc...

2. Review Process

Policy

Policy related to review process of Organization Structure and JD's.

Process

Org Structure and Job descriptions for Heads and Managers, will be reviewed once a year by the Head – HR. This review will be carried out during April every year. Based on the Business requirement and team requirement, the Org Structure will be reviewed and restructured wherever necessary. JD's for non-relevant roles will be discarded and new JD's for new roles, if any will be added. In case there are no changes, the same will continue to hold good.

The review will be documented through a version control in the HR manual.

3. Training Process

Policy

Policy related to training, which would be conducted, periodically, to all our employees.

Process

Induction Training would be given to all the new joiners. Signature of the attendees would be taken, towards proof of presence.

- About Face-book_fake
 - Management Team
 - Clients
 - Awards
 - Services offered
 - Technologies
- Face-book_fake Benefits (Leave, Insurance Policy, Bonus)
- Employee Performance Management System
- Training and Development
- Appraisals
- General Code of Conduct
- Incident Reporting Procedure

a. Sources of training needs:

Training needs of the company based on the level of company development and HR policies of company such as

- Plans and strategic goals in the future.
- The upcoming needs of managers, professional staff.
- The changes in process of technology, tools and equipment.
- What are the requirements of law and standards affecting to the Organization?
- Training needs are identified by HR and / or department heads

b. Review training needs:

Based on Training Needs, HR will review and assess training needs based on policies, procedures of company.

c. Making training plan.

HR will make training plan/Calendar based on the following factors:

- Training Date
- Team to which needs the training
- Subject/Course of the training
- Trainer Name
- Location

d. Implementation of training plan:

The training is done through two forms:

- ☐ In house Training
- ☐ Online Training

Training in house is a type of training conducted by a trainer from management level. Online Training is a type of training based on online tutorials.

4. Working Hours Process

Policy

Policy related to working hours.

Process

All the employees would attend the office Monday to Friday and work for 8 hours per Day duly breaking for tea for 30 minutes in the morning and evening and breaking for lunch for 60 minutes.

Those who cut short their break timings could leave the office one hour early, in the evening, subject to his/her immediate supervisor being intimated and completion of their delivery.

Those who cut short their break timings could take one Day off on Saturday, subject to his/her immediate supervisor intimation and completion of their delivery.

Working Days: Monday to Friday

Working hours: 8 hrs.

Timings: 9:30 am to 6:30 pm

Lunch break: 30 minutes

Tea break (morning): 15 minutes

Tea break (evening): 15minutes

5. Attendance Process

Policy

Policy related to attendance.

Process

All employees are instructed to register their attendance while entering and leaving the office. Attendance should be recorded in the Attendance Register located at the reception and also punch in Biometric Software. Hence, all the employees have to record during both IN/OUT entries.

6 National Holiday Process

Policy

Policy related to statutory national holidays.

Process

The HR Head would take all efforts to get the details of national holidays from the Government of India and Government of Tamil Nadu.

The HR Head would also get the details of national holidays from the respective state Government, where other branches are situated.

Upon receipt of the information, the management would finalize eleven national holidays every year, adhering to the state Government regulations.

The list of national holidays finalized would be verified with the client's national holiday list for synchronization.

The final list would be displayed prominently and would also be communicated to all the employees via intranet or mail.

7. Leave Process

Policy

Policy related to leave applicability.

1. **PL/CL:** 20 days in a calendar year (will vary for New Joiners – Probationers, based on the joining date leave balance will be calculated)

Note: * Leave Days will be calculated when users is enrolled in EPMS system. * Probation leave balance will be calculated from the Date of joining.

User Leave Balance for the Year will be 18 days, out of which Probationer can avail 6 days.

- Maximum 10 continuous days of leave is allowed to take at one stretch from the available leave balance; exceeding on such continuous leaves will be treated as LOP.
- 2 Months of future dates will be enabled for user to apply in advance
- Saturday, Sunday and Face-book_fake Holidays will be excluded
- Probations and Users under Notice period are limited to apply leave 1 day per month (Can be overridden thought the admin panel)
- In the event of an employee relieving from the company early after utilizing the advance leave credit for the calendar year, the excess leaves taken will be pro-rated and deducted as LOP in the Full and Final settlement during exit.

Carry Forward -PL/CL Carry Forward Leave Count: 5 days

- If users PL/CL Balance is equal or more than 5 days than 5 days will be carried forward or else the remaining days will be carried forward
- Carry forward is not applicable to probationers.
- Carry forward happens at the beginning of a Calendar year

2. **Sick Leave:** 12 days in a calendar year

- User will be allowed to avail Sick Leave if the applied leave count is equal or more than 3 days.
- Supportive Documents - DOC, DOCX, PDF, JPEG, PNG

Scenario A: Past Sick Leave

- Document is compulsory, cannot apply leave without a document.

Scenario B: Future Sick Leave

- Document is not compulsory; User can upload the document later.
- User would need to upload the document before 10 days from the date the leave is completed. On failure to upload will result in the leave to be converted as PL/CL if leave balance is available or else it would be converted as LOP

3. **Maternity Leave:** (On Completion of 80 days working days from the date of joining)

Maternity Leave may be granted to all female staff with less than two surviving children, for a period of up to 26 weeks from her office. While the first twelve weeks of maternity leave is to be taken before delivery, the remaining fourteen weeks of leave will be granted immediately after the child is born.

The woman staff seeking maternity leave has to furnish an approved Medical Practitioner's report confirming the pregnancy with the estimated delivery date, to the HR Manager along-with her supervisor's approval of Maternity leave.

- Maternity Option will be enabled for all Female Employee
- All status update pertaining to the leave can be viewed on the notification bar. It will not be tracked on the My Leave Page of the user.
- Document Upload is not mandatory
- If Maternity Leave is availed – user will only get to see the Maternity option after 6 months from the completion from previous maternity leave.
- Saturday and Sunday and Face-book_fake Holidays will included

Maternity Leave Count: Based on the number of children

- First Child - 180 Days
- Second Child - 180 Days
- Third Child - 120 Days
- Fourth Child - 120 Days

4. Comp-Off

- There is no defined number of days user can avail comp-off
- Only the user's supervisor gets to change PL/CL to comp-off.
- For each leave request a max of 3 days can be converted to comp-off.

5. LOP

- LOP will be enabled when PL/CL balance is 0.
- In the case of more than 10 continuous days of PL/CL availed at a stretch.
- There is no defined number of days user can avail LOP.
- User can apply for LOP which will be approved by Supervisor
- User's Sick leave is converted to LOP on failure to submit medical documents if the user does not have sufficient PL/CL.
- Backdate leaves can be enabled though the admin panel.
- In the event of an employee relieving from the company early after utilizing the advance leave credit for the calendar year, the excess leaves taken will be prorated and deducted as LOP in the Full and Final settlement during exit.

6. Leave Dismiss:

- Any Type of Leave Request can be dismissed by supervisor in cases where the leave request is not relevant to him. If dismissed the leave request will be moved to HR.
- HR would make necessary changes on the functional reporting and move the Leave Request to Pending Status where it would appear on the respective supervisor queue.

Process

All leave applications and approvals should happen in Xone (https://xone.Face-book_fake.com/xone/leave-tracker), to be completed before the cutoff date for calculation of attendance (i.e. 26th of the previous month to 25th of the ensuing month). The HR would calculate the number of days present in a month duly accounting for leaves, LOP etc. and process the salary.

8. Grievance Process

Policy:

This policy deals with all the processes to be followed in order to deal with any kind of grievances faced by any Employee.

Process:

Employees are encouraged to talk to each other to resolve their problems. When this isn't possible, employees should know how to file a grievance:

Communicate informally with their direct supervisor. The supervisor will try to resolve the problem. When employees want to complain about their Supervisor, they should first try to discuss the matter and resolve it between them. In that case, they're advised to request an informal meeting. Supervisors should try to resolve any grievance as quickly as possible. When they're unable to do so, they should refer to the HR department and cooperate with all other procedures.

If the grievance relates to a supervisor behavior that can bring disciplinary action (e.g. sexual harassment or violence), employees should refer directly to the HR department or the next level supervisor.

- The HR department should follow the procedure below:
- Ask employee to mail their grievance so as to document it.
- Talk with the employee to ensure the matter is understood completely.
- Organize mediation procedures (e.g. arranging a formal meeting).
- Investigate the matter or ask the help of an investigator when needed.
- Keep employees informed throughout the process.
- Communicate the formal decision to all employees involved.
- Taking actions to ensure the formal decision is adhered to.
- Deal with appeals by gathering more information and investigating further.
- Keep accurate records.

The following process need to be followed if an employee feels aggrieved due to any reasons:

Individuals can report their complaints by sending email to If in case individuals would want to report their grievance anonymously, can log in to the following Gmail account to report the concern.

User Name: Face-book_fake_anonymous@gmail.com Password: Face-book_fake 123

9. Disciplinary Policy and Process

Policy:

Face-book_fake 's discipline policy is designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable employee behavior and performance issues. It has been designed consistent with Face-book_fake 's Organizational values, human resource (HR) best practices and employment laws.

Process:

Step 1: Counseling and verbal warning

Step 1 creates an opportunity for the immediate supervisor to schedule a meeting with an employee to bring attention to the existing performance, conduct or attendance issue. The supervisor should discuss with the employee the nature of the problem or the violation of company policies and procedures. The supervisor is expected to clearly describe expectations and steps the employee must take to improve performance or resolve the problem.

Within five business days of this meeting, the supervisor will prepare written documentation of a Step 1 meeting. The employee will be asked to sign this document to demonstrate his other understanding of the issues and the corrective action.

The employee will be given a 45 day Performance Improvement Plan (PIP) under which he has to show improvement in his performance, failing to do so will go into the exit mode.

Step 2: Written warning

Although Face-book_fake hopes that the employee will promptly correct any performance, conductor attendance issues that were identified in Step 1, Face-book_fake recognizes that this may not always occur. The Step 2 written warning involves more formal documentation of the performance, conduct or attendance issues and consequences.

During Step 2, the immediate supervisor and a manager will meet with the employee to review any additional incidents or information about the performance, conduct or attendance issues as well as any prior relevant corrective action plans. Management will outline the consequences for the employee of his or her continued failure to meet performance or conduct expectations.

A formal performance improvement plan (PIP) requiring the employee's immediate and sustained corrective action will be issued within five business days of a Step 2 meeting. A warning outlining that the employee may be subject to additional discipline up to and including termination if immediate and sustained corrective action is not taken may also be included in the written warning.

Step 3: Suspension and final written warning

There may be performance, conduct or safety incidents so problematic and harmful that the most effective action may be the temporary removal of the employee from the workplace. When immediate action is necessary to ensure the safety of the employee or others, the immediate supervisor may suspend the employee pending the results of an investigation.

Suspensions that are recommended as part of the normal progression of this progressive discipline policy

and procedure are subject to approval from a next-level manager and HR.

Depending on the seriousness of the incident, the employee maybe suspended without pay. Pay maybe restored to the employee if an investigation of the incident absolves the employee.

Step 4: Recommendation for termination of employment

The last and most serious step in the discipline procedure is a recommendation to terminate employment. Generally, Face-book_fake will try to exercise the progressive nature of this policy by first providing warnings, a final written warning or suspension from the workplace before proceeding to a recommendation to terminate employment. However, Face-book_fake reserves the right to combine and skip steps depending on the circumstances of each situation and the nature of the offense. Furthermore, employees may be terminated without prior notice or disciplinary action.

Management's recommendation to terminate employment must be approved by HR.

Appeal Process

Employees will have the opportunity to present information that may challenge information management has used to issue disciplinary action. The purpose of this process is to provide insight into extenuating circumstances that may have contributed to the employee's performance or conduct issues while allowing for an equitable solution.

If the employee does not present this information during any of the step meetings, he or she will have five business days after that meeting to present such information.

Performance and Conduct Issues Not Subject to Discipline

Behavior that is illegal is not subject to discipline, and such behavior may be reported to local law enforcement authorities.

Similarly, theft, substance abuse, intoxication, fighting and other acts of violence at work are also not subject to progressive discipline and may be grounds for immediate termination.

Documentation

The employee will be provided copies of all progressive discipline documentation, including all PIPs. The employee will be asked to sign copies of this documentation attesting to his or her receipt and understanding of the corrective action outlined in these documents.

Copies of these documents will be placed in the employee's official personnel file.

10. Transfer Process

Policy

Policy related to transfer of employees.

Process

Employee might be required to work on transfer of deputation in any other concern in which the management has any interest or any of the other branches or regional offices anywhere in India or abroad, now existing or to be setup in future and shall be bound to work.

11. Global Background Screening Process

Policy

The purpose of this Section is to define Client's global standards for background screening for Face-book_fake . Face-book_fake performed BGC in accordance with all applicable local laws and regulations for all Face-book_fake personnel who will have access to Client facilities, as well as personnel in designated positions.

Process

The following are background screening practices performed by Face-book_fake .

a) Identity Verification

Validation Element: Face-book_fake carries out the identity verification to validate the identity. **Evidence Option:** Documentation of National ID number or Government issued ID card with picture or Passport

b) Sanctions Screening Verification

Face-book_fake carries out SDN (Specially Designated Nationals and Blocked Persons List) checks as per its Clients MSA. (Wherever applicable).

c) Employment & Residence History Verification

Validation Element: Face-book_fake carries out background employee verification for the previous employer and residential address verification.

Evidence Option: Report from background screening vendor representing history check & confirming Accuracy.

d) Education History Verification

Validation Element: Face-book_fake carries out in-house verification of the highest level of education completed including: Institution Name, Dates Attended, and Degree Attained (as applicable)

Evidence Option: Copy of degree, diploma, or school transcripts

e) Re-screening

Any employee who is reassigned goes through Employee background verification, which any new employee would go through.

12. Performance Appraisal Process

Policy

Policy related to performance appraisal.

Process

Face-book_fake adopted and implemented EPMS process (Employee Performance Management System), which is the continuous process of plan, act and review an employee's Objectives, Key Results & Lead Measures and providing continuous feedback to ensure that employees are meeting their Objectives and Organization Goals defined by the Management on Quarterly basis.

Every employee to update his defined Lead Measure & KR's in the intranet system as per the frequency defined. The immediate supervisor would review the performance of employee (i.e updated lead measures and KR's) in this EPMS system as updated by the employee and approve or not approve the same.

Every time approvals, the current quarter rating for the particular employee will be calculated and the weightage marks will be displayed in this system. As per weightage marks: 1-80 (No Rating) | 81-90 (Star Rating) | 91-100 (Super Star Rating)

NOTE: Staff at Managerial cadre would be monitored by the management directly.

Salary increment and promotions have to be justified based on the rating scores obtained in this EPMS system for all the four Quarters.

The management would finalize the hike amount and promotions, if any and communicate the same to the HR Manager. The HR Manager would prepare the letter to the employees, who have got hikes and/or promotions. The HR Manager along with the department head and LOB head would issue the letter for hikes and promotions to the respective employees.

Any form of the performance appraisal has to be maintained confidentially and not to be made public.

13. Records Management and Retention Process

Policy

Policy related to records management and retention process.

Process

HR Face-book_fake to maintain the following records with respect to Human Resources Management Program. Face-book_fake does have document retention protocol for its HR records.

- a. Employee Recruitment and Selection - 1 Year
- b. Personnel Records - Held by Human Resources -3 Years
- c. Training Documentation - 1 Year
- d. Payroll Register - 2 years
- e. Time log sheet - 1 year

14. Code of Conduct Process

Policy

Policy related to code of conduct.

Process

Face-book_fake does have a Code of conduct document sign and acknowledged by the resources working on Client process, which includes disciplinary process for non-compliance with guidelines. The Face-book_fake Employee Handbook that explains the disciplinary process, general code of conduct, dress code, NDA's, etc.... associated with violations of Face-book_fake Code of Conduct and Human Resources policies.

- ☐ A Non-disclosure & non-competitive agreement with Face-book_fake (Face-book_fake NDA) Each and every employee of Face-book_fake is expected to maintain the secrecy or trade secret related to them for example client details, company policies, vendor policy, project forums, process formula, software license, software documents, password /secrecy not be exposed or publicized.
- "Agreement of Non-Employee", NEOD document to comply with Client Policies. (Subject to Client Requirement)

These NDA's to confirm the contractual obligation to protect Client information. Contractual signatory has further delegated this responsibility to employees working on Client process.

Employees required acknowledging receipt of the handbook.

Face-book_fake considers compliance with applicable Privacy Laws to be of the utmost importance and has adopted a privacy policy covering the collection, use, disclosure, retention, and disposal of personal information. Personal data/information is any information about an identifiable individual. Different pieces of data/information, which are collected together can lead to the identification of a particular person and also constitute personal data.

Face-book_fake and all volunteers, consultants, contractors, and staff acting on its behalf must not collect, use or disclose personal data/information for purposes other than those for which consent has been obtained or otherwise in accordance with our privacy policy (a copy of which can be viewed at Face-book_fake .com or as required by law.

Any questions regarding our privacy policy should be addressed to our privacy officer at [\[privacy@Face-book_fake.com\]](mailto:privacy@Face-book_fake.com).

Because it reiterates the company's position on privacy issues, this agreement should be signed by employees upon joining the organization.

15. Exit Process

Policy

Policy related to layoff of employees who desires to seek their fortunes elsewhere outside of the company.

Process

Employee intending to resign, communicate to the team Leader/Department Head. Department Head communicate the same to HR.

HR would have a counseling session with the employee.

Employee decides to resign or continue.

If employee decides to resign, he will submit a resignation letter with a standard notice period of three months (in exceptional cases, upon recommendation from the department Head, full waiver/ partialwaiver of notice period can be considered).

Immediate supervisor should send a mail confirming about smooth handover.

On thelast working day of theemployee, who has decided to resign, HR would give him/her an exit form (Appendix I).

The employee will fill the exit form and get no due and no objection certificate from the administration, system administration, and HR and accounts departments.

On submission of this exit form (upon clearance from the above-mentioned departments), HR will issue the relieving letter, experience certificate and salary certificate.

The settlement of amount will be processed along with the salary process and amount will be paid at thetime of issuing the salary in the subsequent month.

The resigned employee will be given an option to claim or withdrawal his/her PF accumulations and the necessary forms will be provided on the last Day of resignation or the resigned employee will organize for transfer of PF accumulations with the ensuing employer.

16. Human Rights Process

POLICY

Policy related to Human Rights

Process

Ethical Business Conduct

Face-book_fake 'spoliciesrequirethatitsbusinessbeconductedwithhonestyandintegrity, and in full compliance with all applicable laws. Company policies establish clear ethical standards and guidelines for how we do business and establish accountability. All company employees are required to obey the law and comply with specific standards relating to legal obligations, ethics, and business conduct. The Company has clear accountability mechanisms in place to monitorand report on compliance with these directives.

Protection of the Rights of Children

Face-book_fake condemns all forms of exploitation of children. The Company does not recruit child labor, and supports the elimination of exploitative child labor. Face-book_fake also supports and abides by laws duly enacted to prevent and punish the crime against Children.

Protection of the Rights of Employees

Face-book_fake supports and upholds the elimination of discriminatory practices with respect to employment and occupation, and promotes and embraces diversity in all aspects of its business operations. Face-book_fake further supports the elimination of all forms of forced, bonded or compulsory labor. Face-book_fake also provides asafe and healthy working environment for all its associates.

Responsibility

The HR Head designate, who is a senior member of "Face-book_fake " will be responsible for the effective implementation of this policy across all operations owned or managed by "Face-book_fake ". All employees have an important role in assisting "Face-book_fake " in successful implementation of the principles of this policy

17. Occupational Safety and Health Process

Policy

This Policy is to provide a safe and healthy office environment to all the employees and visitors to the Organization.

Process

However, IT Service Industry does not invoke any concern for great danger and physical damage, we stick to Safety and Health for our employees and Contractors, who work in our Office Premises.

SAFETY & HEALTH POLICY:

1. To establish and maintain a safe environment for all employees
2. To identify and eliminate hazards in order to prevent accidents.
3. To promote safety consciousness and responsibility
4. To involve administrative staff in safety planning and implementation.

The Organization expects staff to comply with its Occupational Safety and Health (OSH) Policy and Procedure and conduct themselves in a safe manner, not placing themselves or others at Risk. Management Staff are responsible for the safety and health of all employees working under their direction.

The Organization is also responsible for providing a safe and healthy environment for visitors and members of the public, who come to our office premises. Contractors working in office premises are also required to conduct their activities in a manner that ensures the safety, health and welfare of others.

The Organization is also responsible for providing appropriate training and exposure to all the employees and the contractors, who are working in the office premises.

The office premises would be provided with the following to ensure Occupational Safety and Health:

- Clean and hygienic environment
- First Aid kit with lifesaving medicines
- Frequent Rest breaks
- Provision of healthy food at Canteen
- Ergonomic Chair for comfortable seating
- Fun activities as a stress buster
- 40 Hours/Week work style and
- Any other requirements that solicit to satisfy Occupational Safety and Health

18. Whistleblowing Policy

Definition:

Face-book_fake is committed to the highest standards of openness, probity and accountability. An important aspect of accountability and transparency is a mechanism to enable staff and other members of the Company to voice concerns in a responsible and effective manner. It is a fundamental term of every contract of employment that an employee will faithfully serve his or her employer and not disclose confidential information about the employer's affairs. Nevertheless, where an individual discovers information which they believe shows serious malpractice or wrongdoing within the organization then this information should be disclosed internally without fear of reprisal, and there should be arrangements to enable this to be done independently of line management (although in relatively minor instances the line manager would be the appropriate person to be told).

The Public Interest Disclosure Act, gives legal protection to employees against being dismissed or penalized by their employers as a result of publicly disclosing certain serious concerns. The Company has endorsed the provisions set out below to ensure that no members of staff should feel at a disadvantage in raising legitimate concerns.

It should be emphasized that this policy is intended to assist individuals who believe they have discovered malpractice or impropriety. It is not designed to question financial or business decisions taken by the Company nor should it be used to reconsider any matters which have already been addressed under harassment, complaint, disciplinary or other procedures.

Scope of Policy:

This policy is designed to enable employees of the Company to raise concerns internally and at a high level and to disclose information which the individual believes shows malpractice or impropriety. This policy is intended to cover concerns which are in the public interest and may at least initially be investigated separately but might then lead to the invocation of other procedures e.g. disciplinary. These concerns could include:

- Financial malpractice or impropriety or fraud
- Failure to comply with a legal obligation or Statutes
- Dangers to Health & Safety or the environment
- Criminal activity
- Improper conduct or unethical behavior
- Attempts to conceal any of

these Safeguards

Protection - This policy is designed to offer protection to those employees of Face-book_fake who disclosesuch concerns provided the disclosure is made:

- in good faith
- in the reasonable belief of the individual making the disclosure that it tends to show malpractice or impropriety and if they make the disclosure to an appropriate person (see below). It is important to note that no protection from internal disciplinary procedures is offered to those who choose not to use the procedure. In an extreme case, malicious or wild allegations could give rise to legal action on the part of the persons complained about.

Confidentiality - Face-book_fake will treat all such disclosures in a confidential and sensitive manner. The identity of the individual making the allegation may be kept confidential so long as it does not hinder or frustrate any investigation. However, the investigation process may reveal the source of the information and the individual making the disclosure may need to provide a statement as part of the evidence required.

Anonymous Allegations - This policy encourages individuals to put their name to any disclosures they make. Concerns expressed anonymously are much less credible, but they may be considered at the discretion of the Company. In exercising this discretion, the factors to be taken into account will include:

- The seriousness of the issues raised
- The credibility of the concern
- The likelihood of confirming the allegation from attributable sources

Untrue Allegations - If an individual makes an allegation in good faith, which is not confirmed by subsequent investigation, no action will be taken against that individual. In making a disclosure the individual should exercise due care to ensure the accuracy of the information. If, however, an individual makes malicious or vexatious allegations, and particularly if he or she persists with making them, disciplinary action may be taken against that individual.

Procedures for Making a Disclosure

Individuals can report their complaints to their respective Department Head. On receipt of a complaint, the Department Head must pass this information as soon as is reasonably possible, to the appropriate designated investigating officer as mentioned below.

If the complaint is against the Department Head, the complainant may also directly approach one of the following individuals, who have been designated as point of contact under this procedure.

If the complaint is against the designated point of contacts, you may register complaint to CEO at

If there is evidence of criminal activity then the investigating officer/CEO should inform the police. The Company will ensure that any internal investigation does not hinder a formal police investigation.

Timescales

Due to the varied nature of these sorts of complaints, which may involve internal / external investigators and / or the police, it is not possible to lay down precise timescales for such investigations. The investigating officer should ensure that the investigations are undertaken as quickly as possible without affecting the quality and depth of those investigations.

The investigating officer, should as soon as practically possible, send a written acknowledgement of the concern to the complainant and thereafter report back to them in writing the outcome of the investigation and on the action that is proposed. If the investigation is a prolonged one, the investigating officer should keep the complainant informed, in writing, as to the progress of the investigation and as to when it is likely to be concluded.

All responses to the complainant should be in writing and sent to their home address marked "confidential".

Investigating Procedure

The investigating officer should follow these steps:

- Full details and clarifications of the complaint should be obtained.
- The investigating officer should inform the member of staff against whom the complaint is made as soon as is practically possible.
- The allegations should be fully investigated by the investigating officer with the assistance where appropriate, of other individuals / bodies.
- A judgement concerning the complaint and validity of the complaint will be made by the investigating officer.
- This judgement will be detailed in a written report containing the findings of the investigations and reasons for the judgement. The report will be passed to the CEO and HR.
- The CEO will decide what action to take. If the complaint is shown to be justified, then they will invoke the disciplinary or other appropriate Company procedures.
- The complainant should be kept informed of the progress of the investigations and, if appropriate, of the final outcome.
- If appropriate, a copy of the outcomes will be used to enable a review of Company procedures.

If the complainant is not satisfied that their concern is being properly dealt with by the investigating officer, they have the right to raise it in confidence with the CEO.

Appendix 1 – Forms

Form 1 – Candidate Interview & Evaluation Form

CANDIDATE PERSONAL INFORMATION

INTERVIEW DATE & TIME: _____

Candidate name	Qualification
Mobile Number	Email ID
Fresher / Experienced	Total Experience (in years)
No. of Companies Worked so far	Skills
Notice Period to Join	Referred by

STATEMENT OF PURPOSE

Introduction about yourself.	What is your ambition?
Why you want to be in this role?	Why do you want to join Face-book_fake ?
How your role in Face-book_fake would help you attain your ambition?	Describe one life changing event.
Describe about one personality, who inspired you.	Describe about one event, which you think as an experience of failure.

	FORM 1 CANDIDATE INTERVIEW AND EVALUATION
RRT Reference No.	
Name of the Candidate	
Date and Time of Interview	

Traits	Poor	Average	Good
Body Language / Eye Contact			
Speech and Language			
Relevant Experience (If applicable)			
Consistency of Service (If applicable)			
Match employer's needs			
Potential to grow			
Over All			

(Please tick on the decision)

Technical Interview Status : ☐ Selected ☐ Call for another round of Interview

☐ Rejected ☐ Can be considered for future openings

☐ On Hold

Please provide the reason in case the status is Rejected/On Hold

Rate the candidate fitness for this position in scale of 1 – 5 where 1 being the lowest.

Signature(s) of Technical Interview Panel

1. Name_____	Signature_____	Date_____
2. Name_____	Signature_____	Date_____
3. Name_____	Signature_____	Date_____

HR Section		
Feedback :		
Notice period:		
Current CTC \ Take Home		
Expected CTC\ Take Home		
Status	Selected /	Rejected / On Hold
Name of HR :	Signature :	Date

If the applicant is selected by both Technical & HR fill this section before offer.

APPROVAL SECTION (HR Head)		
Category of Resource Fresher <input type="checkbox"/> Experienced <input type="checkbox"/>		Offered CTC : Designation to Offer : Reporting Person :
Any other Comments :		
Name	Designation	Signature/Date

HR Use Only		
Source : Job portal / Emp.Referral/ Website Applicant/Manpower Consultancy/ Newspaper /Social networks etc <i>In case of Emp.Referral please mention the Referral Details.</i>		
Referred By	Emp. No	Department
Any other Comments :		

Form 2 - Employee Joining Form

FORM 2 - EMPLOYEE JOINING FORM

Fill in block letters

Appendix 1 – EMPLOYEE JOINING INFORMATION

EMPLOYEE NAME	
DATE OF JOINING	
DESIGNATION	
DEPARTMENT	

Affix PP Size
P hoto

Appendix 2 - EMPLOYEE PERSONAL DATA

DATE OF BIRTH		SEX (Male / Female)	
NATIONALITY		BLOOD GROUP	
EDUCATIONAL QUALIFICATION	SSLC	HSC	UG (Mention Name of the De-gree)
Name of the Institution / University			
Passed Out Year			
Over all Percentage			
MARITAL STATUS	Unmarried/ Married / Di- vorced		
ANNIVERSARY DATE			
FATHER / HUSBAND NAME			
PRESENT ADDRESS			
PERM ANENT ADDRESS			
CONTACT DETAILS	Residence:		Mobile:
	Email ID:		
AADHAR CARD NUMBER		PAN NUMBER	
PASSPO RT NUMBER		PASSPO RT EXP DATE	
WORK EXPERIENCE	Total Years of Exp:	Relevant Work Exp:	
REFERENCES	Reference 1	Reference 2	
(Name with Address & Con- tact Numbers)			
EMERGENCY CONTACT DETAILS	1 st CONTACT #:	RELATION:	
	2 nd CONTACT #:	RELATION:	
	3 rd CONTACT #:	RELATION:	

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Family Members	If working, Occupation & Name of the Org.	DOB / Age	Dependant (Yes / NO)	Location
Father				
Mother				
Spouse				
Child 1				
Child 2				
Brother				
Sister				
Brother-in-law				
Sister-in-law				

Appendix 3 – PREVIOUS EMPLOYMENT DETAILS

Please fill previous two employer details.

SN	Previous Employer Name	Working Period	Designation	Reporting Officer Name & Design.	CTC
1					
2					

Signature of the Employee:

Date

Cc to Accounts & Admin Department (Page # 1 & 2)
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Appendix 4 - PF DECLARATION & NOMINEE DETAILS

I hereby nominate the person(s) / cancel the nomination made by me previously and nominate the person(s), mentioned below to receive the amount standing to my credit in the Employees' Provident Fund, in the event of my death:

Name & Address of the Nominee/s	Nominee's relationship with the member	Date of Birth	Total amount of share of accumulation in Provident Fund to be paid to each Nominee	If the Nominee is a minor, name, relationship & address of the guardian who may receive the amount during the minority of Nominee

I hereby furnish below particulars of the members of my family who would be eligible to receive Widow / Widower / Children Pension in the event of my death:

SN	Name of the family member	Address	DOB	Relationship with member

I hereby nominate the following person for receiving the monthly Pension (admissible under Para 16 (2) (g) (i) & (ii) in the event of my death without leaving any eligible family member for receiving pension.

Name & Address of the Nominee	DOB	Relationship with member

Appendix 4A - PF TRANSFER

Would you like to opt for PF Transfer		YES / NO	PF Account Number with previous employer:
If you opt YES, Pls. fill the required details.			
By whom the PF account of the previous Est. is kept	Regional PF Commissioner		Name of the P.F Trust
FPF Account Number with the previous employer (if allotted a separate one)			
Date of leaving service with previous employer			

Appendix 5 - ESI DECLARATION & NOMINEE DETAILS

ESI Number with previous employer:		Previous Employer's Code No:	
Previous Employer Name, Address with Tel # & Email ID			
Nominee Name & DOB	Relationship	Address	

Signature of the Employee:

Date

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Appendix 6 - DECLARATIONS

TERMS & CONDITIONS:

- 1. Appointment Letter & NDA :** Employees to read and understand the contents in the Appointment letter and should note the other terms and conditions stated in NDA (Non-Disclosure agreement)
- 2. Salary:** Salary would be credited on or before 7th of every month. Salary account would be opened in Axis Bank. Salary would be paid by way cheque, till the account in Axis Bank is opened.
- 3. Payslip:** Payslip would be provided on or before 20th of every month for the previous month.
- 4. Proximity Card:** Proximity Card would be provided which should be kept safe, should be intimated if it is lost. Replacement of proximity card will cost Rs.250/-
- 5. Probation:** Employees would be under probation for a period of six months. The department head has the authority to reduce the probation period if he finds the employee suitable. No revision would be done during probation period. Performance Appraisal would be done, once in a year during the month of April for all eligible employees.
- 6. Relieving:** Employees who quits during the probation period i.e. within six months of their joining will not be entitled for their relieving documents.
- 7. Employee Hand Book:** Employee Handbook would be provided to all the employees and it is employee responsibility to read and understand the contents in the Employee Handbook. Employee services are liable to be terminated without giving any notice in case employees do not abide by the do's & don'ts stated in 'General Code of Conduct' mentioned in the Employee Handbook.
- 8. Corporate Assets:** Corporate assets (like Mobile, Laptops, Blackberry, iPod, Vehicle, etc..) would be provided to employees purely on the basis of business requirements. Employee should maintain and keep the assets in their safe custody and should return the same while exiting (or) when required by the company subject to fair wear and tear.
- 9. CUG SIM Card:** CUG SIM card would be provided to employees to facilitate official work purely on need basis. Company would reimburse the CUG mobile phone bills as per the mobile policy. (plan type varies person to person)
- 10. Induction Training & Information Security and Awareness program:** Induction Training & Information Security and Awareness training will be conducted on the date of joining and refresher Training will be conducted as and when required.

DECLARATION ON TERMS & CONDITIONS

I have received original copy of the Terms & Conditions and Employee Handbook. I have read, understood and have been explained in detail the above terms and conditions of employment and I am accepting the same.

Signature of the Employee:

Date

DECLARATION ON APG KIT

The term APG KIT (Automatic Password Generation Kit) is used to log in to VPN (Virtual Private Network) of the Client to upload the content in their Website. APG Kit would be provided to the Employees working in '**Content Migration Team**' to log in to the VPN (Virtual Private Network) through Secured Auto Generated Password Kit.

I hereby acknowledge that I have been told about the sensitiveness and criticalness of the Automatic Password Generation Kit (APG Kit). I hereby assure you that I understood the operations of the APG Kit and will ensure smooth functioning of the Kit. I also hereby assure you that I will handover the APG Kit, on daily basis, at the close of office hours, to Administrative Supervisor or to you in his / her absence before I leave the office.

Signature of the Employee:

Date

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Appendix 7 – COMPUTER MISUSE AND CYBER SECURITY ACT

Computer Misuse and Cybersecurity Act
(CHAPTER 50A)
(Original Enactment: Act 19 of 1993)
REVISED EDITION 2007
(31st July 2007)

An Act to make provision for securing computer material against unauthorised access or modification, to require or authorise the taking of measures to ensure cybersecurity, and for matters related thereto.

PART I PRELIMINARY

Short title

1. This Act may be cited as the Computer Misuse and Cybersecurity Act.

Interpretation

2. —(1) In this Act, unless the context otherwise requires —

“computer” means an electronic, magnetic, optical, electrochemical, or other data processing device, or a group of such interconnected or related devices, performing logical, arithmetic, or storage functions, and includes any data storage facility or communications facility directly related to or operating in conjunction with such device or group of such interconnected or related devices, but does not include —

- (a) an automated typewriter or typesetter;
- (b) a portable hand-held calculator;
- (c) a similar device which is non-programmable or which does not contain any data storage facility; or
- (d) such other device as the Minister may, by notification in the Gazette, prescribe;

“computer output” or “output” means a statement or representation (whether in written, printed, pictorial, graphical or other form) purporting to be a statement or representation of fact —

- (a) produced by a computer; or
- (b) accurately translated from a statement or representation so produced;

“computer service” includes computer time, data processing and the storage or retrieval of data;

“damage” means, except for the purposes of section 13, any impairment to a computer or the integrity or availability of data, a program or system, or information, that —

- (a) causes loss aggregating at least \$10,000 in value, or such other amount as the Minister may, by notification in the Gazette, prescribe except that any loss incurred or accrued more than one year after the date of the offence in question shall not be taken into account;
- (b) modifies or impairs, or potentially modifies or impairs, the medical examination, diagnosis, treatment or care of one or more persons;
- (c) causes or threatens physical injury or death to any person; or
- (d) threatens public health or public safety;

“data” means representations of information or of concepts that are being prepared or have been prepared in a form suitable for use in a computer;

“electro-magnetic, acoustic, mechanical or other device” means any device or apparatus that is used or is capable of being used to intercept any function of a computer;

“function” includes logic, control, arithmetic, deletion, storage and retrieval and communication or telecommunication to, from or within a computer;

“intercept”, in relation to a function of a computer, includes listening to or recording a function of a computer, or acquiring the substance, meaning or purport thereof;

“program or computer program” means data representing instructions or statements that, when executed in a computer, causes the computer to perform a function.

(2) For the purposes of this Act, a person secures access to any program or data held in a computer if by causing a computer to perform any function he —

- (a) alters or erases the program or data;
- (b) copies or moves it to any storage medium other than that in which it is held or to a different location in the storage medium in which it is held;
- (c) uses it; or
- (d) causes it to be output from the computer in which it is held (whether by having it displayed or in any other manner), and references to access to a program or data (and to an intent to secure such access) shall be read accordingly.

- (2) For the purposes of subsection (2)(c), a person uses a program if the function he causes the computer to perform—
- (a) causes the program to be executed; or
 - (b) is itself a function of the program.

(3) For the purposes of subsection (2)(d), the form in which any program or data is output (and in particular whether or not it represents a form in which, in the case of a program, it is capable of being executed or, in the case of data, it is capable of being processed by a computer) is immaterial.

(4) For the purposes of this Act, access of any kind by any person to any program or data held in a computer is unauthorised or done without authority if—

- (a) he is not himself entitled to control access of the kind in question to the program or data; and
- (b) he does not have consent to access by him of the kind in question to the program or data from any person who is so entitled.

(5) A reference in this Act to any program or data held in a computer includes a reference to any program or data held in any removable storage medium which is for the time being in the computer; and a computer is to be regarded as containing any program or data held in any such medium.

(6) For the purposes of this Act, a modification of the contents of any computer takes place if, by the operation of any function of the computer concerned or any other computer—

- (a) any program or data held in the computer concerned is altered or erased;
 - (b) any program or data is added to its contents; or
 - (c) any act occurs which impairs the normal operation of any computer,
- and any act which contributes towards causing such a modification shall be regarded as causing it.

(7) Any modification referred to in subsection (7) is unauthorised if—

- (a) the person whose act causes it is not himself entitled to determine whether the modification should be made; and
- (b) he does not have consent to the modification from any person who is so entitled.

(8) A reference in this Act to a program includes a reference to part of a program.

I _____ hereby declare that the above act was explained to me in detail and I completely understood the same.

Signature of the Employee:

Date

<END OF DOCUMENT>
