

Ref. No.: AH/2025/01/016
Date: 30th January, 2025

EMPLOYEE HANDBOOK

This Employee Handbook ("**Handbook**") is effective from January 1, 2025 ("**Effective Date**") and applies to M/s. ArchitectsHive, its subsidiaries and joint ventures over which the M/s. ArchitectsHive exercises management control ("**We**", "**Us**", "**Our**", "**Organization**"). The Handbook applies to all Employees engaged to provide services to the Organization.

This Handbook has been created to guide you with the employment policies and practices of the Organization. Please read it carefully and if you have any queries, please contact us at the details provided at the end of this handbook.

We are glad to have you as a member of M/s. ArchitectsHive. As a team member of the Organization, you are an essential part of the team effort. We hope that you will find your position with the Organization rewarding, challenging, and productive.

1. HISTORY

The Company is established in 2019 with a motto of redefining the limits of Architecture. The company was started by the founding members **Ar. Prabhat Arya (Architect & Planner)**, **Ar. Rachana Pal (Master's in Architecture)** and **Ar. Yojna Sharma (Architect & Planner)** with a vision to provide ethical means of services to their client those are wishing for any kind of construction. M/s. ArchitectsHive shall work under the trade work of M/s Arya Enterprises.

2. MISSION

The mission of M/s. ArchitectsHive is to provide best and ethical Architecture services all over India within the budget cost so that every building shall be created with the help of Architects and people will enjoy beautiful houses that will become identity to city in the future.

- I. M/s. ArchitectsHive aspire to redefine the architectural spaces that seamlessly blend traditional Indian aesthetics with modern functionality, our mission is to create architectural marvels that reflects sustainable practices and innovative solutions, fostering a sense of identity and pride in every structure we build.
- II. Contributing to the nation's progress through structure, that not only stands as testaments to architectural excellence but also enhances the quality of life for generations to come.

3. IMPORTANT POLICIES

a. You are expected to follow and comply with the following policies of the Organization:

- I. Employee Code of Conduct.
- II. Anti-Discrimination Policy.

III. Social Media Policy.

IV. POSH Policy.

- b. Apart from the above, you are also required to follow and comply with the following policies and guidelines:

V. Office Time Policy.

VI. Absence Policy.

VII. Holidays Policy.

VIII. Performance and Management Policy.

4. **PURPOSE**

- a. This handbook will help the employees of the Organization to familiarize them and follow the policies and guidelines of the Organization. This handbook does not create any contractual obligations between you and the Organization.
- b. This handbook is not exhaustive, the Organization will have the right to make necessary changes from time to time without any advance notice. This will be supplementary to other guidelines and policies of the Organization.
- c. Please be informed that this handbook can only highlight and summarize the Organization's policies and for detailed information, you can contact the following: **Ar. Rachana Pal (7503468992)**.

5. **GENERAL CODE OF CONDUCT**

Along with other obligations set under this handbook and other applicable policies, you are also required to follow and adhere to the following codes:

- a. Be proactive about performing your duties and responsibilities mentioned under this handbook and the contract signed by you.
- b. Decisions made, and actions taken, by you must be consistent with Organization values and Organization objectives.
- c. Organization is focused on delivering long-term value to its employees, stakeholders, and society. It is expected that you will do what is right to support the long-term goals of the Organization.
- d. If you are ever in doubt about a decision, it should be escalated to a higher level of management for broader consideration.
- e. Should you see any deviation from the principles mentioned under this handbook, it is expected that you will utilize appropriate channels to report the violation.

6. EQUAL OPPORTUNITY

- a. Our employment policy is based upon individual merit and qualifications related to professional competence. We also make all reasonable accommodations to meet our obligations under the laws protecting the rights of the disabled.
- b. We promote a diverse, inclusive, and equal workplace. Every Employee of the Organization is expected to treat everyone with whom we have contact with dignity, courtesy, and respect.
- c. We do not discriminate against any person because of their gender, caste, religion, age, nationality, sexual orientation, disability, or any other trait protected by law, concerning any terms of employment such as hiring, promotion, transfer, compensation, and benefits, etc.
- d. It is expected that the managers/supervisors shall take employment-related decisions based only on the merit of the person and not discriminate against any person because of their personal characteristics/traits.
- e. In accordance with the provisions of the Rights of Persons with Disabilities Act, 2016 and rules thereunder, Organization thrives to ensure that the work environment is free from any discrimination against any person with disabilities and expect the same from all Employees working for the Organization.

7. EMPLOYMENT OF MINORS

- a. The Organization strictly follows the Child Labour (Prohibition and Regulation) Act, 1986 ("CLA") and rules and regulations thereunder. The Act prohibits the engagement of children in certain employments and regulates the conditions of work of children in certain other employments.
- b. As per the CLA, a child means a person who is under the age of 14 years. If you or any employee you know falls under the definition of a child, you should immediately inform the HR department.

8. IMMIGRATION ISSUES

The employees who are immigrants from other countries shall always abide by the rules and regulations issued by the Ministry of Home Affairs (MHA). Any changes or conversion of employment visa shall be intimated to the concerned authorities on time. The newly joined employee shall submit the required documents including a valid employment visa within 3 (three) days of the joining date.

9. COMPLIANCE WITH LAWS

- a. All the employees are expected to comply with all Organization's policies, procedures, and regulations.
- b. We are a law-abiding Organization, and all the Employees of Organization are expected to know and understand the legal obligations and act within the bounds of applicable laws, rules, and regulations of the localities where Organization do business.
- c. Organization Employee shall comply with all applicable privacy laws including IT Act, 2000 and the rules thereunder, Consumer Protection Act 2019, General Data Protection Regulation (GDPR), California Consumer Privacy Act (CCPA) and so on.

- d. Organization Employee must comply with all localities' anti-corruption laws where the Organization does business, including The Prevention of Corruption Act, 1988 in India.
- e. Where any provision of the Handbook conflicts or is inconsistent with applicable laws, the provisions of that law must be complied with and override this Handbook.
- f. Violation of applicable government laws, rules, and regulations may subject us to individual criminal or civil liability. Such individual violations may also subject the Organization to civil or criminal liability, to the loss of reputation or business, and both these events may attract disciplinary action by the Organization.

10. **POLITICAL NEUTRALITY**

- a. The Employees have the right to political expression. But in no case, such affiliation shall affect the performance or judgment of the employee while at duty.
- b. Participation in political activities must be conducted in the employee's own time and should in no way suggest Organization support. Employees may not use Organization name, equipment, or resources for making, copying, or distributing political materials or messages.
- c. You should not identify yourself as a representative of Organization in political activity, nor in any communication on social media or to the media.
- d. The Employees are required to act in the course of their duties in a politically neutral manner. This means the employees must keep their jobs out of their politics and their politics out of their jobs.

11. **COMPENSATION**

- a. Your compensation will be as mentioned under the employment agreement entered with you.
- b. The Organization shall pay employees monthly, less the usual and necessary statutory and other deductions payable in accordance with the Organization's standard payroll practices.
- c. The salary will be made on 12th to 15th of every month.
- d. Compensation increases are given by the Organization at its discretion in consideration of various factors, including your performance review.

12. **STATUTORY DEDUCTIONS**

- a. All statutory deductions towards Provident Fund, Professional Tax, TDS, ESIC, etc. shall be affected by the payments made to the employees in accordance with rules and regulations of the government as applicable from time to time.
- b. You are required to submit valid documents/proof to inform us about any investments/other schemes under which you are eligible to deduct tax liability. In case, if you fail to submit such proof/claim form within the timeframe provided, the Organization will deduct such taxes as mentioned under the applicable statutory laws without any deductions.

- c. Each employee will receive a statement that itemizes, among other things, the gross pay, deductions, and the net pay received.

13. DUTIES OF SENIOR ARCHITECT

- Checking of drawings
- Co-ordination with clients
- Co-ordination with drawing on site
- Site supervision whenever required
- Manage site progress on call and video calls
- Get the submission target achieve by team
- Check and prepare the drawing list with Junior Architect.
- Finalised client related items as soon as possible to avoid delay oversite.
- Overall project report, work progress report.

14. DUTIES OF JUNIOR ARCHITECT

- Site visit one week to assigned site
- Check drawing before sending on site
- Drawing list to be finalised with Sr. Architect
- Coordinate between structure, 3D and other services WRT Project
- Get material list approved from client within the guidance of Sr. Architect.
- Site Visit for taking measurement at Site and coordinate with site supervisor and contractor as well to explain full drawings at site.
- Prepare drawing Files project wise.
- Update drawing list date wise.
- Material selection / finalization with client under Sr. Architect.
- Prepare design / planning options and preparing drawing with the help of draughtsman.
- Improvise presentation for every stage of project.

15. DUTIES OF DRAUGHTSMAN

- Working on working drawing and Photoshop
- Co-ordinate with site supervisor for drawing under assistance with Junior Architect
- Checking and assigning PPT as per client requirement.
- Ensuring drawing with site supervisor and timely submission of drawing.
- Calculation of Area for estimate.

16. DUTIES OF SITE SUPERVISOR

- Material requirement at site
- Four visit weekly at assigned site
- Video of ongoing projects
- Labour attendance and phone numbers of every labour
- Documentation of every labour
- Work quality Assistance
- Area calculation under assistance of Junior Architect
- Ensuring drawing prints availability to every vendor
- Understanding drawing and related work outside
- Raising alarm for defective material or work if any on site.

17. **DUTIES OF TRAINEE**

- Assist with drafting architectural plans using CAD software.
- Accompany senior architects on site visits to document existing conditions.
- Research local building codes and regulations for design projects.
- Support Senior Architects during client meetings and presentations.
- Learn and improve proficiency in architectural software programs.
- Organize and maintain project documentation.
- Collaborate effectively with team members on design projects.
- Adhere to project deadlines and quality standards.
- Demonstrate professionalism in all interactions and tasks.

18. **DUTIES OF SALESPERSON:**

- **Lead Generation:** Identify and pursue new sales leads through various channels, including online research, industry events, and cold calling.
- **Sales Presentations:** Prepare and deliver compelling presentations and proposals to potential clients, showcasing the firm's capabilities and previous projects.
- **Negotiation:** Negotiate terms and conditions with clients to secure contracts and close deals.
- **Sales Targets:** Meet or exceed sales targets of 5 Lakh worth of project.
- **Market Research:** Stay informed about market trends, competitors, and industry developments to identify opportunities for growth.

19. **WORK SCHEDULE**

- a) To ensure adequate staffing, positive employee morale, and meet expected productivity standards throughout the organization, you will be held accountable for adhering to your work schedule. In case you are unable to meet the schedules, you must get prior written consent from your supervisor / manager for schedule changes.
- b) In case of half day leave entry shall strictly on or before 2.00 PM else will be marked late. 10-minute rules will not be applicable.
- c) You will be required to work such hours and schedule as communicated to you by the Organization.
- d) Your work hours and schedule will be set out in your employment agreement but may be varied in accordance with your employment agreement as reasonably required by us.
- e) An Employee is deemed absent when he / she is unavailable for work as assigned / scheduled and such time off was not scheduled / approved in advance by the supervisor / manager concerned.
- f) An employee who fails to call in and reports to work as scheduled for 7 (seven) consecutive scheduled workdays will be deemed to have abandoned their position and employment may be terminated at the discretion of the Organization.
- g) Employees who engage in a pattern of frequent or excessive absenteeism or tardiness may be disciplined or terminated, at the Organization's sole and exclusive discretion.

- h) 4th Saturday of every month shall be mandatory present of all team members as the day shall have monthly office meeting. All leaves taken on this day shall be subjected to be deducted 3 times until it's a prescribed holiday / office close due to and Govt. Notice. In that case the office meeting shall be preponed for the 4th Friday of that month. Any weekly off on the day of the meeting shall not be entertained and compensation of leave shall be provided in that case.
- i) Lunch Time of the office shall be provided from 01:30 PM to 02:00 PM every day. 15 minutes tea break can be taken between 04:00 PM to 04:15 PM subject to review every 3rd month.
- j) Late coming to the office shall be applicable for 10 minutes in the morning. On every count of 3rd late, half day shall be deducted.
- k) Each employee is allowed two short leaves of 1.5 hours per month (early or late hours); no deduction for the first two, extra leaves result in a half-day deduction..

20. OVERTIME

- a. All employees are required to work 9 (nine) hours per day where all shift timings for each and every employee will be as per the employment agreement except on the designated holidays where the workplace is located.
- b. All employees, excluding managers, trainees and exempt employees, are eligible for overtime compensation as per this policy.
- c. Overtime Compensation:
 - Employees who work 1.5 Hours beyond her / her shift timings shall be compensated for overtime.
 - Overtime compensation will be calculated on the basis of every 30 minutes after completion of 1.5 Hours after shift timing.
- d. Additional Benefits for Overtime:
 - Employees who work beyond 10:00 PM shall be provided with food up to Rs. 100/- and cab (as per actual) reimbursement.
 - Female employees who choose to work overtime after 9:00 PM shall be eligible for cab reimbursement (as per actual) to ensure their safety and convenience.
- e. Procedure for Reporting Overtime:
 - Employees must obtain prior approval from their immediate supervisor for overtime work whenever possible.
 - In cases where advance approval is not feasible (e.g., urgent project requirements), employees should inform their supervisor and HR Department as soon as possible after commencing overtime work.
- f. Overtime Recording:
 - Employees are required to accurately record all the hours worked overtime using the company's timekeeping system.
 - Overtime hours should be recorded in 30-minute increments.

- g. Overtime Approval:
 - Supervisors are responsible for reviewing and approving overtime hours worked by their team members.
 - Any disputes or discrepancies regarding overtime hours should be promptly addressed and resolved by the supervisor and the HR department.
- h. Communication and Awareness:
 - This overtime policy shall be communicated to all employees upon their joining and shall be made readily available through the company's internal communication channels.
 - Employees are encouraged to seek clarification from the HR department regarding any questions or concerns related to this policy.
- i. Policy Review and Updates:
 - This overtime policy should be periodically reviewed and updated as necessary to ensure alignment with company objectives and regulatory requirements.
- j. Implementation:
 - This policy shall be effective from 1st January 2025.
- k. Both the Organization and employees shall endeavour to reduce the overtime works. All overtime must be approved and authorized prior to being worked. Employees required to work overtime will be given advance notice except in emergencies.

21. DEDUCTIONS

The Organization reserves the right at any time during your employment, or on termination of employment to deduct from salary any overpayment made and/or money owed to the Organization by you. This includes any excess holiday, outstanding loans, advances, and relocation costs.

22. PROBATION PERIOD

- a. Putting employees under probation is a system to gauge the performance of new entrants, it is the preliminary step in setting the quality of performance among the team. The probation period helps both the Organization and employee to assess suitability for employment.
- b. For new employees taken as "probationary" the probation period will be as follows: 3 Months.
- c. At the end of the probation period, he / she will be confirmed in writing on the basis of feedback from the Seniors. If the work is found unsatisfactory, the probation period may be extended for another period at the discretion of the organisation. Also, if found poor, the services may be terminated at the discretion of the organisation.
- d. No leave shall be provided within the probation period for any employee. Leave shall be applicable after the confirmation of the employee. Leave in probation period shall be added after confirmation.

23. APPRAISAL PROCESS

- a. The company has decided to run the appraisal process twice a year, where the employees who have joined from Jan 1st to June 30th shall be considered in the appraisal on 1st July every year and the employees joined the A-Hive team between 1st July to 31st Dec, shall be considered for appraisal on 1st Jan onwards. The appraisal will be considered only after one year of joining the firm, on a yearly basis for each employee.
- b. The appraisal shall be purely on the ratings and feedback shared by Sr. Manager and HR Department. Individually, specifically on Performance, Attitude towards the work, initiatives, coordination with other Team Members, skill learning (AI advancements tools) and punctuality.

24. PERFORMANCE REVIEWS

- a. Performance reviews allow each employee an opportunity to note major accomplishments and progress as well as performance concerns and areas for improvement.
- b. The employee's performance will be evaluated by Manager-in-charge / HR Department in the following interval: 3 Months.
- c. The performance evaluations may vary depending upon the period of service, designation, precedence, etc.
- d. Factor considered in the performance review includes quality of your job performance, your attendance, meeting the requirements of your job description, compliance with the Organization policies, etc.

25. PERFORMANCE IMPROVEMENT PLAN (PIP)

- a. At any point during your service with Organization, you can be placed under a PIP to assist you in meeting performance standards. It is important for you to understand that failure to meet performance standards on a sustained basis will result in disciplinary action.
- b. At the completion of the PIP period, the performance will be reviewed by you and the Organization.
- c. If your performance is satisfactory during the PIP period, the Organization may end the PIP and report to you as a general employee.
- d. If your performance is unsatisfactory the Organization may either extend the PIP period or may terminate your employment.

26. GENERAL LEAVE

- a. In case the employee needs some casual leave, he / she can submit an advance request letter prior 2 days to the Manager-in-charge / HR Department. In case of an emergency, the employee shall inform the Manager- in-charge / HR Department as soon as possible.
- b. Trainees are not allowed for any leave; day wise Stipend shall be deducted in case of leave taken by Trainee apart from week off or Holidays

- c. All the leave requests must be approved by Organization which reserves the right to approve or deny any requests unless otherwise such leaves are sanctioned under the applicable laws.
- d. Leaves taken without information shall be deducted twice and leaves asked on the same day shall be deducted 1.5 times to maintain the decorum of the office and reduce any such practice in future.
- e. Employees are entitled to those national holidays officially recognized by the government of India as annexed and marked as **Annexure – 1**. Leaves taken on the festivals that are not listed in Holiday list shall deduct twice, if taken without approval of Sr. Manager.
- f. If any employee is found to be engaged in other employment or consulting outside of the Organization during the leave, the employee may be considered to have voluntarily resigned from employment with the Organization.

27. **ANNUAL LEAVE**

- a. Employees are entitled to 12 (twelve) days paid annual leave per calendar year.
- b. The annual leave must be approved in advance by the Manager-in-charge / HR Department. The employee who wishes to take annual leave shall submit such a request to the Manager-in-charge / HR Department and Manager-in-charge / HR Department shall intimate such a decision to the HR Department.
- c. Wherever possible, two weeks' notice should be given for leave of 5 days or more. For annual leave of less than one week, a minimum period of two days' notice is required.
- d. All employees are encouraged to take annual leave in the same year as it accrued.
- e. The Organization may at its discretion encash the remaining annual leave at the end of the employment and shall not be carry forward to another year.
- f. If more leave has been taken than earned at the termination of employment, an appropriate deduction may be made from the final settlement amount.

28. **SICK LEAVE**

- a. In the event of sickness where an employee is unable to come to work and perform his or her duties, such an employee will be entitled to pay sick leave for up to a maximum of 6 (six) days in a calendar year.
- b. The employee shall contact their Manager-in-charge/ HR Department as soon as possible to inform them about their sickness and the probability of taking leave.
- c. The absence will require the employees to submit a medical certificate from a recognized medical practitioner.
- d. Pending sick leaves can be carry forward to second year but only applicable of last 24 months only, any pending sick leave after 24 months shall be marked as lapsed if un-used.

29. MATERNITY LEAVE

- a. Organization will provide maternity leave to eligible female employees under the Maternity Benefits Act, 1961.
- b. The Organization will provide 2 (two) weeks fully paid leave. Additional unpaid leave may be approved by HR from time to time considering the situation.
- c. The delivery expected employee shall submit a leave request to HR at least 1 month before taking the maternity leave. This request must be accompanied by a recognized medical practitioner's certificate.
- d. The maternity benefits are available for any employee who has worked for more than 180 (One Hundred Eighty) days in the preceding 12 months in the Organization.

30. UNPAID LEAVE

In addition to the various leave entitlements described above, you may be permitted to take unpaid leave, considering the genuine reason and is subject to our approval.

31. LOAN FACILITY

The Organization does not provide any internal loan facilities to the employees that have worked less than 2 years in continuation.

32. PERSONAL APPEARANCE

- a. Every Employee must maintain an appropriate standard of dress and personal appearance at work and professionally always conduct themselves both within the workplace and when representing the Organization.
- b. The appearance of Employee while working for the Organization contributes to our reputation and the development of our business. All Employees are required to be neat, clean, and tidy and of smart appearance in a way to always present themselves in accordance with their professional status and dress in a manner appropriate to their role, whether working on Organization's premises or elsewhere.
- c. The Employee who occupies roles that require protective/safety clothing or footwear is obliged to wear this clothing while carrying out their duties as required by law or by the Organization's rules.
- d. Any Employee who disregards these rules will be subject to disciplinary action. However, it is anticipated that minor breaches of the handbook will be dealt with as informally as possible. In serious cases, where an Employee's appearance in the Organization's view transgresses the limits, the Employee will be asked to change the dress and, in these circumstances, the Employee will not be paid for the duration of such absence from work.

33. OFFICE DECORUM

- a. All the employees are required to be cooperative, organized, disciplined, and contribute to the overall office ambience in a positive manner. All communication within or outside the Organization shall be handled professionally and courteously.
- b. Employees are prohibited from using any brutal language or arguing with colleagues in the Organization
- c. Every employee shall take proper care of his surroundings, desks, etc. clean.
- d. Avoid unnecessary loitering / hanging around individually or in groups in the office or at each other's workstations.
- e. Employees away from their seats for longer intervals may please switch off the lights, fans, computers / monitors, etc., that are being used by them.
- f. For working on off days, do take prior permission from your Manager-in-charge/ HR Department and intimate the same to HR.

34. NOTICE PERIOD

- a. All Employees and trainees are required to serve a mandatory one-month notice period before leaving the organization. Failure to provide the required notice may result in the forfeiture of all pending dues, if any.
- b. The company holds the right to withhold payment in cases of unprofessional behavior, including abrupt resignation without notice.
- c. The company is free to release individuals any day once they get the replacement within the notice period served by the employee / Trainee.

35. RECEIVING THE GIFT

- a. The Employees must be careful when it comes to accepting gifts. As a general rule, employees should discourage business associates from giving gifts. However, they may accept the gift from a business associate subject to the restrictions mentioned under this handbook.
- b. "Gift" under this clause would include any gratuitous non-monetary benefits that the employees can use or consume.
- c. The Employees are allowed to accept the following types of gifts:
The gifts exchanged during the festival and ceremonial occasions, articles of office use like stationery, and desk accessories with the logo of the donor.
- d. The following gifts are never appropriate and should never be accepted by the Employee:

The monetary benefit of any value under any circumstances; gift of cash/ gold/ other precious metals or stones; gifts are given in the form of service or other non-cash benefits.

- e. If an employee receives a gift in violation of this handbook, such Employee shall report such an incident to the Manager-in-charge/ HR Department and shall follow the following procedure:

The employee needs to drop an email to concern the authority or HR Department

36. **EMPLOYEE DATA PRIVACY**

- a. Organization is committed to protecting the privacy and security of all personal information and complying with the privacy legislation within each jurisdiction in which we operate.
- b. In order to meet the regulatory and other obligations, we collect certain Personal Data of Employees and Process it to protect the interests of both the Organization and its Employees including the following:
 - I. Personal information like date of birth, age, marital status, birthplace, nationality, mother tongue.
 - II. Contact information (e.g., name, address, telephone, and email address).
 - III. Gender of the Employee.
 - IV. Caste and religion.
 - V. Beneficiary information.
 - VI. Recruitment and selection information including skills and experience, qualifications, references, CV, and interview and assessment data.
 - VII. Previous employment records.
 - VIII. Aadhar or other government-issued identity numbers.
 - IX. Photographs and signature copies.
 - X. Emergency contact details.
 - XI. Access card entry details.
 - XII. Regulatory information including records of Employee registration with any applicable regulatory authority, regulated status including any criminal record or credit background checks which may be necessary, and any regulatory certificate and references.
 - XIII. Remuneration information including Employee salary/hourly plan/contract pay/fees information as applicable, allowances, overtime, bonus, and commission plans. Other benefits include payment for leave, bank account details, grade, tax information, expense claims, and payment information.
 - XIV. Leave and management information including attendance records, absence records, holiday dates, requests and approvals, and information related to annual leave or other special or statutory leave, details of incapacity, details of work impact and adjustments, manager, and Human Resources (HR) communications, performance improvement plans (PIP) and return to work interviews.

- XV. Monitoring information (to the extent authorized by applicable laws) including Closed Circuit Television (CCTV) footage, system and building login and access records, and download and print records.
- XVI. Call or meeting records, information captured by IT security programmes and filters.
- XVII. The work output of the Organization's Employees, whether in paper record, computer files, or in any other storage format belongs to us, and that work output, and the tools used to generate work output, are always subject to review and monitoring by the Organization.
- XVIII. Health information includes information about short-or long-term disabilities or illnesses that the Employee may share with the Organization, particularly in relation to any leave of absence the Employee may need to take.
- XVII. The work output of the Organization's Employees, whether in paper record, computer files, or in any other storage format belongs to us, and that work output, and the tools used to generate work output, are always subject to review and monitoring by the Organization.
- XVIII. Health information includes information about short-or long-term disabilities or illnesses that the Employee may share with the Organization, particularly in relation to any leave of absence the Employee may need to take.
- c. The Organization may collect the aforementioned information from the Employee directly; from Employee references; and other data sources.
- d. We may also collect information from third parties subject to the requirements of applicable law.
- e. When required by the law and otherwise reasonable, the Organization gives Employees notification of the specific purpose for which it collects their personal information at or before the time of collection.
- f. Organization uses the Employee personal information for internal business purposes, including establishing or managing the employment relationship with Organization and include:
- I. To authenticate the Employee identity.
- II. To determine eligibility for initial employment, including verifying references and qualifications.
- III. To administer pay and benefits.
- IV. To process Employee work-related claims including worker compensation and insurance claims.
- V. To establish training and development requirements.
- VI. To conduct performance reviews and determine performance requirements.
- VII. To assess qualifications for a particular job or task.

VIII. To gather evidence for disciplinary action or termination.

IX. To identify a contact point in the event of an emergency.

X. To comply with applicable labour or other applicable laws.

XI. To ensure Employee safety and confidential information of the Organization.

XII. For any other purposes that are required by the Organization in connection with the employment with the Organization.

- g. Organization uses appropriate technical and organizational security measures to protect the security of the Personal Data both online and offline including implementation of access controls, implementation of firewalls, network intrusion detection and use of anti-virus software.
- h. Despite our best effort it is pertinent to note that no system involving the transmission of information via the internet or electronic storage of data is completely secure and we cannot be held responsible for data breaches that occur outside of our reasonable control. We will, however, follow all applicable laws in the event a data breach occurs, including taking reasonable measures to mitigate any harm as well as notifying you of such breaches as soon as possible.
- i. The Employee will have the right to access the Personal Data and to correct, amend, or delete it if is inaccurate or has been processed in violation with our internal Privacy Policy, except when the burden or expense of providing access, correction, amendment, or deletion would be disproportionate to the risks to the privacy, or where the rights of other people would be violated. To exercise any of these rights the Employee can contact the Organization at the below at the information provided at the end of
- j. If the Personal Data We collect, covered by our internal Privacy Policy, is to be used for any purpose materially different from the purpose described here or disclosed to a third party not acting as our agent, in a manner other than as disclosed here, We will always give the Employee an opportunity to opt-out of this materially different use or disclosure.
- k. We will keep the Employee Personal Data for as long as is needed to carry out the aforementioned purposes, or as otherwise required by law. This means we will keep the Personal Data until the end of employment with us, thereafter a reasonable period necessary to respond to any employment inquiries, deal with legal, tax, accounting, or administrative matters, or provide the Employee with ongoing pensions or other benefits.
- I. Where We have no continuing legitimate business need to process the Personal Data, We will either delete or anonymize it or, if this is not possible (for example the Personal Data has been stored in backup archives), then we will securely store your Personal Data and isolate it from any further processing until deletion is possible.

37. **NO CONFLICTS**

- a. The employees are expected to use their best judgment and work for the best interest of the Organization while on duty and should attempt to avoid actual or apparent conflict of interest with their personal matters with that of Organization's matter.

- b. The following are some examples of conflict-of-interest situations:
 - I. Influencing an approval process resulting in the hiring of a relative or entering a business relationship. To this clause, relative means a close relative, spouse, grandparent, grandchild, uncle, aunt, nephew, or niece.
 - II. An Employee engaging in private employment or rendering services for any person or organization that has or may have business dealings with the Organization.
- c. On apprehension of such conflict, the Employee shall disclose such information to their supervisor/manager and try and avoid entering such a transaction without the guidance of the supervisor/manager. The appropriate parties will decide to determine if the conflict is substantial enough to exclude the Employee from any further involvement in such activity or decision process.

38. SOCIAL MEDIA POLICY

- a. We respect your right to participate in social media and understand that your time outside your work is your own. But it is also important to protect the goodwill of the Organization while using social media. If the person engages in social media activity that identifies you as Our Employee or your work at Our Organization, even if done off-premises and while off-duty, it could affect the reputation of the Organization.
- b. Always ensure that your social media activity is subject to relevant policies of the Organization. This includes this handbook as well as requirements for protecting confidential information.
- c. When you are using external social media channels, make sure you are not using your official email for the same and shall not represent in any social media content that you are not authorized to speak on behalf of the Organization, or that the Organization has approved your content, without the prior written approval from your supervisor/manager.

39. EMPLOYEE INFORMATION

It is essential that you keep your supervisor/manager and HR Department informed of any changes of important personal information. Your present address and phone number are essential for many purposes, including mailings from the Organization. It is your responsibility to inform the Organization in writing of any changes in your personal information.

40. INTERNET USAGE AND CYBER SECURITY

- a. The electronic communication system must be utilized exclusively to facilitate the business of the Organization. Employees are cautioned against using the internet for matters of personal gain and entertainment.
- b. Logging into any of the Organization's accounts from personal devices such as mobile phones, tablets, or laptops, can put our organization's data at risk. We do not recommend accessing any Organization's data from personal devices. If so, it is inevitable, employees are obligated to keep their devices safe, with proper security protection.

- c. We recommend all Employees follow the following practices:
 - I. Keep all electronic devices' passwords secured and protected with the latest security features.
 - II. Only log in to the Organization's account using safe and secure networks.
 - III. Upgrade antivirus software regularly on the devices.
 - IV. Don't leave any devices unprotected or exposed.
- d. Emails can carry scams and malware. If the Employee is not sure if the email received or any data is safe, they can always contact Our IT specialist for advice, using the following details: contact@architectshive.com.
- e. To protect the data of the Organization, all employees shall:
 - I. Abstain from opening or clicking any links or attachments when it is not from within the Organization or a reliable source.
 - II. Always make sure the emails are from valid email ids within the organization or from a reliable source.
 - III. Be careful about inconsistencies and click bait titles like offering prices, advice, surprise, etc.
 - IV. Use passwords with upper case, lower case, numbers, and symbols. Do not exchange credentials when not requested or approved by the supervisor.
- f. The Employee shall avoid transferring any personal data, including customer and employee confidential data, and shall adhere to all applicable personal data protection laws while dealing with it.
- g. These cybersecurity guidelines and procedures must be strictly followed even when working remotely. In case of intentional or repeated breaches, or are harmful to Organization, the Organization will take serious action including termination of the Employment.

41. **PROPERTIES**

- a. The Organization may entrust the Employee with a wide range of valuable assets to help work on the Organization's behalf.
- b. Each Employee is responsible for the property acquisition, use, maintenance, and disposal of Organization assets, including materials, equipment, tools, tangible properties, information, data, intellectual property, etc.
- c. The Organization Employees are expected to treat these assets with care and use them with the business interests in mind and according to the Organization's latest security policies. In case if the property is damaged or lost due to a fault on the part of the Employee, Employee shall be liable to replace or refund the amount as suggested by Organization.

- d. The Employee shall never use the Organization's property for personal gain or other purposes other than as envisaged under the Organization's policy.

42. **PERSONAL PHONE USE**

- a. You should use common sense and your best judgment when making or receiving personal cellular phone calls at work. To the extent possible, employees should make personal cell phone calls during their breaks or lunchtime.
- b. The use of cameras on cell phones during work hours is prohibited, without the approval of the Manager-in-charge / HR Department, to protect the privacy of the Organization as well as of fellow employees.

43. **TRAVEL**

- a. Organization reimburses employees for all necessary and appropriate transportation and travel-related costs incurred with the Organization's prior approval.
- b. Reimbursement requests must be submitted within 7 (seven) days of qualifying expense.
- c. All expenses must be incurred by the employee and be solely in connection with Organization business to be reimbursable. The Organization may disallow any business expense that does not have the receipt or follow the guidelines under this handbook, or instructions given at the time of approval of such travel.
- d. Trainees are not allowed for any reimbursement for traveling to the site. For education purposes, the office will send them to sites where traveling is not payable. In special cases, if approved by the management, travel expenses may be considered.
- e. All employees using their personal vehicles for official purposes are entitled to reimbursement as follows:
 - **Car:** ₹11 per kilometre
 - **Bike/Scooty:** ₹3 per kilometre / Hr

44. **REMOTE WORK**

- a. Before entering into any Remote Work Agreement, the Employee and manager/supervisor, with the assistance of the human resource department, will evaluate the suitability of such an arrangement, reviewing the following areas:
 - I. The Employee and the Manager-in-charge/ HR Department will discuss the job responsibilities and determine if the job is appropriate for the Remote Work arrangement.
 - II. The Manager-in-charge/ HR Department will approve the Remote Work on an ad hoc basis or regular basis as suitable.
 - III. Such approval needs to be carefully reviewed in terms of the cost of providing equipment, health and safety, communication considerations, security and data protection, legal issues, reporting, and so on.
 - IV. Always Remote Work will be subject to the continuing approval of the Manager-in-charge / HR Department. The Organization reserves the right to withdraw Remote Work approval upon reasonable notice.

- b. The Employee who has continuously employed in the Organization for 6 months shall be eligible for Remote Work.
- c. The compensation of the Employee while working remotely will be as per the terms of the employment agreement and any changes will be as agreed between the Employee and the Organization in writing.
- d. It is the responsibility of the managers / supervisors to align the allowances stipulated to the Policy of the Organization, ensuring funding / spending is controlled within respective business budgets and ensure ongoing compliance within the guidelines of the Policy.
- e. The Employees are free to choose the schedule in the working days as per their choice subject to completion of the assigned tasks on time.
- f. Remote Work Employees are required to accurately record all hours worked on the Organization system.
- g. The Employee shall adhere to the following rules while working remotely:
- h. The Employee shall establish an appropriate work environment within his or her workplace. The Organization will not be responsible for costs associated with the setup of the Employee's workplace, such as remodeling, furniture, lighting, repairs, or modifications, to the workplace.
- i. Employees approved for Remote Work are expected to maintain normal productivity and performance. They must not carry out work for anyone other than the Organization nor, without prior permission, undertake non-work-related activities during their working hours.
- j. Employees shall liaise with their Manager-in-charge / HR Department about their patterns of work and schedule and will be responsible for keeping their Manager-in-charge / HR Department and team informed about the status of their work. The Employee must work with their manager-in-charge / HR Department to accommodate themselves for meetings or training as required by their role.
- k. Organization's Code of Conduct and all other respective employment policies and practices apply to the Employee while working, irrespective of work location or schedule arrangement.
- l. The Employee shall restrain from accessing or using Organization confidential information while working in a public or crowded place.
- m. The Employees are prohibited from taking the printouts and storing confidential information while working remotely unless specifically allowed in writing by the Manager-in-charge / HR Department.
- n. The Employees shall remain available for the conference call and will maintain satisfactory performance standards.
- o. The Employee requires an internet connection that is adequate for their assigned job. The cost of the internet will be incurred by the Employee itself.
- p. Adhere to rest break and attendance schedule mentioned under this handbook or agreed upon with their Manager-in-charge / HR Department and compliance with the central and state laws.

45. **DRUGS AND ALCOHOL**

- a. We thrive to protect the health and safety of every person of the Organization. Drug and alcohol use can affect a person's ability to work safely. It creates a risk for workers and hampers the work atmosphere.
- b. Whenever the Employees are working, are operating any Organization assets, are present on the Organization premises, or conducting Organization related worked offsite, they are prohibited from:
 - I. Using, possessing, buying, selling, manufacturing, or dispensing, an illegal drug.
 - II. Being under the influence of alcohol, or an illegal drug.
 - III. Possessing or consuming alcohol.
- c. An employee who is taking a prescription drug is required to present a statement from the prescribing physician that the drug will not impair the Employee's work performance or safety.
- d. The Employee who tests positive, or otherwise violates this handbook, will be subject to disciplinary action including immediate termination from employment.

46. **HEALTH INSURANCE**

- a. Organization will provide the employees' health insurance to eligible employees and their eligible dependents.
- b. Employees enrolled in medical insurance plans are subject to eligibility rules and benefits outlined in each medical insurance plan document and may be required to pay a portion of the premium.
- c. At the time of joining the Organization the employees will receive a benefits summary containing information about premiums and benefits coverage of available medical plans, the applicable enrollment deadline, and information on how to get assistance.
- d. Each employee will be notified of the annual open enrolment period. Employees may switch medical insurance plans, add, or delete dependents, cancel coverage or begin participation during the annual open enrollment period.

47. **SAFETY**

- a. We thrive to provide a safe working place to the employees of the Organization. All employees are required to maintain a safe workplace and adhere to all safety guidelines and policies of the Organization.
- b. You must take part in any programmes or training in relation to workplace safety, as reasonably required or directed by us.
- c. You must always use / wear requisite safety equipment as required and directed by us.
- d. You shall only take up such duties which are safe, and you are authorized and qualified to do so. In case of any doubt, you should immediately contact your supervisor / manager and seek advice.

- e. You must notify us of any injury or other matters which may increase the risk to the safety of you or any other person or property at our workplace.

48. **EMERGENCY EVACUATION**

- a. In case of any emergency evacuation at the workplace, the following guidelines shall be followed:
 - I. Always follow the instructions of the person / department that is authorized to act at the time of emergency.
 - II. When you receive instructions to evacuate the property by an authorized person, do it with all safety precautions and guidelines of such personnel.
 - III. Always try to look around, guide the visitors and other staff to way out and inform the person in charge about any people stranded inside the property.
 - IV. Do not re-enter the property unless you are advised to do so by the person/department in charge at the time of evacuation.

49. **HARASSMENT AND DISCRIMINATION**

- a. The Organization prohibits discrimination or harassment in any form including verbal, physical, and visual form and has a zero-tolerance policy against any kind of harassment in a work-related situation based on sex, race, colour, caste, religion, ethnicity, nationality, age, physical or mental disability, or any other category protected under applicable state and central laws. If any employee believes that he / she has been bullied, harassed, or discriminated against, such Employee shall immediately report the incident to their supervisor, HR team of the Organization. Similarly, the supervisors and managers shall know such an incident report it to the HR Department. The HR Department shall take prompt action on such complaints and take appropriate action.
- b. The Employee can report any harassment or discrimination in the following method with full confidentiality and protection:

The employee can directly meet with the founder members of the organization or mail to: - contact@architectshive.com.

50. **CONFIDENTIALITY**

- a. During the course of employment, Employee will have access to information (whether recorded in writing or on computer disk or tape) which the Organization treats as confidential, or which has the necessary quality of confidentiality.
- b. Further, the Employee understands that the Organization from time to time has in its possession information that is claimed by others to be proprietary and which the Organization has agreed to keep confidential.

- c. Access to proprietary information will be limited to those needing to know. The employee is required to maintain the confidentiality of Organization information even if they leave the Organization's employment.
- d. Our clients and other stakeholders rely on us to maintain accurate and complete records and accounts. Employees shall throughout their employment period handle the information with integrity and responsibility. All Employees have an obligation to know and comply with all currently applicable record retention policies and procedures. This includes how data is shared, stored, and retrieved, and the circumstances under which it may be disposed of.

51. **ANTI-BRIBERY**

- a. The Employee shall not take any action, directly or indirectly, that would result in violation of or has violated the Prevention of Corruption Act, 1988, as amended, and any other applicable anti-bribery or anti-corruption laws. This includes without limitation, using any funds for any unlawful contribution gift, entertainment, or other unlawful payments to any foreign or domestic government official or employee.
- b. The Employee shall not permit or authorize anyone in the Organization to offer, pay, promise to pay, or authorize the payment of any money, or offer, give, promise to give, or authorize the giving of anything of value, to any officer, employee or any other person for any governmental authority or any enterprise owned or controlled by a government authority, any political party or official thereof, or any candidate for political office, or any officer or employee of a public international organization or to any person under circumstances where such Employee has reason to believe or is aware of a high probability that all or a portion of such money or thing of value would be offered, given or promised, directly or indirectly, to any government official for the purpose of bribing.

52. **FURTHER INFORMATION**

For any queries or further information about this handbook, you can contact:- contact@architectshive.com.

53. **ACKNOWLEDGEMENT**

- a. By signing this handbook:
 - I. I acknowledge that I have reviewed the above-listed policies and guidelines of the Organization and understand my responsibilities.
 - II. I agree to report any actual or potential situation or incident that may be contrary to the above policies as soon as I become aware of it.
 - III. I agree to abide by the aforementioned policies and I understand that my failure to follow the policies may result in disciplinary action, up to and including dismissal.

Employee Personal Information:

Employee Name: **M. No.**
E-Mail ID: **Marital Status**
Designation: **Date of Joining**
Temporary Address:
Permanent Address:
Aadhar No: **PAN No.**

Reference Contact in case of emergency:

Father's / Husband's Name: **Mobile No.**
Mother's Name: **Mobile No:**
Any Other **Mobile No:**

Employee's Signature:

Date:

Annexure – 1

HOLIDAY'S LIST OF 2025

S.NO	DATE	HOLIDAYS
1.	01 Jan 2025	New Year
2.	26 Jan 2025	Republic Day
3.	26 Feb 2025	Maha Shivaratri
4.	14 Mar 2025	Holi
5.	06 April 2025	Ram Navmi
6.	09 Aug 2025	Raksha Bandhan
7.	15 Aug 2025	Independence Day
8.	02 Oct 2025	Dussehra / Gandhi Jayanti
9.	21 Oct 2025	Diwali
10.	22 Oct 2025	Govardhan
11.	23 Oct 2025	Bhai Dooj
12.	25 Dec 2025	Christmas