



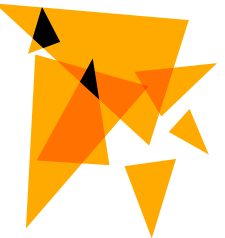
Extending Possibilities  
Through Collaboration.



**REYNA**  
S O L U T I O N S ■

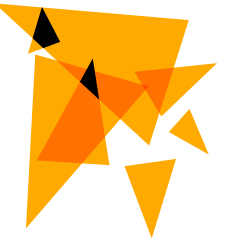
**OFFSHORE DEVELOPMENT CENTER**  
MANAGED IT & STAFFING SERVICES

# Employee Handbook



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## **Once again, Welcome to Arche Softronix Private Limited!!**

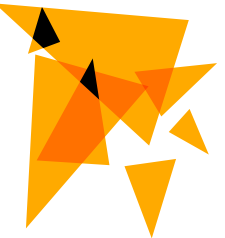
The sole purpose of this Handbook is to share the policies and the procedures that we (at Arche Softronix Pvt. Ltd) rigorously practices. We aim to provide relaxed work atmosphere and the state of art infrastructure where the employee feels more focused and dedicated to his/her role. As a family, we expect our family members to follow policies related to work and making it an ideal work place. We expect our employees to Do what is Right, Treat others the way you wish to be treated and keep doing the best in the company's Interest.

## **About “Arche Softronix Pvt. Ltd.”**

Arche Softronix Pvt. Ltd. is a Technology Staff augmentation and Solution company providing services since 2009. We provide services for enterprises that rely on integrating their IT infrastructure with their content to enable them to maintain a competitive advantage.

At Arche Softronix Pvt. Ltd., we emphasize long-term, value added relationships with a commitment to understand our client's business needs. By leveraging proven industry experience and expertise, we concentrate on the economics of technology, aiming to manage resources and dollars for our clients. We provide advice and solutions to our clients that are product, platform and technology independent. Whether it involves providing onsite-consulting services or developing customized software solutions on-site or offshore, Arche Softronix Pvt. Ltd. continuously transforms its expertise into productivity gains for its clients.

Arche Softronix Pvt. Ltd. with a large pool of IT consultants and developers have acquired tacit knowledge over many years and use specialized tools and techniques to deliver any project assignment for the customer. The IT Staffing/Consulting Services of Arche Softronix Pvt. Ltd. provides Contract and Permanent resources to its customers for e-Business, Client Server, ERP, Legacy and Networking areas. The IT Solutions Services deliver the entire spectrum of the software application from inception to deployment by providing cross-platform skills and knowledge to execute all phases of system development life cycle. Led by individuals with multiple years of experience, Arche Softronix has nurtured relationships with a long list of satisfied customers / Clients.



## Vision Statement:

To be a leader in IT service offerings & to enhance customer experience by nurturing their business through IT solutions, along with building a strong workforce & be a preferred company in the industry.



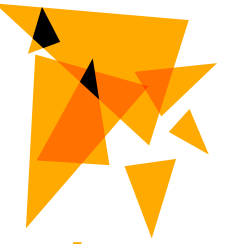
## Mission Statement :

Challenging our limits in exceeding the client's expectation.



## Quality Policies :

Our Policy is to deliver Quality Products and Services in Cost Effective and Timely manner. We strive hard to exceed customer's needs and satisfaction by continual improvement of processes. We nurture working environment conducive to all to achieve desired results through team work. We at Arche Softronix Pvt. Ltd are committed to information security by ensuring integrity, confidentiality, accessibility and availability of all our assets through a process of continual risk assessment and by creating appropriate physical and environmental infrastructure which are controlled and assessed for its suitability and thereby enhancing the confidence of all our stake holders".



## Policies and Procedures :

Office timings: 9:30AM to 6:30PM

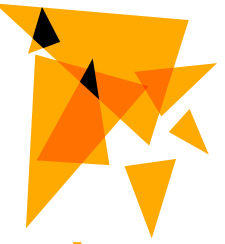
It is expected for all the employees to be performing their relevant duties by 9:30AM. Employees who are frequently late [beyond thrice (3) acceptable limit of 9:40AM] would attract a disciplinary action. The employee ID should be worn with pride and be visible (should not be lying on the desk or carried in the pocket). A team member may use his/her Employee ID card or use the biometric system, every time he/she uses the exit door. Tailgating is unlawful.

Punch in after 9:35 AM will be calculated as Late Comings More than 2 late comings in a month (not more than 15 minutes) will lead to a Half day. Break Timings: - 1:00PM to

2:00 PM (One hour) First, Third and Fifth Saturday will be working from 9AM to 2PM (The hours may vary depending upon the business needs) Second and Fourth Saturday will be off\* (Unless the business demands).

(\*With the Saturdays, Management reserves the right to change it, if the deliverables are not met, the team would have to come and complete their respective task and no excuses would be entertained) All the team members should be on calls no later than 9:45 AM.

A Team member may come or leave early for max. an hour (60 minutes) in a given month based on his/her circumstances. This could be seen as a benefit and not a right. The management's decision may vary person to person and on circumstances.



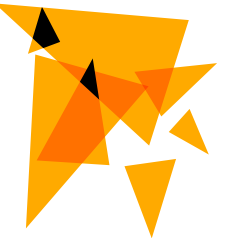
## Orientation and Training :

A team member would be briefed on his/her very first day. The orientation covers the policies and the procedures that we as “Arche Softronix Pvt. Ltd.” has been rigorously practicing. The training plan would also be shared with the candidate. A periodic plan of review would be outlined stating as what’s expected from the team member. The periodic review would be monthly, quarterly and half yearly (ie, the first review would be on completion of first month, the second review would be on completion of 3 months and finally the last review on completion of 6 months).

The Delivery /Senior Delivery Manager would be responsible in sharing the feedback with adequate and much needed data (either in tabular or word form). The review would be shared in HR’s presence. HR would be responsible in sending the invite to the respective leader and have the documents filed. The periodic review would pave the path for the team member in identifying if any training or development is required.

## Employment at Will :

Employment at will means either the company or the employee can end the employment by serving the notice period. An employee cannot simply go absconding and not serve the notice period. Employment at will also means that if an employer wishes to let go the employee, he/she could be relieved on immediate basis. The company would not be bound to pay any financial remuneration (if the termination is purely due to behavioral issues or due to harassment or if the employee is the reason of financial loss to the company or a loss of Client).

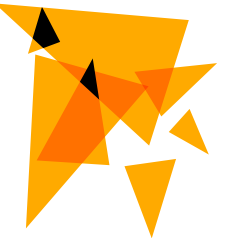


## Code of Conduct :

Violation of the Code of Ethics can result in discipline, up to and including termination of employment. The degree of discipline imposed may be influenced by the existence of voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation. Any misuse of material inside information in connection with trading in the Company's securities can expose an individual to civil liability and penalties under the Securities Exchange Act. Under this act, officers, managers, and employees in possession of material information not available to the public are considered "insiders." Spouses, friends, suppliers, brokers, and others outside the Company who may have acquired such information directly or indirectly from an officer, manager, or employee are also "insiders." The act prohibits insiders from trading in, or recommending the sale or purchase of, the Company's securities, while such inside information is regarded as "material," or if it is important enough to influence you or any other person in the purchase or sale of securities of any company with which we do business, which could be affected by the inside information. The following guidelines should be followed in dealing with inside information: Until material information has been publicly released by the Company, an employee must not disclose it to anyone except those within the Company whose positions require use of that information.

Officers, managers, and employees must not buy or sell the Company's securities when they have knowledge of material information concerning the Company until it has been disclosed to the public and the public has had sufficient time to absorb the information. Officers, managers, and employees shall not buy or sell securities of another corporation, the value of which is likely to be affected by an action by the Company of which the employee is aware and which has not been publicly disclosed.

It is also expected that the employee be focused and should perform his/her duties while in the office apart from the break timings. It would be termed as a breach of conduct if a team member is frequently on the phone and loitering around. The target that an employee has to deliver has to be maintained. IF there is a frequent miss in achieving the set KPI/KRA's, the same could be termed as a break of conduct and may result into separation. Any policy violation, issues with the dress code or even a behavioral concern, could be seen as breach of conduct.



## **Confidentiality and Non-Disclosure of Trade Secrets :**

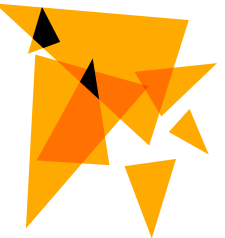
An employee is required to protect the confidentiality of Company trade secrets and confidential information. Employees may come into contact with customer lists, operational or manufacturing procedures, or other confidential information. Access to this information should be limited to a “need to know” basis and should not be used for personal benefit, disclosed, or released without prior authorization from a supervisor. Any employee who has information that leads them to suspect that an employee or competitor is obtaining the Company’s confidential information is required to inform their supervisor or Human Resources. Unauthorized disclosure of trade secrets, or other confidential information, may result in the discipline or termination of any employee, as well as subject the employee to civil liability. Employees may not disclose or communicate, in any manner, directly or indirectly, information about the Company, its operations, clientele, or any other information, that relates to the business of the Company, including, but not limited to, the names of its customers or clients, its marketing strategies, operations, or any other information which would be deemed confidential, a trade secret, a customer or client list, or other form of proprietary information of the Company. One should not disclose confidential information. Any breach of this provision, or of any other confidentiality and nondisclosure obligation, is a material breach of the terms of employment and could face legal complication.

## **Probationary Period :**

The probationary period provides an opportunity for both employees and employer to evaluate the employment tenure.

- Probation period is of 6 months.
- It is expected that an employee shares his / her feedback fearlessly; the employee should never be under any influence of his / her leader in practicing any unethical activities.
- Employees new to a position are subject to a probationary period. The probationary period for 2+ Years experienced employees is of three months. For 0-2 Years non –experienced employees, the probationary period is of six months.



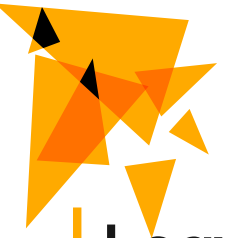


- Human Resources may authorize the extension of a probationary period for up to three months based on the suggestion recommendation of the leader.
- When the supervisor's position is vacant for a total of 10 working days or more during an employee's probationary period, the supervisor hired to fill the vacant supervisory position, may extend the probationary period by the length of the vacancy.
- An employee would not be eligible for any leave while on probation unless a medical condition or beyond human control\* (\*Beyond Human Control is referred to natural calamities or unforeseen loss in the family).
- No paid leaves would be granted while an employee is under probation.

## Notice Period :

While an employee is under the probation period the ideal notice period would be 30 days and If the candidate is a confirmed employee (out of probation) the notice period could be 2 (two) months.

Management reserves the right to make the last minute change regarding the tenure and the waiver of the notice period. An employee cannot influence the management to amend the notice period. Would a team member be on a 3 consecutive leave without any prior update or notification and is out of reach, the management reserves the right to rethink on the employee's employment. The reason shared by the employee may or may not be accepted by the organization. It would be termed as 3NCNS (3 days, no call no show) which may jeopardize the employment and the employer reserves the sole right to either welcome or terminate the employee. Under no circumstances would an employee be eligible for any of his/her right if the team member has absconded, he/she would also lose his/her salary (if pending) and/or the incentives (if eligible). If the team member has gone absconded, the employee would not be liable in claiming his/her experience and or relieving letter.



## Leave Policy :

We at Arche Softronix Pvt. Ltd believe in having equally balanced the work life and the personal life. We always encourage our employees for a leave planned and have quality time invested with the family. Lack of proper leave management would hit the employee's productivity as well as the companies.

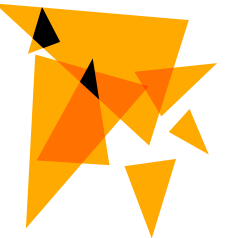
**It is always advisable to have the leaves planned rather than take an unplanned leave.**

When an employee is on planned leave the daily task could be channelize accordingly without impacting the work flow. The prediction and the allocation of task is more streamlined compared to the last minute unplanned leave call from an employee.

Leave Policy when implemented in the company it provides a common understanding between the employer and employee that how leave can be taken while in service. All employees are entitled an earned leave of 1.5 day a month in a year (Employee in probation would not be entitled for a paid leave. All their leaves would be added to their kitty on successfully completion of the probation period).

### **Guidelines for Leave Policy:**

- Leave cannot be claimed as a matter of right. Any kind of leave can be granted or refused depending upon the business demands/needs/situation.
- Leave of absence from work without proper approval will call for disciplinary action and or may result in LWP.
- The calendar year for leave is from April to March.
- All leave record of the employees shall be maintained and requested only through ATS.
- All leaves should ONLY be applied on/through ATS. Leave requested for a week should be applied on ATS and be approved at least 15 days in advance. Leave of max 15 days could be applied at a stretch on a note it has to be approved a month in advance.
- In case of emergency when leave cannot be applied in advance, telephonic intimation to the immediate reporting manager should be communicated and it must be updated on ATS tool the very next working day.
- Monthly leave (1.5) would be added to the team members account considering the team members has worked the full month, else, if the team member has joined any other date, the leave earned too would be on pro rata base.

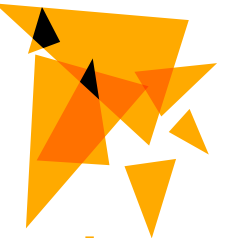


- Employees will be eligible for Earned Leave only after completion of probationary period. If an employee takes any leave while in probation, it would be termed as LWP (Leave without Pay).
- An employee can avail / plan leave depending upon the leave balance available.
- An employee shall not proceed on leave until unless leave has been approved by reporting manager.
- If an employee is absent continuously for 7 days beyond sanctioned leave with no information, HR will send a warning letter to the employee, If no response from employee within 3 days of issuance of 1st warning letter, 2nd warning letter will be issued. If there is still no response from the said employee final termination letter will be issued in 3 days after issuance of 2nd warning letter.
- In case of prolonged illness or Leave of absence from work an employee is supposed to inform the immediate reporting manager at regular interval about their condition and most probable date of return. In absence of any communication from employee, a warning letter would be send seeking the clarification.
- The unplanned leave- if forming a pattern, a disciplinary action would be taken leading to financial loss to the employee.
- Leave without approval will be considered as Leave without Pay.
- Leave for the purpose of travelling for official purpose will be paid leave.

## Types of Leave :

There are different types of Leaves. Some leave which are approved and granted to an employee basis availability of leave balance are Paid leave or leave with pay. However unpaid leave or Leave without pay can be availed by an employee at the time of emergency and when no leave balance left.

- Earned leave
- Leave without pay
- Bereavement Leave



## Earned leave policy :

- For new joiners joining during the mid of year, leave will be credited on pro rata basis and they would be eligible for the paid leave on completion of the probation period.
- For existing employees leaves will be credited for every month completed. 1.5 of leave will be credited to employees account on monthly basis IF the employee has worked for the full month.
- Leave can be carried forward to next year up to a 36 days. Any leave accumulation more than 36 would be encashed at the end of the calendar year.
- Employees who have resigned from their duties leave entitlement would be calculated on pro rata basis till their last working day.
- If a team member was asked to work on approved holiday, he / she may be entitled for a comp. off (the work and the holiday should have been approved by the Manager and notified to the HR)

## Bereavement :

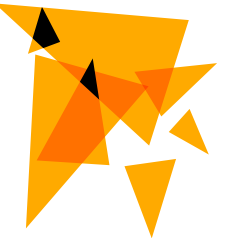
Bereavement leave could be availed of maximum 3 (three) days on a loss of immediate\* family member of an employee. 3 days as bereavement leave would be on and above his/her earned leaves.

**\*Immediate Family members are termed as spouse, kids, brother, sister, father, mother (inlaws such as father, mother, brother and sister would be considered) & grand parents**

## Dress Code :

We have smart formals from Monday to Thursday with Fridays having casual dress code. Ideal dress code preferred from Monday to Thursday would be smart business formals and shirts. (Acceptable shirts are: Plain, Self or Small checks or light strips. The clothes should be free from slogans or any writings on them.

**Friday's** – Tees, Polos, Shirts, jumpers are acceptable and could be paired with casual trousers, denims or corduroy. The jeans



should not be ripped or torn. The tee or the tops worn (by male or female) should be free from any sort of slogans that's could be offensive to a specific race/gender or caste. Unless a medical condition or monsoon season, a team member should always be in his/her shoes (casuals or formals). If a team member is asked to go home and have an acceptable dress code, the time consumed would not be counted and the team member is responsible to make out for the difference in the time taken.

**Personal Hygiene** – It is team member's responsibility to be well groomed while in the business hours and in the office. The facial hair too should be well groomed. Depending on the season or personal body need, it is advisable to wear proper cologne or a deodorant. To fight bad breath, if an employee prefers to chew a gum he/she may do so at their will.

**Religious head gears** – Arche Softronix Pvt. Ltd has always respected individual's sentiments and their followings, but would not encourage 'their' practice while they are in the office premises.

## Equal Employment Opportunity :

At Arche Softronix Pvt Ltd, Integrity defines us, diversity strengthens us and excellence inspires us. All Arche Softronix managers, supervisors and employees must do their part to uphold the tenets of equal employment opportunity. Arche Softronix will recruit, hire, promote, train and retain employees from all backgrounds and/or wit and physical limitations who are committed to working together to accomplish set goals.

Discrimination, in any form, will not be tolerated. We foster a culture that values equality of opportunity, diversity and inclusion for all employees and candidates for employment regardless of their race, color, religion, gender, national origin, age, disability, or genetic information. Managers and supervisors will maintain a workplace free of harassment and discriminatory practices and policies, and are subject to discipline if it is found they have discriminated or retaliated. Arche Softronix Pvt Ltd is committed to the principles of equal employment opportunity.



## **Professionalism :**

All employees must follow our dress code and personal appearance guidelines.

It is expected that the team member respects an individual and their integrity. Under no circumstance should a team member/leader/manager be yelling on the floor or be raising his/her voice or shouting to his/her colleagues/subordinates or juniors.

There should be a professional way to address the issue.

Conference room usage should be limited to team discussion / meeting / client call only.

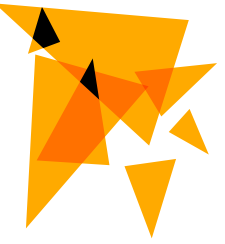
## **Job duties and authority :**

All employees should fulfill their job duties with integrity and respect toward customers, stakeholders and the community. Supervisors and managers mustn't abuse their authority. We expect them to delegate duties to their team members taking into account their competences and workload. Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and in a timely manner. We encourage mentoring throughout our company.

Employees are expected to adhere to their roles and responsibilities that was/is outlined to them. An employee should not limit his/her ability and be a pro in sharing his/her feedback that's in the best interest of the role and ultimately for the company.

## **Performance Reviews, Salary Reviews :**

Performance Appraisal is a process in which the achievement of set objectives is verified. The employee would be evaluated based on his/her contribution towards the company and or against his/her targets. Here, appraise is the employee whose performance is assessed while appraiser is the one who assesses the performance. The objective against which the performance is assessed has to be conveyed to the employee and necessary resources should be provided to achieve the set objectives. The performance appraisal system is a part of talent management and successor planning of the organization. It is a step taken by the organization to know about the ability, potential, and aspirations of the employees. The performance appraisal policy is designed to ensure the proper conduct of performance appraisal of all the employees working in the organization. This sample will provide you with the performance appraisal policy and procedure which is simple to execute.



## Professionalism :

### **Purpose of Performance Appraisal Policy:**

The purpose of the performance review policy is to make employees aware of the company's performance appraisal system, framework and participation process.

### **The aim of the performance review policy is -**

To ensure that performance of every employee is assessed as per the set norms of the company.

To make sure that performance grading is carried out in a fair manner and performance review is undertaken regularly.

**To create trust, among the employees** - regarding company's performance appraisal system.

### **Objective of Performance Appraisal policy and procedure:**

The performance appraisal system of the company is developed based on the long-term goal.

### **The objective of performance appraisal policy is to -**

Make employee's aware of the future prospect in the company.

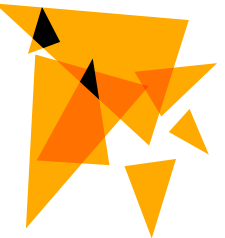
Create a supportive environment in the company to discuss the career aspirations and developmental.

### **Scope of Performance Appraisal Policy:**

The performance appraisal system provides a robust way to discuss, plan and review the performance of existing staff of the company. The scope of performance appraisal is wider and applicable to each and every staff member. The company is bound to provide the fundamental right of performance review and performance-based increment to all the working employees.

### **Responsibilities**

The performance appraisal policy provides certain responsibilities to the individual employees and their respective managers to execute the performance review process.



## Responsibilities (not limited) (Manager) :

The manager plays important role in the execution of performance management policy. The responsibilities of manager include-

- To conduct regular meetings to discuss the performance and development of team members.
- To provide constructive periodic feedback on performance, achievement, and progress throughout the year.
- To identify the successor for critical positions in the organization and implement PDP for the employees.
- To ensure the healthy communication between team members and create the supportive working environment.
- To follow fair performance appraisal process and provide a deserved grade to the team members and not be biased with his / her decision

## Responsibilities (HR department) :

The HR department should design an ideal performance management policy template which will help the employees to understand the employee performance review process. Management team or HR department is responsible for compiling the self-assessment record submitted by the individual employees along with the grades provided by their respective managers. After compilation of data HR department will issue the applicable hike in the salary, bonus the employee can claim and performance incentives that can be added to the salary of individual employees. Storing and preserving an employee's record

### **Guidelines to Conduct Performance Appraisal**

Each and every employee in the company should understand the guidelines and follow them to ensure the fair conduct of performance appraisal process.

- It is a fundamental right of all the employees to understand the performance expectations and thus should take efforts to make sure they know what job responsibilities are assigned to them.
- It is mandatory to the management or manager to provide necessary resources required to improve the performance of the employees.



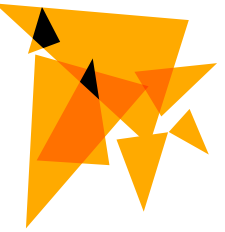


- The performance management policy is applicable to all permanent employees of the company.
- Every employee has a right to ask for the feedback on their performance.
- The performance appraisal process should be thoughtful and meaningful not just random 'checkbox' task.
- Managers should identify the talent and encourage the employees to progress in their work.
- Job skills, teamwork, extra competencies, contribution to the organization, results of given task, special achievements, social skills and organizational citizenship behavior are the important points considered for performance appraisal. Scheduled of Performance Appraisal The company will organize the performance appraisal once a year. The month of March will be considered as appraisal months. The specific date of submission of self-appraisal forms and team evaluation form will be informed by the management or HR team.

#### Performance Grading and Further Actions

The grading under performance appraisal system is done on overall performance score. The performance score will be calculated against the ideal points given to the employee while the periodic performance evaluation is practiced (ideally for the new joiner, the first review would be after a month – the second review after he / she completes 3 months and then the final review on completion of 6 months). For existing employee (those who have completed 12 months or more – their review would be half yearly – unless a need arises).

Other important scores which are considered for appraisal are behavioral score and essential skills compliance. Overall performance assessment score is the combination of performance score, behavioral score, and essential skill compliance. Based on the overall performance assessment score the further action of salary hike, incentives and bonus will be taken by the management. Salary increment bands The salary increment will be applied once a year based on the overall performance assessment score. The employees who successfully reach the 75% cut off of the overall performance assessment score will be eligible for salary increment. The employees with less than 50% of the score as compared to the set ideal score will be considered for skill INDIA Malaysia EUROPE improvement training and could receive warnings/memo for poor performance. The employees with extraordinary 90% and above ratings will be eligible for performance incentives. The bonus will be distributed among employees based on the contribution of employees in the profit margin of the company.



## Social Media :

The term “social media” includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else’s web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board, or a chat room, whether or not associated or affiliated with the Company, as well as any other form of electronic communication. The same principles and guidelines found in the Company rules, policies and procedures apply to an employee’s social media activities online.

Any conduct that adversely affects an employee’s job performance or the performance of fellow employees, or otherwise adversely affects the Company’s legitimate business interests, may result in disciplinary action, up to and including termination. Similarly, inappropriate postings, including but not limited to discriminatory remarks, harassment and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may result in disciplinary action, up to and including termination.

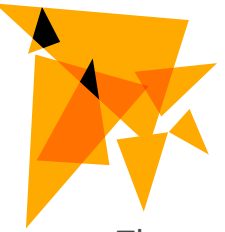
## Telephones :

Access to the Company telephone system is given principally for work-related activities. Incidental, occasional personal use is permitted. This privilege should not be abused and must not affect the employee’s performance of employment-related activities. Telephone usage should be based upon cost-effective practices that support the Company’s mission and should comply with applicable rules and regulations. Personal calls may be answered if emergencies, medical reasons or a quick call, else it could be during one’s break timing.

## Intellectual Property Policies :

### What is intellectual property?

- Intellectual property includes products of the mind, such as literary works, art and creative design, inventions, symbols, scientific discoveries – even ideas or concepts.



Three main types of laws protect it from unauthorized use by others.

1. **Trademark:** Safeguards commercial identity or brand by discouraging other businesses from adopting a name or logo that is confusingly similar.
2. **Patent:** Exclusive rights granted by a sovereign state to an inventor or assignee for a limited period of time in exchange for detailed public disclosure of an invention.
3. **Copyright:** Protects original works of authorship fixed in a tangible medium, including literary, dramatic, musical, artistic and other intellectual works.

An attempt to breach Company' network would be considered as a crime and the person could face dare consequences.

No Data should be tempered.

Any irrelevant or inappropriate sites should not be accessed from company's system or network which includes shopping websites and social Media sites accept LinkedIn.

USBs and other electronic devices are not allowed, nor they should be connected with the PC or the employees laptop.

Access to personal email accounts or websites, should be limited to break time.

Employee's account (company account and not bank account) would be deactivated with immediate effect and the data would be backed up from his/her PC.

Any wrong information downloads, systems used and applications accessed found during the 90 days prior to leaving, the company is liable to contact their legal counsel about next steps.

If data is stolen or misused the company will have an obligation to issue a public announcement followed by Legal actions.

All employees are allowed to use their personal phones for EMERGENCY ONLY, and at time of breaks ONLY

You may use your cell phone during breaks and lunch time. No texting or calling is allowed otherwise during your working time. Continued use of phone/texting chatting will not be tolerated. Disciplinary action could result if use is deemed excessive.

Smoking is not acceptable while the team members is within office premises.



Accepting bribes in any form from either Vendor or client is simply unacceptable and the act could lead to termination.

All employees must protect company's legality. They should comply with all environmental, safety and fair dealing laws. We expect employees to be ethical and responsible when dealing with our company's finances, products, partnerships and public image.

## **Non Solicitation Policy :**

To avoid disruption of business operations or disturbance of employees, visitors, and others, the Company has implemented a Non-Solicitation Policy. For purposes of the Non-Solicitation Policy, "solicitation" includes canvassing, soliciting or seeking to obtain membership in or support for any organization, requesting contributions, and posting or distributing handbills, pamphlets, petitions, and other materials on Company property or using Company resources (including without limitation bulletin boards, computers, mail, email and telecommunication systems, photocopiers, and telephone lists and databases). Solicitation performed through verbal, written, or electronic means is covered by the NonSolicitation Policy.

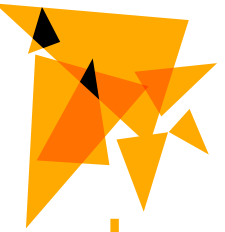
Employees are also prohibited from soliciting other employees for any cause during their assigned working time. For this purpose, working time means time during which either the soliciting employees or the employees who are the object of the solicitation are expected to be actively engaged with assigned work. Employees may conduct solicitations during their lunch period, coffee breaks, or other authorized non-work periods, so long as they do so when the other employees are on their lunch or break periods. Employees are prohibited from soliciting an employee who requests not to be solicited, even if on a break period.

## **Payroll Loans and Advances :**

Arche Softronix Pvt. Ltd. does not make payroll advances or loans.

## **Portals**

Access to all portals is strictly to be used for Arche Softronix Pvt. Ltd. related work. No work that is in direct or indirect conflict with Arche Softronix Pvt. Ltd nature of business will be conducted during your office hours. Any violation will result in immediate termination and forfeiting of commission/wages.



## Drug-Free Workplace :

The Company takes the problem of drug and alcohol abuse seriously, and is committed to providing a substance abuse-free workplace for its employees. Substance abuse of any kind is inconsistent with the behavior expected of our employees, subjects all employees and visitors to our facilities to unacceptable safety risks, and undermines our ability to operate effectively and efficiently. The Company has adopted a formal policy related to substance abuse. A copy of the complete policy is contained in this Handbook.

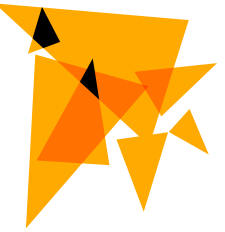
All employees are prohibited from engaging in the unlawful manufacture, possession, use, distribution or purchase of illicit drugs, alcohol or other intoxicants, as well as the misuse of prescription drugs on Company premises or at any time and any place during working hours. While we cannot control your behavior off the premises on your own time, we certainly encourage you to behave responsibly and appropriately at all times. All employees are required to report to their jobs in appropriate mental and physical condition, ready to work.

Substance abuse is an illness that can be treated. Employees who have an alcohol or drug abuse problem are encouraged to seek appropriate professional assistance. You may inform your immediate supervisor, designated manager, or Human Resources for assistance in seeking help to address substance abuse, which can also help you determine coverage available under the Company's medical insurance plan. When work performance is impaired, admission to or use of a treatment or other program does not preclude appropriate action by the Company.

## Sexual Harassment Policy :

It is the policy of Arche Softronix Pvt. Ltd that all employees are responsible for ensuring that the workplace is free from sexual harassment. Because of Arche Softronix Pvt. Ltd's strong disapproval of offensive or inappropriate sexual behavior at work, all employees must avoid any action or conduct which could be viewed as sexual harassment.

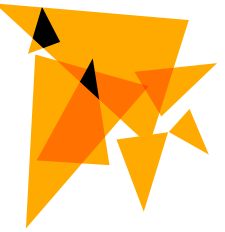
Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexually harassing nature, when: (1) Submission to the harassment is made either explicitly or implicitly a term or condition of



employment; (2) Submission to or rejection of the harassment is used as the basis for employment decisions affecting the individual; or (3) The harassment has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Any employee who has a complaint of sexual harassment at work by anyone, including Supervisors, co-workers or visitors, should first clearly inform the harasser that his/her behavior is offensive or unwelcome and request that the behavior stop. If the behavior continues, the employee must immediately bring the matter to the attention of his/her supervisor. If the immediate supervisor is involved in the harassing activity, the violation should be reported to the HR. If a supervisor or personnel officer knows of an incident of sexual harassment, they shall take appropriate remedial action immediately. If the alleged harassment involves any types of threats of physical harm to the victim, the alleged harasser may be suspended without pay, terminated, referred to Law Enforcement agencies and their relieving letters will be held. During such suspension, an investigation will be conducted by Arche Softronix Pvt Ltd. If the investigation supports charges of sexual harassment, disciplinary action against the alleged harasser will take place and may include termination. If the investigation reveals that the charges were brought falsely and with malicious intent, the charging party may be subject to disciplinary action, including termination. Arche Softronix strives to provide a Harassment free work place and any violation of this policy by any member of the team will be taken very seriously. Holidays: The list of holidays would be published by the HR at the start of the calendar year. The list of holidays may change year to year.

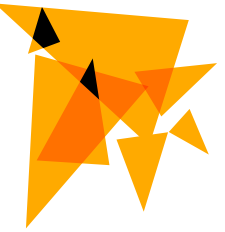
## Guidelines :

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether or not associated or affiliated with Arche Softronix Pvt. Ltd., as well as any other form of electronic communication. When considering your activities on social media outlets, keep in mind that any of your conduct that adversely affects your job performance or the performance of fellow associates/employees, or that adversely affects customers or suppliers of



Arche Softronix Pvt. Ltd. or Arche Softronix Pvt. Ltd's legitimate business interests may result in disciplinary action up to and including termination of employment. Always be fair and courteous to fellow associates, customers, members, suppliers, or people who work on behalf of the Company. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Problem Solving Procedure than by posting complaints to a social media outlet. When posting, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, dishonest, obscene, threatening or intimidating, that disparage customers, members, associates or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

Do not post internal communications relating to the Company's trade secrets and private or confidential information such as customer lists. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Respect financial disclosure laws. It is illegal to communicate or give a "tip" on inside information to others so that they may buy or sell stocks or securities. Do not create a link from your blog, website or other social networking site to the Company's website without identifying yourself as an Arche Softronix Pvt. Ltd. associate. Arche Softronix Pvt. Ltd. prohibits taking negative action against any associate for reporting a possible deviation from this policy or for cooperating in an investigation. Any associate who retaliates against another associate for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination of employment. If you have questions or need further guidance, please contact HR.



## Acknowledgment Of Receipt And Review :

By signing below, I acknowledge that I have received/read “Employee Handbook” and understand that it is my responsibility to read the Employee Handbook in its entirety. I agree to comply with the rules, policies, and procedures set forth herein, as well as any revisions made to the Employee Handbook in the future. I also understand that if I violate the rules, policies, and procedures set forth herein that I may be subject to discipline, up to and including termination of my employment. The rules/policies/procedures could be changed/updated/modified at any time by the Management with or without any prior intimation.

I understand that no oral statements or representations can change the provisions of this Employee Handbook. I understand that this Employee Handbook is not intended to create contractual obligations with respect to any matters it covers and that the Employee Handbook does not create a contract guaranteeing that I will be employed for any specific time period. I understand nothing in this handbook is created to infringe on any available legal rights. I understand that this Employee Handbook refers to current benefit plans maintained by the Company and that I must refer to the actual plan documents and summary plan descriptions as these documents are controlling.

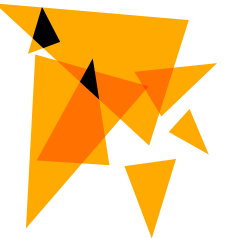
If I have questions about the content or interpretation of the Employee Handbook, I will ask my supervisor or Human Resources. The management reserves the final right to amend/update/add/remove the policy (or a part of it) with or without any prior intimation.

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Sign:** \_\_\_\_\_





THANK YOU



REYNA  
S O L U T I O N S ■