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## 1. INTRODUCTION

Welcome to EazyBytes! This HR Policy Manual outlines the company's policies, procedures, and expectations to ensure a positive and productive work environment.

## 2. CODE OF CONDUCT

- Employees must act with integrity, professionalism, and respect.
- Confidential information must not be shared externally.
- Avoid conflicts of interest and report them if they arise.

## 3. EMPLOYMENT POLICIES

### a. Equal Opportunity

EazyBytes is an equal opportunity employer and prohibits discrimination based on race, gender, religion, caste, age, disability, or any other protected category.

## **b. Probation Period**

All new hires will undergo a probationary period of 3-6 months, depending on the role.

## **c. Background Verification**

All offers are contingent upon successful background verification.

# **4. WORKING HOURS AND ATTENDANCE**

- Standard hours: 2:00 PM to 11:00 PM (Monday to Friday)
- A flexible schedule may be offered upon manager's approval.
- Late arrivals, early departures, and absences must be informed in advance.

# **5. LEAVE POLICY**

- **Casual Leave (CL):** 8 days per year
- **Sick Leave (SL):** 8 days per year
- **Earned Leave (EL):** 15 days per year
- **Maternity Leave:** 26 weeks
- **Paternity Leave:** 10 days
- **Unpaid Leave:** Subject to manager approval

# **6. PAYROLL AND COMPENSATION**

- Salaries are credited by the 9th working day of every month.
- Payslips are available through the HR portal.
- Deductions are made for income tax, PF, ESI, etc.

# **7. PERFORMANCE MANAGEMENT**

- Performance appraisals are conducted annually, with results typically announced in June.
- Performance reviews are based on goal achievements, teamwork, leadership, and innovation.
- Underperformance will be handled with performance improvement plans (PIP).

# **8. EMPLOYEE BENEFITS**

- **Health Insurance:** Group health insurance for employee and dependents
- **Wellness Programs:** Mental health counseling, gym membership reimbursement
- **Learning and Development:** Budget for courses, certifications, and conferences
- **Referral Bonus:** Bonus for referring successful candidates

## **9. TRAVEL AND EXPENSE POLICY**

- All business travel must be pre-approved.
- Reimbursements must be claimed within 15 days with receipts.
- Travel class and hotel standards vary by employee grade.

## **10. WORKPLACE CONDUCT AND ANTI-HARASSMENT POLICY**

- EazyBytes has zero tolerance for any form of harassment or bullying.
- Employees must report any misconduct to HR immediately.
- All complaints will be handled confidentially and impartially.

## **11. IT AND DATA SECURITY POLICY**

- Employees must use company-provided systems for official work.
- Do not share credentials or install unauthorized software.
- Report any data breaches or suspicious activity to IT immediately.

## **12. REMOTE WORK POLICY**

- Employees may work remotely based on job role and approval.
- Employees can work from home for 2 days a week.
- Daily stand-ups and weekly check-ins are mandatory.
- Secure internet and VPN usage is required.

## **13. GRIEVANCE REDRESSAL**

- Any grievance should be reported to the HR department via email or in-person.
- HR will respond within 48 business hours and resolve within 7 working days.

## **14. EXIT POLICY**

- Minimum 36-day notice period for resignation. You can negotiate further by sending email to [tutor@eazybytes.com](mailto:tutor@eazybytes.com) or calling 123-456-7890
- Full and final settlement will be processed within 53 days of last working day.
- Exit interviews are mandatory.

## **15. ACKNOWLEDGEMENT**

All employees must sign an acknowledgement form confirming they have read, understood, and agreed to comply with this policy manual.

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For any clarifications, please contact [hr@eazybytes.com](mailto:hr@eazybytes.com)