

General Policy of Sassy Infotech Pvt. Ltd.

➤ Code of Conduct

- Decisions made and actions taken by employee must be consistent with company's value and objectives.
- Sassy Infotech Pvt. Ltd. is focused on delivering long term values to its employees and clients. It is expected that you will do right to support long term goals of company.
- If you are ever in doubt about a decision, it should be escalated to higher authority for broader consideration.
- Any harm to clients in terms of words or deeds shall be strictly punished.
- Should you ever see a deviation from above principles, it is expected that you will utilise appropriate channels to report the violation.

➤ Confidentiality

- Employees during the terms of this agreement hereunder shall not without the consent of the Management or disclose to any person, firm or company any of the secrets, concerns, affairs, information of or concerning the business of the Company, whether acquired in the course of or as incidental to his employment hereunder or otherwise.

➤ Conflict of Interest

- All employees are expected to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their job duties or be damaging to the company. Any such situation voluntary or involuntary that might be perceived as conflict of interest must be reported to the appropriate manager.

➤ Special Incentive

- Client Incentive:

Sassy Infotech Pvt. Ltd. declares special incentive scheme for the employees contributing to business generation for company. If employee is bringing a client to company that helps in revenue generation, then such employee will be entitled to special incentive as set-forth by company.

It will be 10% of project fee (excl. taxes). Business Development and sales team will not be considered for such benefits.

- Candidate Incentive:

Employees will be entitled to incentive by referring potential candidates to company. If such candidate is joining and renders their service for at least 6 months to company then the employee will receive special incentive as set forth by company. It will be 10% of candidate's monthly salary.

HR manager is not entitled for this incentive.

➤ Attendance and leaves

- Employees should notify to company before 2 days for 1-2 leaves, 15 days for 3-5 leaves, 1 month for 5 and more. If any urgent leave/leaves taken, that will be counted as unpaid leave(s).
- If employees' leave(s) are falling immediately before the non-working Saturday, such leave will be calculated including the Saturday.
- If employees take leave without prior information then such leave(s) should be compensated (unpaid) on a non-working Saturday or Sunday or as per the day decided by management.
- If employees take leave(s) on Saturday, Sunday & Monday (Week off or any festival holiday in between two leaves) then it shall be treated as 3 days leaves.
- Employees' unpaid leaves for more than 15 days in a year, it will affect your increment date. For example, if your increment date is 1st January, 2019 and you have taken 20 days leaves in a year then your new increment date will be 6th January, 2019.
- Employees will be entitled to 12 paid leaves in a calendar year i.e. from January to December. Suppose in case if any employee joins in between the year, such employee shall be entitled for paid leaves as per the remaining months in a year. For example if an employee joins in June, he/she will be entitled for 4 paid leaves only (including probation period). It may vary depending upon the Training/Probation/Notice Period of a candidate.
- In case of employee leaves the company less than a year and uses all 12 leaves that particular employee's taken paid leave will be deducted from salary (for the remaining months in a calendar year) at the time of his/her final settlement.

➤ Hours of Operations

- Every employee is responsible to work for 8:15 hours excluding lunch and refreshment for 45 minutes in a day. Working time is 9:30am to 6:30pm. (You have to complete 8:15 working hours daily as per the time given to you excluding your lunch or any other break). Any changes in the schedule or time shall be communicated to respected authority.
- No compensation of time will be allowed until and unless approved by the management. Employees are not allowed to take short break in order to cover or compensate their working hours.

- This working hours are in respect to efficient working hours and completion of work and projects in given deadline. In certain cases of urgent projects or incompleteness of work in given time frame, these hours may expand as situation demands.
- If the daily clock-in time is more than 4:00 hours and less than 7:45 hours it's considered as a half day, anything less than is considered as leave. (Excluding lunch break.). Official working hours are 8 hours 15 minutes excluding lunch break.
- In case if employee leaves before 08:15 hours in a day more than twice in a month it will be considered as half day and more than 5 times a month it will be considered as full day leave on that particular day.
- On a working Saturday, an official compulsory break will be of 20 minutes (8:15 hours will be excluded from lunch break).

➤ **Overtime wages**

- If an employee is working for more than 8 hours in a day **on company's demand**, for completion of urgent project/task, then such employee will be entitled to get paid as per their regular wages on the basis for number of hours he/she worked.

Note: - If employee is spending more than 8 hours for the completion for his/her project which has already been assigned in advance along with deadline of such project, then such additional working hours will not be considered under Overtime.

➤ **Other Policies**

- Mobiles use is strictly not allowed (Excluding lunch break). In case of emergency you can access it outside the office and using phones for other purpose is not allowed for example, playing video songs for entertainment is also not allowed.
- If employee(s) / team working on particular projects and are unable to complete them on each milestones, company can take actions against them and after the deadlines/milestones that days will be considered as **non working days** i.e. employee(s) working days will be counted as non-working days until they met the deadlines/milestones.
- Work from home is not allowed without management approval.
- Clean desk policy – employees will be required to keep their respective desk and place neat and tidy.

➤ **Termination/ Resignation**

- In case of breaching of any laws or rules of company shall be punishable up to the termination of an employment.
- For any unacceptable behaviour in company or non-performance may lead to termination of employment without any prior notice.

- If employees are found doing any activities irrelevant of company's work they will be immediately terminated without any prior notice.
- In case of resignation, immediate notice shall not be accepted in any case. Employees are liable to serve 30 days' notice period to give a company enough time to find replacement. If you fail to do so, company may forfeit your salary and experience letter.
- After your increment you have to stay for minimum 3 months (excluding notice period months) in company.
- You will be governed by the laid down code of conduct of the company and if there is any breach of the same or non-conformance of contractual obligation or with the terms and conditions laid down in this agreement, your service can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the company reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.

➤ **Vacation and holidays**

Employees will be entitled to following holidays during the year.

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| • Makarsankranti- | 14 th or 15 th January(Anyone) |
| • Republic Day- | 26 th January |
| • Holi- | As and when falls |
| • Maharashtra Day – | 1 st May(Mumbai office only) |
| • Independence Day- | 15 th August |
| • Rakhshabandhan- | As and when falls |
| • Janmashtami- | As and when falls |
| • Ganesh Chaturthi- | As and when falls(Mumbai office only) |
| • Ganesh Visarjan- | As and when falls(Surat office only) |
| • Dusherra- | As and when falls |
| • Diwali- | As and when falls |
| • New year- | As and when falls |
| • Bhaibij- | As and when falls |
| • Christmas- | 25 th December |
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- 1st and 3rd Saturdays will be off.
 - Sassy Infotech Pvt. Ltd. has all the rights to change the policy at any time without prior notice.

➤ **Alcohol and Drug Use Policy**

- To meet our responsibilities to employees and clients, the company must maintain healthy and productive work environment. Substance abuse or selling, manufacturing,

distributing, possessing, using or under any influence of illegal drugs, alcohol, tobacco or smoking while at work is completely prohibited.

➤ **Use of Company Equipment**

- Protecting company's assets is a key responsibility of each employee and third party agent. Company assets and equipment shall be used for company business purpose only. You are responsible for the proper use of company assets and must safeguard such assets against **loss, damage, misuse or theft.**
- **No employee shall carry any of the company's assets without prior permission from the management. And an employee shall handover all the assets to HR on his/her last working day.**
- Person who violate any of this policy or who demonstrate poor judgment in manner in which they use any company asset may be subject to disciplinary action including the termination of employment.

➤ **Exit policy**

- At the time of leaving company, all the company's assets (if any) shall be handed over to company in working condition/in a condition you received it from company.
- Before you leave company, all your official accounts like gmail, skype, Github etc shall be handed over to HR. Company may take legal actions, if you are found doing unaccepted activities from official email id during/after your employment.

➤ **Appointment in Good Faith**

It must be specifically understood that this offer is made based on your proficiency on technical/professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently. In case at a later date any of your statements/particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the company, the company shall have the right to terminate your services forthwith without giving any notice notwithstanding any other terms and conditions stipulated therein.

The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matter including those not specifically covered here such as travelling, retirement, etc. you will be governed by the rules of the company as shall be in force from time to time.