



POLICY HANDBOOK

Sankey Business Solutions

PVT. LTD.

Article I. REVISION INFORMATION

Sr. No.	Revision Date	Revisions Made
1.	1 st Dec 2021	Employee Referral policy, Internal Job Transfer Policy, Whistle Blower Policy, Leave Policy, Notice Period Policy, rest all remains same
2.	1 st Dec 2022	Notice period Policy, Moonlight Policy, Employee Outing Policy, PoSH Policy, Occupational Health and Safety Policy, HR Helpdesk, Social Media Safety Policy, Information Handling Policy rest all remains the same.

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OVERVIEW

Sankey Solutions present this Policy Handbook to all the employees of Sankey Solutions. Our motto is to provide general guidelines about Sankey Solutions policies and procedures for employees. It is a guide to assist you in becoming familiar with some of the privileges and obligations of your employment. None of the policies or guidelines in the Handbook are intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time, or any specific type of work.

All the employees of Sankey Solutions are accessible to this Policy Handbook upon employment. All employees are expected to abide by it. The highest standards of personal and professional ethics and behavior are expected from all Sankey Solutions employees. Further, Sankey Solutions expects each employee to display good judgment, diplomacy and courtesy in their professional relationships with members of Sankey Solutions.

Sankey Solutions will not tolerate any form of unlawful discrimination. All employees are expected to cooperate fully in implementing the policies mentioned in the handbook. If Sankey Solutions determines that a violation of the policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counselling, warnings, suspensions, and termination.

OUR VISION & MISSION

We vision to become the world's most innovative technological solution engineering company.

Our mission is to help organizations build capabilities to solve challenging business problems through a combination of technology, data, and math. We aim to build CTO teams to scale the creation and adoption of sustainable and right solutions.

RECRUITMENT

EMPLOYEE REFERRAL POLICY

Sankey Solutions strive to find and hire the best talent available -- people who exude our values and choose to contribute to our company goals. We believe that our existing employees, who have already met these criteria, are in a great position to help us find the best job candidates for us. We recognize that current employees are likely to refer only those individuals best suited to work at our company, and therefore we wish to reward them for their referral efforts through an employee referral policy.

ELIGIBILITY

All full-time employees and interns are eligible to avail this policy except:

1. Employees whose regular job includes the recruitment of employees or who are members of the HR Department
2. Team leads or other persons associated with the selection of the candidate

POSITIONS

Sankey Solutions accept employee referrals for the following positions (only these positions qualify for a referral bonus):

1. Any job position/vacancy posted on our company job board, social media handles, job portals, notice boards, company WhatsApp/teams group etc.

(Note: Referral policy applies only to the specific position/designation based on the organization requirement/vacancy at that particular need of the hour).

REWARDS

Referral Incentive Table:

LEVELS	CATEGORY	AMOUNT
Level 1 (Executives)	Solution Analysts, Executives, and Sr. Executives of all the sections including HR, Marketing, Accounts, Design, Content, etc.	Rs. 3,000
Level 2 (Leads)	Team Leads, Project Leads, Solution Leads	Rs. 7,000

Level 3
(Heads)

Solution Architects, Technical
Business Analysts, Head of
Solutions, etc.

Rs. 15,000

GUIDELINES

1. 50% pay-out will be done after 3months and 50% after completion of 6 months.
2. Referrer employees will be eligible for the bonus only if the referee completed 6 months inthe system.
3. Both the parties need to be active during the disbursal of the amount, (employee serving notice period will not be eligible).
4. To be eligible for the referral-bonus payments described above, both employees must be in good standing with Sankey Solutions.
5. There is no limit on the number of referrals a single employee can make in the fiscal year.
6. Candidates must state that they have been referred by you at the time they complete their online application, or the referrer must notify HR in advance of the pending referral.
7. Sankey Solutions reserves the right to deny bonus payments to any employee who improperly makes promises or assurances of employment to the referred candidate.
8. This policy can change under the discretion of the HR department, at their will.

INTERNAL JOB TRANSFER POLICY

Sankey Solutions introduce this policy to provide employees the opportunity to apply for open positions that will support the employee in enhancing the career growth opportunities before offers of employment are extended to external applicants. It is also the objective of the company to assign each employee to a position that effectively utilizes the employee's skills consistent with the overall company requirements.

ELIGIBILITY

- All the employees who have completed at least **1 year** at Sankey Solutions are eligible to avail of this policy.
- You are eligible to avail of internal job transfer only in case of open positions at Sankey Solutions. *(You can check the open positions on the job portal, company social media handles, WhatsApp group, etc.)*

PROCEDURE

1. Take approval from team lead and HR for Internal Job Transfer.
2. Keep a check on the job openings/vacancy in the organization through WhatsApp official group, social media handles like LinkedIn, Instagram.
3. Fill the application form and other details.
4. Undergo the interview process and wait for the update.

GUIDELINES

1. Employee shall complete a minimum of 1 year with Sankey Solutions with continuous service in the present position.
2. Every internal job transfer requires the pre-approval of the team lead and HR, job performance at a satisfactory level in the existing role.
3. Before submitting the internal job transfer application form, employees must discuss with their immediate team lead or reporting person their intention of applying for an internal position.
4. Team leads shall not retaliate against an employee who requests consideration for a transfer without a valid reason.
5. Employee shall agree to undergo the standard recruitment procedure (I.e. Job Application, form filling, assignment, interview phases) during every internal job transfer.
6. Applicant will have to continue with the existing salary package. He/she will be eligible for the salary revision based on the judgment of the performance in the new role.
7. Applicant has to be eligible according to the job details of the new position in order to get selected in the hiring process

8. Employees interested in applying for an open position can contact Human Resources or the hiring manager for additional job information.
9. Transfer letter will be issued with revised KRA and action items.
10. Transfers shall typically take effect within 4 weeks, after an employee's acceptance.
11. Factors such as the urgency to fill the position, status of the employee's present workload, and difficulty in filling the employee's present position are to be considered in determining a transfer date.

ADMINISTRATIVE

DRESS CODE POLICY

The objective of this policy is to ensure that the work attire of employees should complement a work environment that reflects an efficient, orderly, and professional organization, whilst allowing employees to work comfortably and safely in the workplace.

ELIGIBILITY

All the employees including full time employees, Interns working at Sankey Solution are counted under this policy.

CRITERIA

1. Monday to Thursday – Formals

❖ Female:

Clothes	Salwar kameez, kurti leggings, palazzo kurti, formal shirt and trousers (Capris and jeans are not classified as trousers)
Footwear	Sandals, shoes or bellies (Sneakers are not classified as footwear)

❖ Male:

Clothes	Half or full sleeves formal shirt and trousers (Jeans are not classified as trousers)
Footwear & Accessories	Formal shoes with socks, belt (optional), (Sneakers are not classified as footwear)

2. Friday & Saturday – Smart Casuals

❖ Female:

Clothes	Casual Tops, T-shirt, jeans, Corduroys
Footwear	Sandals, shoes, bellies, sneakers

❖ **Male:**

Clothes	Jeans, Corduroys, T-shirts, Shirts
Footwear	Sneakers

Ladies: Dos and Don'ts

- i. Do not wear shirt and T-shirts with inappropriate writing or cartoons.
- ii. Do not wear short & skinny shirts/outfits.
- iii. Do not wear flashy and heavy ornaments.

Men: Dos and Don'ts

- i. Keep the hair clean, trim and neat.
- ii. Keep beards and moustaches trimmed or clean shaven.
- iii. Do not wear shirt and T-shirts with inappropriate writing or cartoons.

GUIDELINES

1. During Rainy Season, employees must wear their formal shoes in office premises and can keep the formal shoes in the office.
2. Employees should carry their Identity cards and wear it in the premises during office hours. This will help us maintain our individual identity and look more professional.
3. In our work environment, clothing should be properly ironed and never wrinkled.
4. Dirty and frayed clothing is unacceptable. All seams must be finished.
5. Any clothing that has words, terms, or pictures that may be offensive to employees at the workplace are unacceptable.
6. If you experience uncertainty about acceptable, professional formal business attire for work, please consult the Human Resources department.

BEREAVEMENT POLICY

Sankey Solutions enable the employees to avail the bereavement leave policy. This policy establishes uniform guidelines for providing paid time off to employees for absences related to the demise of immediate family member.

ELIGIBILITY

Bereavement leave is granted to all employees working at Sankey Solutions for a maximum of **3 days** during the event of a death of immediate family member.

APPLICABLE FAMILY MEMBERS:

- Parents
- Spouse
- Children
- Siblings

(NOTE: This policy does not include, aunt, uncle, cousin, nephew, niece or friends or any other relation not associated to immediate family members).

CLAIMING REQUIREMENTS

The employee who is eligible to claim this policy has to provide details of the deceased family member. The details should include:

1. Name
2. Date of demise
3. City of demise
4. Relationship to the deceased

PROCEDURE

1. Notify your manager and the HR department as soon as possible.
2. Review the bereavement leave policy.
3. Determine the number of leave days required by you.
4. Make a written request for bereavement leave.
5. Submit relevant documents/ information to your manager for approval.

ATTENDANCE POLICY

To streamline the process of attendance in Sankey Business Solutions employees are requested to follow the below-given process. Regular attendance and punctuality are important to keep your team and the company running smoothly thereby avoiding burdens to colleagues.

ELIGIBILITY

This policy covers all the employees, interns working at Sankey Solutions.

CRITERIA

Office Working Timings: 10.00 AM to 7.30 PM

Official Offs: 1st, 3rd & 5th Saturday & all Sundays

GUIDELINES

1. Marking of attendance
 - a) Employees should punch their attendance in the Bio-metric attendance machine placed at the department door by “signing-in” in the machine on arriving at the office and “sign-out” at the time of exit in the end of the day.
 - b) Management can call any employee to report to work before/ after a specified time; his/her timings will be adjusted accordingly.
 - c) All Employees are expected to reach the office by 10.00 AM.
2. An employee coming to the office after 10.00 AM is allowed only three times a month. Any employee coming late more than three times in a month shall lose ½ day leave/salary.
3. Employees can avail of the facility of HALF DAY where the minimum working hours should be not less than 5 hours of the day.
4. Any employee on leave should be aligned with their HOD and fill the leave details in LEAVE Application Portal before the 30th of every month. Leave application/s received post 30th will be carried forward to the next month's salary.
5. In the interest of safety for women employees, we would like all women employees to leave the office premises before 8:00 pm. Any deviation to this should be approved by the concerned HOD. A mail approval needs to be submitted.
6. Employees need to inform via Email to HR, post-approval from the Team lead in cases
 - a) They work at night
 - b) They work from home on working days (Post approval from TR and HR)
 - c) They work on holiday (Post approval from TR team)

EQUAL OPPORTUNITY POLICY

Sankey Solutions is committed to providing equal opportunities in employment and creating an inclusive work environment for all its employees. With 'Respect for Diversity' being one of our core values, Sankey has been committed to being an equal opportunity employer. We treat each other with respect and dignity and expect everyone to promote a sense of personal responsibility. Our workforce is competent and motivated people who respect our values, provide equal opportunities for their development and advancement, protect their privacy and do not tolerate any form of harassment or discrimination.

Sankey Solutions respects the personal dignity, privacy and personal rights of every employee and is committed to maintaining a workplace free from discrimination and harassment. Therefore, employees must not discriminate on the basis of origin, nationality, religion, race, gender, age or sexual orientation, or engage in any kind of verbal or physical harassment based on any of the above or any other reason.

ELIGIBILITY

All the employees working at Sankey Solutions are eligible under this policy.

GUIDELINES

1. Our employees are personally responsible for treating each other with respect and dignity, which includes respecting the rights and differences of others.
2. Our leaders shall be responsible for creating a conducive work environment built on tolerance, understanding, mutual cooperation and respect for individual privacy.
3. Everyone in our work environment must be treated with dignity and respect. We do not tolerate any form of harassment, whether sexual, physical, verbal or psychological.
4. Employee has to comply with this policy and all applicable laws and regulations. Compliance is required whenever an employee is acting in their capacity as a representative of the Company.
5. We respect our employees' right to privacy. We have no concern with their conduct outside our work environment, unless such conduct impairs their work performance, creates conflicts of interest or adversely affects our reputation or business interests.

(a) OUR RESPONSIBILITY

Sankey Solutions is committed to provide equal opportunity to all the individuals working its organisation. We shall:

1. Maintain a work environment free from harassment based on age, colour, physical ability, marital status, parental status, ethnic origin, religion, sexual orientation, or gender identity.
2. Provide advice and address grievances relating to the employment of persons with disabilities and/or any other complaints regarding discrimination in any other form against any job applicant/employee.
3. To take reasonable steps to resolve complaints that are brought to their attention and to maintain confidentiality as far as practicable.
4. Make employment relationship decisions solely on the basis of individual ability and qualifications, subject only to occupational requirements, seniority and other appropriate non-discriminatory criteria.
5. Inform staff of certain behavior that is unacceptable, and measures that the Company may take for deviant behavior towards employees.
6. A strict disciplinary action will be taken if any of the individual working at Sankey Solutions is spotted indulging into these activities.

OPEN DOOR POLICY

Sankey Solutions introduces an open-door policy that reflects our commitment to foster flexible communication and transparency between all the employees at a different level. We want to ensure that employees' ideas and feedback are welcome and they are significantly valuable to the growth of the organization.

ELIGIBILITY

All the employees working at Sankey Solutions are eligible to avail this policy.

POLICY ELEMENTS

Our open-door policy enables the employees to approach for the following:

- Ask for counsel or feedback
- Ask questions about a subject
- Express a complaint or concern
- Raise awareness for a problem
- Ask for a resolution to an inside dispute or conflict
- Make suggestions for change
- Discuss other personal topics

PERKS OF THE POLICY

- Flat Hierarchy
- No fixed cubicles/rooms for any employee
- Easy reachability to the leadership team, CEO, and Director
- Hassle-free, unrestricted, and barrier-free communication
- Inclusivity, consideration, acceptance in the organization
- Positive, healthy, and growth-focused work environment

GUIDELINES

1. Every employee is encouraged to open up to their team leads about their ideas, suggestions, perspectives, or feedbacks.
2. Team leads are expected to not only make themselves available but also to create an environment where employees' ideas are welcomed and their issues resolved quickly.
3. Both parties are expected to foster an environment of trust and mutual respect to enhance individual performance, team collaboration, and success.

Employees should not discuss personal issues, confidential information, sensitive information, or gossip about un-related work.

NOTICE PERIOD POLICY

Sankey Solutions enable the employees to avail the notice period policy as a part of their off-boarding process.

ELIGIBILITY

All the employees working at Sankey Solutions are eligible to avail this policy.

GUIDELINES

1. Employees on six months' probation period will be required to serve the notice period of **one month**.
2. Employees after the probation period, will be required to serve the notice period of **two months**.
3. Dismissal of contract towards employment can be voluntary and involuntary.
 - a. Voluntary Exit – It occurs when an employee wishes to resign from the service of the company on his own accord.
 - b. Involuntary exit - The company reserves the right to terminate the employment without notice, should the employee be guilty of any misconduct.
4. Employee will not be eligible for any incentives or bonus in case of resignation in the organization before completion of bond period or before the yearly appraisal.
5. Employees are not eligible to take any leaves when they are serving their notice period. In case of any leave, the number of days will be extended.
6. Notice period waiver will be on the basis of the immediate supervisor's recommendation.
7. Notice period is non-negotiable.
8. Out of two months' salary - last month salary and full and final settlement will be done only after completion of exit formalities.
9. If an employee exits before 18 months,
 - a. Employees who have signed the service agreement will have to fulfil the time mentioned or have to pay the amount for the same.
 - b. Their salary for the notice period will be paid in the Full and Final Settlement.
10. If an employee exits after 18 months,
 - a. The salary for the second month of the notice period will be paid along with the Full and Final Settlement.
11. Resignation will not be accepted on designated holidays, 1st, 3rd and 5th Saturdays and all Sundays. The next working day would be considered as the start of the resignation period.
12. The last working day can only be approved by the HR Team. This would be decided on the basis of project timelines

Note: If the employee leaves without serving any notice, the company is not liable to pay any salary/dues or issue relieving letter/experience letter.

OTHERS:

Corporate Identity Card

The employee needs to submit the Corporate Identity Card & access card on the last working date, to the HR Dept. The Full & Final settlement amount will not be released unless the card is submitted. The employee needs to pay Rs. 300/- if the identity card is lost.

Employees will be eligible for variable pay-out based on company and employee performance. Variable pay is applicable only on completion of 18 months or on incremental year.

Full & Final Settlement

The FNF and relieving letter shall be processed subject to completion of clearance processes related to HR, Finance & IT in immediate next month salary processing.

In case of any damage caused to company assets assigned the same will be recoverable from Full and Final Settlement. Any employee who resigns after completion of his 18 months will receive his last month salary and variable pay after his complete two-months' notice period as a part of FNF.

In case of an employee being terminated, the company reserves the right to determine the notice period and terms of full and final settlement.

Leave Adjustment

PL can be adjusted against the Notice Period that an employee has to serve. In case of waiver of notice pay, the first PL balance would be adjusted.

Leave Encashment

There is a provision leave encashment while in service, only for employees completing 2 years in the organization and PL (maximum 5 days) can be encashed at the time of separation from the company.

Encashment will be computed on Basic Pay as per IT Act.

Variable Pay-Out

Variable pay is subject to one's performance and completion of assigned time before being eligible for it.

Variable pay will not be paid in the given situations:

- 1) For freshers - Variable pay will not be paid to employees who resign before completing 18 months of service. Notice period has to be served in addition to the completion of 18 months of service.
- 2) For Lateral Employees - Variable pay is subject to the completion of one year of service. Notice period should be apart from the 1 years of service.

Note: The terms and conditions mentioned here supersede all previous communications pertaining to the Notice period in the appointment letter.

MOONLIGHT POLICY

Employees at Sankey Solutions are prohibited from engaging in any business, activity or employment during or after working hours, that either conflicts with Sankey Solutions interests or scope of work and/or significantly reduces their ability to render their services to the corporation.

DEFINITION

Moonlighting is the act of working at a secondary job with a rival organization or firm beyond regular working hours, usually without the knowledge of the employer.

ELIGIBILITY

All employees including full- time employees and interns of Sankey Solutions.

GUIDELINES

1. Customer/ company documents, files, products etc. should be kept confidential and there would be no sharing or duplication of software solutions.
2. Misuse of office supplies, hardware or software should be avoided.
3. The employees must ensure that no conflict of interest arises while working with Sankey Solutions.
4. The employees are encouraged to report moonlighting behavior of other employees to the management or the HR Team.
5. Any violation of this will lead to disciplinary action which could even lead to immediate termination of employment.

POC

For any queries or further information, please send an email to queries.hr@sankeysolutions.com

a. FAQ's

1. What kind of employment is the policy talking about?

Any kind of employment that conflicts with the interests of Sankey Solutions would be considered as Moonlighting. For example- working with Sankey Solutions as a Solutions

Analyst and a similar or different position such as that of an IT Consultant. Such scenarios and similar scenarios are considered under this policy.

2. Whom should an employee contact if one sees moonlighting behavior?

In such cases, the HR team should be informed about this with any kind of proof. The POC's have been mentioned in the policy.

3. Can an employee work in a completely different role which does not have anything to the kind of work Sankey Solutions is into?

Yes, any employment that does not have any conflicting interests with Sankey Solutions can be pursued provided their work at Sankey Solutions is not compromised in any way. The employees should not work with such companies during office hours or by taking a leave. Such kind of work should only be done after working hours, designated holidays and weekends.

4. Can working directly with ex-clients of Sankey Solutions be considered unethical?

Yes, working with ex-clients of Sankey Solutions (freelancing, during office hours and after working hours) is unethical and strict actions will be taken against wrongdoers.

EMPLOYEE OUTINGS POLICY

This policy is mapped out to ensure the safety of employees who are a part of team outings outside Sankey Solutions with prior intimation to HR and Leadership Team. This would also make sure that the client does not get impacted due to such an outing.

ELIGIBILITY

All employees including full- time employees and interns of Sankey Solutions.

PROCEDURE

1. An email has to be sent by a TR to the HR, 14 days before the date of the outing. Only based on this approval from HR, the team would be allowed for the outing.

2. Format of the email:

- Team Name:

- Number of Team List:

Sr no.	Employee ID	Employee Name

- Date of Outing:

- Venue of the Team Outing:

- Duration of Outing:

- Number of laptops being taken:

- Any other Sankey assets being carried? :

- Is there a first aid kit? (Yes/No?): -

- Are the employees aware of the 'SOS' feature in their phone? (Yes/No?):

- Is there proper internet connection and charging outlets at the place of visit? (Yes/No):

- Back- up plan in case of urgent client escalations:

- Additional Information:

3. Make sure that maximum 2-3 employees are carrying their laptops and laptop chargers to solve any queries and escalations during the outing.

4. The TR's need to make sure that all the guidelines and protocols are followed.

5. In case, the employees are delayed due to heavy rains, unavailability of transport etc. The HR team should be notified immediately.

6. Any decision regarding the outings will be taken by the CEO, Director, HR Team and the respective TR.

GUIDELINES

1. An email has to be sent by the respective TR to the HR and leadership team, 14 calendar days prior to

the date of departure involving the entire team or more than 5 employees together.

2. Team outing activities and places should be chosen in such a way that it would not be a risk to human life.

3. Employee's safety should be paramount while planning an outing. All necessary safety precautions such as first aid kits should be carried to the venue.

4. We encourage all employees going for the outing to learn and use the 'SOS' feature on their phones.

5. Please take care of Sankey assets such as laptops, chargers, etc. Do not carry offer letters, client documentation, etc. Sankey assets should be kept safe. In case the company assets get damaged/misplaced/stolen during the outing; the employees will have to bear the expenses.

6. Proper internet connection needs to be checked for the place of visit, so that customer support can be ensured.

7. Each outing should include at least one TR.

8. Sankey Solutions will not be responsible/liable for any expenses or injuries during these outings.

9. There should be a proper back-up plan in place if there are any urgent client escalations.

10. A team outing can only be arranged on non-working days only i.e., 1st, 3rd and 5th Saturdays, Sundays and designated holidays.

11. Team outings can be disapproved in case of during project release, 10-15 days post production release, if there are only a few days left from go live date, beginning stages of the project, etc.

12. Strict actions will be taken against employees who do not follow the procedure/guidelines.

POC

For any queries or further information, please send an email to queries.hr@sankeysolutions.com

FAQ's

1. What can be the nature of the outing?

A short trip for leisure is considered an outing. This outing can be for a day or beyond.

2. Can the employees travel with Sankey assets?

Employees can travel with 2-3 Sankey laptops and laptop chargers in a group. This is to ensure that all escalations can be handled even during the outing. Travelling with any additional resources such as offer letters, Sankey envelopes, letterheads, client documentation etc. is **not** allowed.

3. When can a team schedule an outing?

Team Outings should not impact business hours. Hence, they can only be arranged on holidays. This includes

- 12 designated holidays as published by Sankey Solutions.
- 1st, 3rd and 5th Saturdays
- Sundays

4. Who can approve a Team Outing?

A team outing will be approved by the HR Team.

5. What kind of places/ activities should not be part of an outing?

The outing has to be planned in such a way that the employees do not get harmed in any way. Under no circumstances the Manager and the Team Outing members should extend the outing to odd hours, thereby exposing employees to risk of any sort. Sankey Solutions is not responsible/ liable for any injury during the outing. Employees safety should be paramount while planning an outing. If there are any unforeseen circumstances, the employees should immediately contact the HR.

6. Can the expenses of the outing be reimbursed?

No, the expenses of the outing will not be reimbursed by Sankey Solutions. Additionally, Sankey Solutions is not liable for any expenses or injuries during the outing.

LEAVE



LEAVE POLICY

In an effort to recognize the personal and social needs of the employee, Sankey Solutions has come up with an initiative to provide paid time off for the employees.

ELIGIBILITY

All full-time employees and interns are eligible to avail this policy.

LEAVE TYPES

2. **Paid Leave:** In a calendar year, employees will be entitled to 12 days of paid leave accrued at the rate of 1 leave per month, additional leaves would be unpaid.
3. **Half Day Leave:** It is required to work for a minimum of 5 hours on a particular day to be eligible for half-day leave. Unutilized half-day leaves can be carried forward to the next calendar year.
4. **Compensatory off** - To ensure that employees are compensated with some time off for the extra efforts they put in, by working on holidays. This comp off is issued to employees only if there is extra work from the client and will not be applicable in case of lack of productivity.

GUIDELINES

1. The policy explains employee entitlements to leave on a calendar year basis- 1st January to 31st December of every year.
2. Employees will be entitled to weekly offs on 1st, 3rd & 5th Saturdays and all Sundays of a month.
3. In addition, employees will be entitled to 12 days' holidays in a calendar year. 3 national holidays (January 26th, August 15th, and October 2nd) and the rest 9 days as decided by the company.
(Note: Holidays may vary based on client geography in some cases.)
4. Leave will be availed when the team leader at his/her discretion requests the employee to work on holiday/weekend.
5. Employees must submit a leave application on portal.sankeysolutions.com before taking a leave.
6. If project deliverables are to be met, then it will have priority over holidays. Employees may have to work on holidays to meet the project timelines.
7. The employee cannot decide to work on a holiday and then seek compensatory off.
8. Team leaders are advised to use their discretion and minimize instances of compensatory off requirements. This is to enable employees to have rest every week from work.
9. Compensatory off cannot be taken for half day.
10. Except for emergencies and medical reasons, it is essential to inform & apply for leave 3 days prior. If this is not done, the leave will not be approved and will lead to a salary deduction.
11. For planned leave of more than 4 days, it is mandatory to inform & apply for leave 1-month prior, subject to approval by employee's team leaders.
12. Employees will be eligible to take planned leaves of more than 4 days only after 3 months of joining unless approved by the leave sanctioning authority.
13. In case employees' avail of 4 days or more of leave at a stretch for medical reasons, it is mandatory to submit a doctor's certificate to the HR Team.

LEAVE ENCASHMENT

There is no provision for Leave Encashment while in service, as per revised policy, please find below the changes.

1. From now onwards, only **4** leaves of the present year will be carried forward for the upcoming year. However, the remaining leaves will lapse at the end of the year.
2. In the case of planned leaves, employees are permitted to take a maximum of 5 leaves with the prior approval Team Lead and intimation of 1 month before the leave schedule.
3. In the case of the notice period, employees completing 2+ years in the organization are only eligible for leave encashment of **(maximum 4 days)** at the time of separation from the company.
4. Employees will be eligible for encashment of unutilized paid leaves on a pro-rata basis at the time of exit from the company.

(Note: Encashment will be computed on Basic Pay as per IT Act)

OTHER LEAVES

1. **Leave During Notice Period:** Employees are not eligible to take any leave when they are serving their notice period. Any leave taken during the notice period will be considered as leave on loss of pay (WP). In addition, the no. of days of leave an employee takes during notice periods will add up to additional working days in the total duration of the notice period.
2. **Leave Without Pay:** In case an employee has exhausted the leaves to his/ her credit and needs more leaves, the employee can still apply for leave (Leave Without Pay) after taking approval from his/her team lead.
3. **Uninformed Absenteeism:** Unauthorized absence refers to absence from work without requisite approval. The employee will need to offer an explanation to the immediate lead in the event of any unauthorized absence. The employee will not be eligible for payment of salary for that particular period of absence.
4. **Recall from Leave:** If the situation so warrants, the organization reserves the right to call back employees from leave.
5. **Contact details when on leave:** If the leave is for 3 days or more and for the purpose of going outstation, alternate numbers are supposed to be submitted by the employee.
6. **Additional Leaves:** An employee will get additional leaves when they certain number of years in the organization. The leaves will be granted in the following way:

No. of years completed in the organization	No. of additional leaves granted	Total number of leaves in that year (Designated leaves +Additional leaves)	Leaves will be given
3	2	14	Yearly
4	3	15	Yearly
5	3	15	Yearly
5+	4	16	Yearly

Note: As mentioned only 4 leaves will be carry forwarded in the next year. However, the rest of the leaves will get lapsed.

MATERNITY AND PATERNITY LEAVE

Sankey Solutions is taking progressive steps to assist employees during significant life events through company-paid time for maternity and paternity leaves. These leave benefits are intended to allow employees paid - time off to bond with their child before returning to work. These policies are available to eligible Sankey employees.

ELIGIBILITY

1. Maternity Leave

Duration: 26 calendar weeks or 182 calendar days

All the Sankey Solutions' permanent female employee who:

- a) Delivers a baby (i.e. birth mother) or
- b) Legally adopts a child (i.e. adoptive mother)
(Note: Adoptive mother can apply for leave of 12 weeks only as per the act)
- c) Is a commissioning mother. (Commissioning mother means a biological mother who uses her egg to create an embryo implanted in any other woman (i.e. child born through surrogacy).

2. Paternity Leave

Duration: 5 calendar days

All the Sankey Solutions' permanent male employee who:

- a) Has/had going to have a new born child (i.e. birth father) or
- b) Commissioning father (Commissioning father means a biological father who uses his sperm to create an embryo implanted in any other woman (i.e. child born through surrogacy)

PROCEDURE

- 1) Identify your leave start and end dates.
- 2) Discuss with your team lead and HR in advance to take approval for the same.
- 3) Submit the necessary documents once the leave is granted to you. (The documents include child birth certificate Xerox, Aadhar Card, hospital bills or any document that states as proof for the birth of child.)

GUIDELINES

- 1) This leave is applicable for the first two deliveries.
- 2) Birth certificate of the child/related documents will be mandatory for availing the "Paternity or Maternity Leave".
- 3) Out of 26 weeks of holiday for Maternity Leave, a maximum of 8 weeks can be availed before delivery.

- 4) Maternity benefit will now also be available to a woman having more than two surviving children. However, this entitlement shall be restricted to 12 weeks.
- 5) An applicant for maternity leave must give notice to the company supported by a medical certificate not less than 8 weeks prior to the start of the leave period mentioning the tentative date of delivery.
- 6) Maternity leave may be availed in combination with other entitlements.
- 7) A woman who legally adopts a child below the age of 3 months or commissioning mother i.e. a biological mother going for surrogacy shall be entitled to a maternity benefit of 12 weeks.
- 8) No pay shall be due or payable in lieu of un-availed maternity leave.

In case of emergencies and medical reasons, kindly update to the leave sanctioning authority and HR Department over phone or via email and submit a leave application via employee portal within next 3 days.

Employees not applying leave in the portal, within 3 days of taking emergency leave, are liable to salary deduction. All leaves – paid and unpaid needs prior approval from the team leaders. Leave sanctioning authority may refuse or curtail the leave when required.

GREVIENCE AND SAFETY

PoSH (PREVENTION OF SEXUAL HARASSMENT)

This policy has been framed in accordance with the provisions of “The Sexual Harassment of Women at Workplace (Prevention, Prohibition) Act, 2013”. Our culture is enriched with inclusivity and our success is based on our employees. We treat each other with respect and dignity and expect everyone to promote a sense of personal responsibility. We recruit competent and motivated people who respect our values, provide equal opportunities for their development and advancement; protect their privacy and **do not tolerate any form of harassment or discrimination.**

DEFINITION

Sexual harassment includes the following activities:

1. Physical contact and advances;
2. Demand or request for sexual favors
3. Sexually colored remarks or remarks of a sexual nature about a person's clothing or body
4. Showing pornography, making or posting sexual pranks, sexual teasing, sexual jokes, sexually demeaning or offensive pictures, cartoons or other materials through email, SMS, MMS etc.
5. Repeatedly asking to socialize during off-duty hours or continued expressions of sexual interest against a person's wishes
6. Giving gifts or leaving objects that are sexually suggestive
7. Persistent watching, following, contacting of a person; and ix. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

ELIGIBILITY

All the employees working at Sankey Solutions are eligible to avail this policy.

GUIDELINES

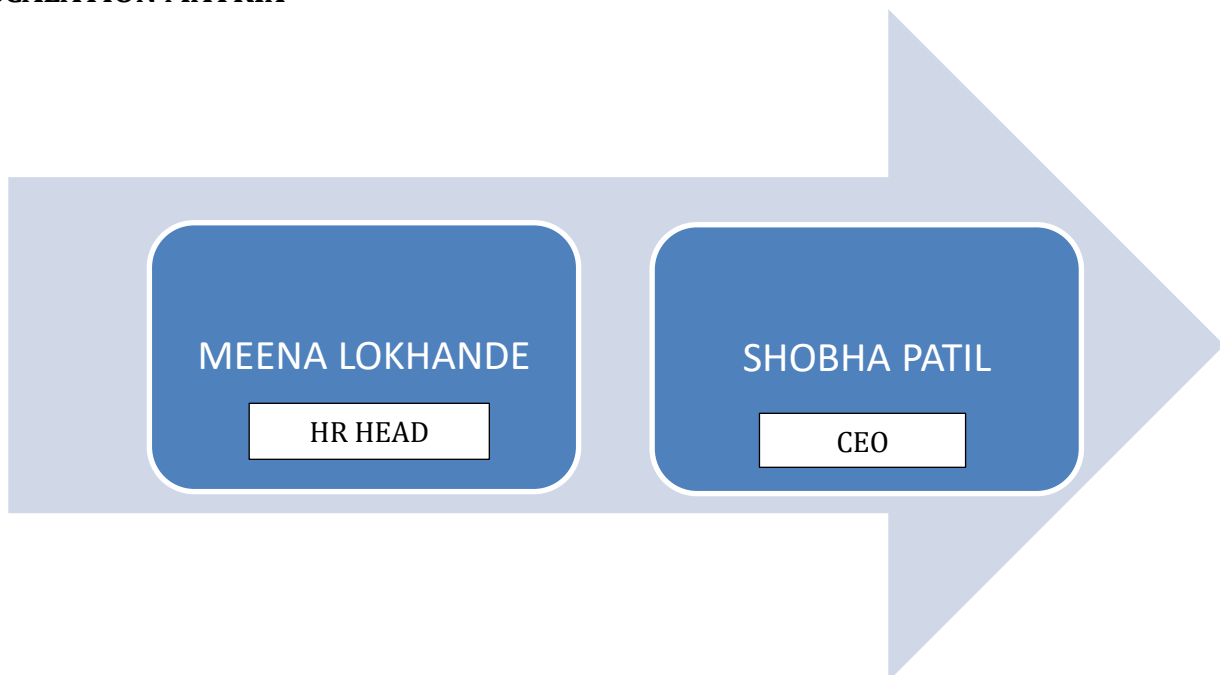
1. It is the responsibility of all to respect the rights of others and to never encourage harassment.
2. Do not hide or avoid any inappropriate behavior around you.
3. Refuse to participate in any activity which constitutes harassment.
4. The complainant needs to submit a detailed complaint, along with any documentary evidence. available or names of witnesses, to any of the committee members at the workplace.
5. The complaint must be lodged within 3 months from the date of incident/ last incident.
6. If the victim is not satisfied with the solution, the case will be forwarded to the higher committee.
7. Committee includes 3 members i.e. Meena Lokhande (HR Manager), Shobha Patil (CEO) and Mansi Chopda (HR Executive)

8. Refer Escalation Matrix for more understanding.

PROCEDURE

1. If you have faced any sexual harassment around you, immediately inform the Level 1 committee in-charge. If you are not satisfied with the results, this case will be pushed to level 2 committee in-charge.
2. If you have witnessed any sexual harassment around you, immediately inform the Level 1 committee in-charge. If you are not satisfied with the results, this case will be pushed to level 2 committee in-charge.
3. Provide the necessary documents/proof (If any)

ESCALATION MATRIX



Executor/Moderator: Mansi Chopda (HR Executive)

WHISTLE BLOWER POLICY

Sankey Solutions values the integrity, commitment, passion, seamlessness, and dignity of its employees. Hence, we introduce this policy as a platform and mechanism for the employees to voice genuine concerns or grievances about unprofessional conduct without fear of reprisal. This policy provides an environment that promotes responsible and protected whistleblowing as a duty to report any suspected violation of any law that applies to the Company and any suspected violation of the Group Values or the Company's Code of Conduct.

ELIGIBILITY

All employees working at Sankey Solutions are eligible to avail this policy.

DEFINITION

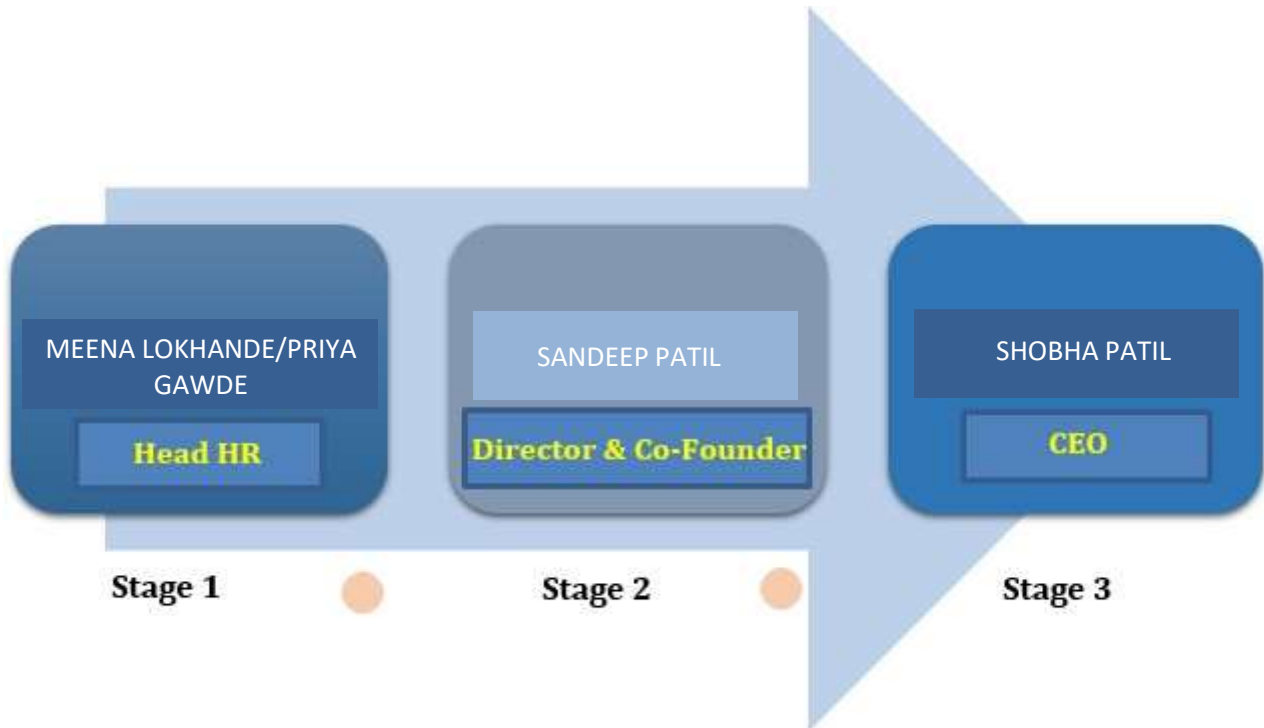
1. Who is a Whistle Blower?

Any Employee who discloses or demonstrates evidence of an unethical activity or any conduct that may constitute breach of the Company's Code of Conduct or Group Values. Consistent with the provisions of the Whistle-blower Laws, this will include current and former partners, clients, employees, contractors, and associates of Sankey Solutions, as well as relatives, spouses, and dependents of these individuals.

2. What can be reported?

Reportable conduct is anything that you have reasonable grounds to suspect. This includes:

- Any offering or accepting a bribe
- Failure to comply with legal or regulatory requirements
- Engaging in or threatening to engage in Detrimental Conduct against a person who has made a disclosure or is believed or suspected to have made or be planning to make a disclosure
- Any illegal conduct, such as theft, violence or threatened violence, and criminal damage against property
- Any fraud, money laundering, or misappropriation



Executor/Moderator: Mansi Chopda (HR Executive)

OCCUPATIONAL HEALTH AND SAFETY POLICY

Sankey Solutions is committed to providing healthy and safe working conditions. Sankey Solutions complies with all applicable legislation and regulations and aims to continuously improve health and safety performance of its workforce. As a condition of our employment, we all have a duty to work safely. This Code Policy outlines our individual and shared responsibilities for health and safety.

ELIGIBILITY

All employees of Sankey Solutions are eligible for this policy.

GUIDELINES

1) Employees Must

- a) Work and behave safely.
- b) Comply with health and safety procedures and instructions relevant to their work and / or about which they have been trained or notified.
- c) Establish and maintain an appropriate health and safety at work management system for their sites and their teams, including the appointment of committees, managers, competent experts and a system for gathering employees' concerns/input.
- d) Identify health and safety hazards and manage/control risks arising from their team and their site's routine and planned operations, activities and services.

2) Employees Must Not

- a) Undertake work or related activity, such as driving to office, when under the influence of alcohol or drugs, or when using medication improperly.
- b) Consume alcohol or any unlawful drugs in the workplace during work time or during a period prior to work where they may still be under the influence of the same.
- c) Try to report to work when unfit due to alcohol or drugs.
- d) Carry on with any work that becomes unsafe or unhealthy
- e) Assume someone else will report a risk or concern

3) Prevention Action

Preventative action is any action we take to avoid injuries or illness related to workplace conditions. Sankey conducts periodical risk assessments and job hazard analysis to discover what is likely to harm employees. We'll establish preventative measures accordingly.

- Potential threats and dangerous situations include but are not limited to:

- a) Performing tasks on heights, scaffolds, ladders and other unsteady structures
- b) Chemical substances (toxic, flammable etc.)
- c) Operating dangerous equipment
- d) Slippery and uneven surfaces
- e) Electrical infrastructure
- f) Noise/temperature
- g) Quality of air
- h) Using devices with high risk or unhealthy equipment

- Preventative measures taken by Sankey Solutions are:

- All highly dangerous job tasks require at least two employees to be present
- Our offices are well equipped with fire extinguishers, water sprinklers, and smoke alarm
- Employees/workers who do repairs or cleaning will put up caution signs
- We prohibit smoking or firing any substance indoors
- An evacuation plan posted on the walls of each floor
- Fire escapes and safety exits that are clearly indicated near the elevator of Lodha Supremus and are safe
- Fully-stocked first-aid kits are available at convenient location
- Employees who come to office under the influence of alcohol or drugs will be suspended for a week with a warning email. In case of employees who repeat this practice, their employment will be terminated.

MEDICLAIM POLICY

Employees are our family. Sankey Solutions extend a support to all the employee and their immediate family members in their well-being through the initiative of medical insurance policy.

ELIGIBILITY

1. All employees of Sankey Solutions are eligible for this policy.
 - For Freshers: Employees who are hired from campus or have less than a year of experience are eligible after completion of 6 months of service with Sankey Solutions.
 - For Lateral Hires: Employees with 1+ year of experience and who are not hired from campus are eligible for the mediclaim policy immediately upon joining Sankey Solutions.

SUM INSURED

Employees are insured to the maximum limit of **Rs. 4,00,000/-**

GUIDELINES

1. Insurance can be claimed in two ways i.e. Reimbursement or Cashless
2. Insurance can be claimed 30 days before pre-hospitalization
3. Insurance can be claimed 60 days' post hospitalization
4. Ambulance charges up to **Rs. 1,000/-** per hospitalization can be claimed
5. Pre-existing illness are covers under this policy
6. Family coverage includes: Employee+spouse+2 dependent children up to 25 years of age
7. Sankey Solutions undergoes a cashless process where the employee will be asked to just make a token deposit at the hospital.
8. There is no fixed period for getting the reimbursement. However, submitting all forms and required documents on time will speed up the process.
9. A card will be provided by the company with all the necessary details like helpline number, representative number etc.
10. Forms are to be filled and submitted by email.

DOCUMENTS REQUIRED

- Xerox of policy holder card
- Pan Card
- Aadhar Card
- Discharge/admission certificate
- Bills
- Claim Form
- Cancel Cheque/first page of bank passbook

PROCEDURE

If you are interested to apply for a medical insurance, you are expected to do the following steps: -

A. DIRECT CLAIM

1. Check if the patient admitted hospital name is present in medical insurance (hospital list). If patient admitted hospital is not there in medical insurance (hospital list) then you can't apply direct claim, you need to go for Reimbursement claim option
2. If patient admitted hospital is there in medical insurance (hospital list), then you can fill cashless request form at the hospital.
3. Once cashless request is approved, the insurer settles all the hospitalization bills with the hospital directly.

B. REIMBURSEMENT

1. Once policyholder is admitted in hospital, inform to insurances company within 48hrs and tell them to apply reimbursement.
2. Maintain separate file of policyholder which contain hospital bills, medical bills, scan reports etc.
3. After discharge of policyholder you have to send all hospital documents along with reimbursement form with hospital stamp and signature of policy holder.
4. Make sure you have taken hospital stamp on all hospital bills and reports.
5. Send all above forms and bills then courier to insurances company at given address.
6. If all documents are proper, your claim money will be deposited in policyholder bank account.

HR HELPDESK

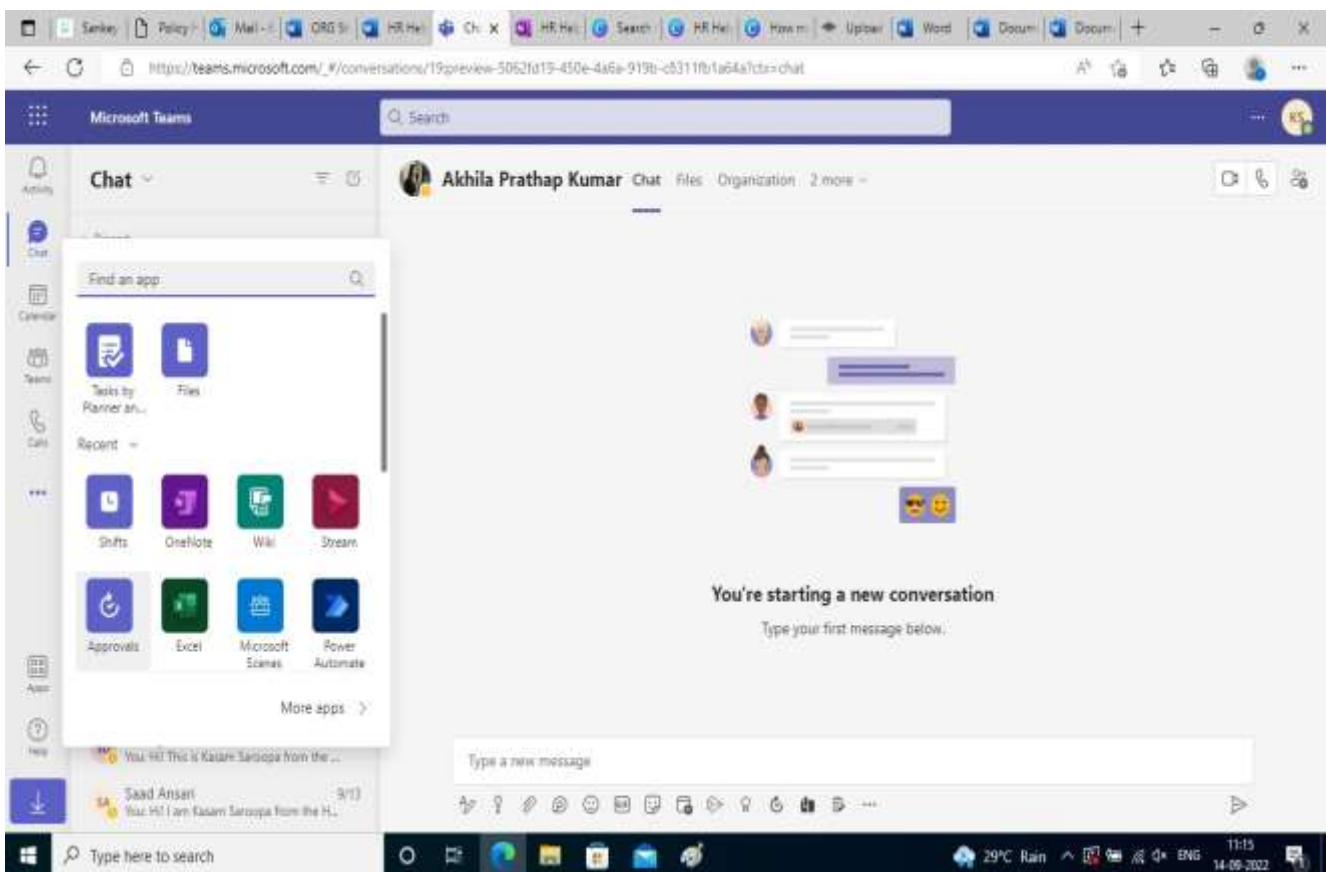
Sankey Solutions introduces an HR Helpdesk which enables the employees to reach out to the HR Team in case of any queries. The communication is only between the HR Team and the employees.

ELIGIBILITY

All the employees, including full time employees and interns working at Sankey Solutions are counted under this policy.

PROCEDURE

1. Go to Teams in Office 365. Click on 'More Added Apps' (three dots) and select the 'Approvals' app.

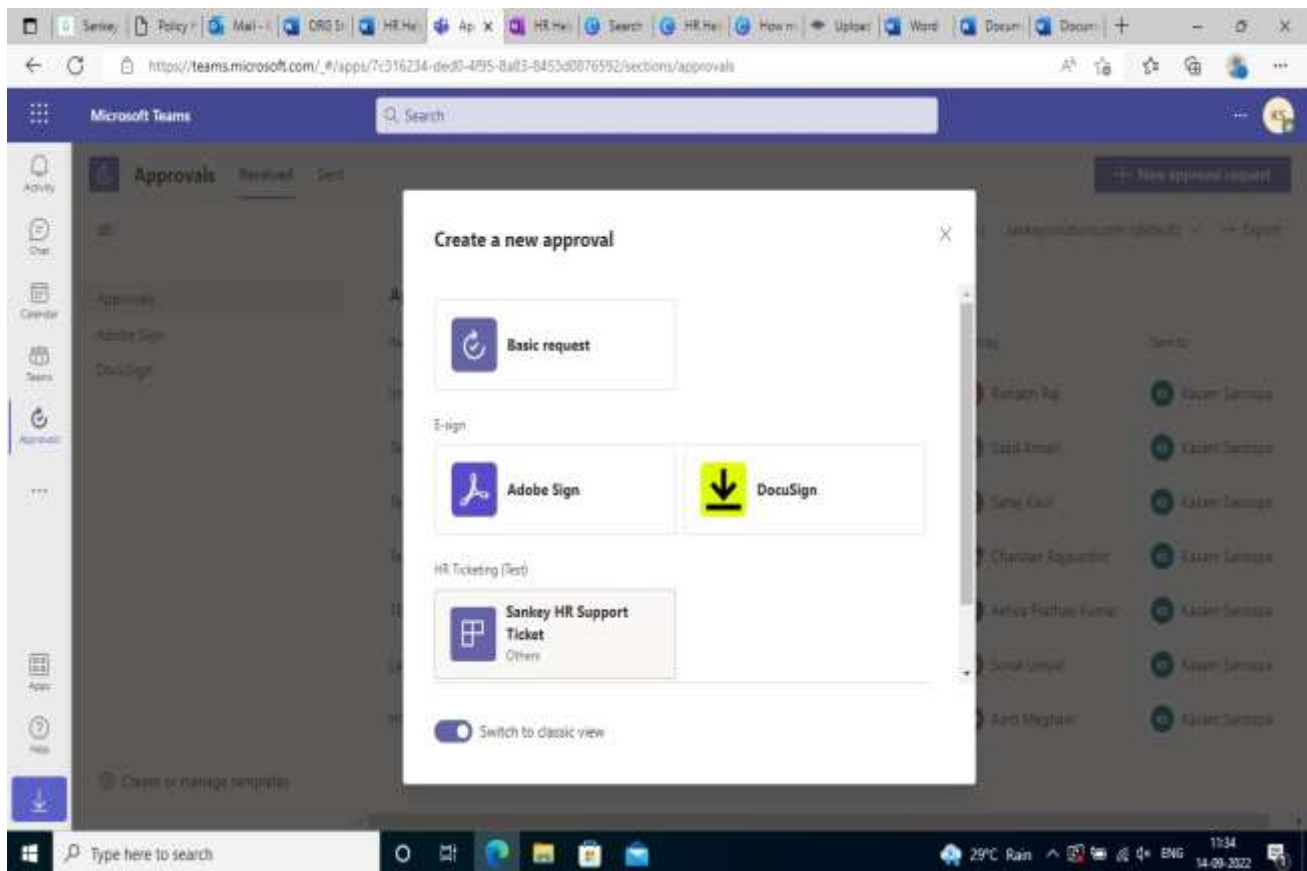


2. Select 'New Approval Request' option on the upper right-side corner.

The screenshot displays the Microsoft Teams interface, specifically the 'Approvals' section. The top navigation bar includes 'Approvals', 'Received', and 'Sent' tabs. A '+ New approval request' button is located in the top right corner. The main content area shows a list of approval requests with columns for Request title, Status, Created, Sent by, and Sent to. The status of most requests is 'Requested', while one is 'Issue Resolved'. The left sidebar contains various navigation options like Activity, Chat, Calendar, Teams, and Approvals. The bottom of the screen shows the Windows taskbar with the search bar and system tray.

Request title	Status	Created	Sent by	Sent to
Interview's Slot Availability.	Requested	9/6/2022, 5:04:11 PM	Rishabh Raj	Kasam Sarooopa
Testing	Requested	9/6/2022, 4:27:05 PM	Saad Ansari	Kasam Sarooopa
Test 2	Requested	9/6/2022, 4:13:13 PM	Sahaj Kaur	Kasam Sarooopa
Test Request	Requested	9/6/2022, 4:02:35 PM	Chandan Rajpurohit	Kasam Sarooopa
TESTING	Requested	9/6/2022, 3:42:11 PM	Akhila Prathap Kumar	Kasam Sarooopa
Leaves	Issue Resolved	9/6/2022, 1:59:44 PM	Sonal Uniyal	Kasam Sarooopa
HR Desk	Requested	9/6/2022, 1:30:48 PM	Aarti Meghani	Kasam Sarooopa

3. Click on the 'Templates' option and then select Sankey HR Support Ticket.



- The ticket includes a title, full name, employee number, team, category and query.
Filling all these is mandatory.

Microsoft Teams

Search

Sankey HR Support Ticket

Please help us know what is bothering you!

Use a name that's easy to understand

Approver*

Sahaj Kaur Meena Lokhande Karam Saroop

Require a response from one of approvers

Full Name*

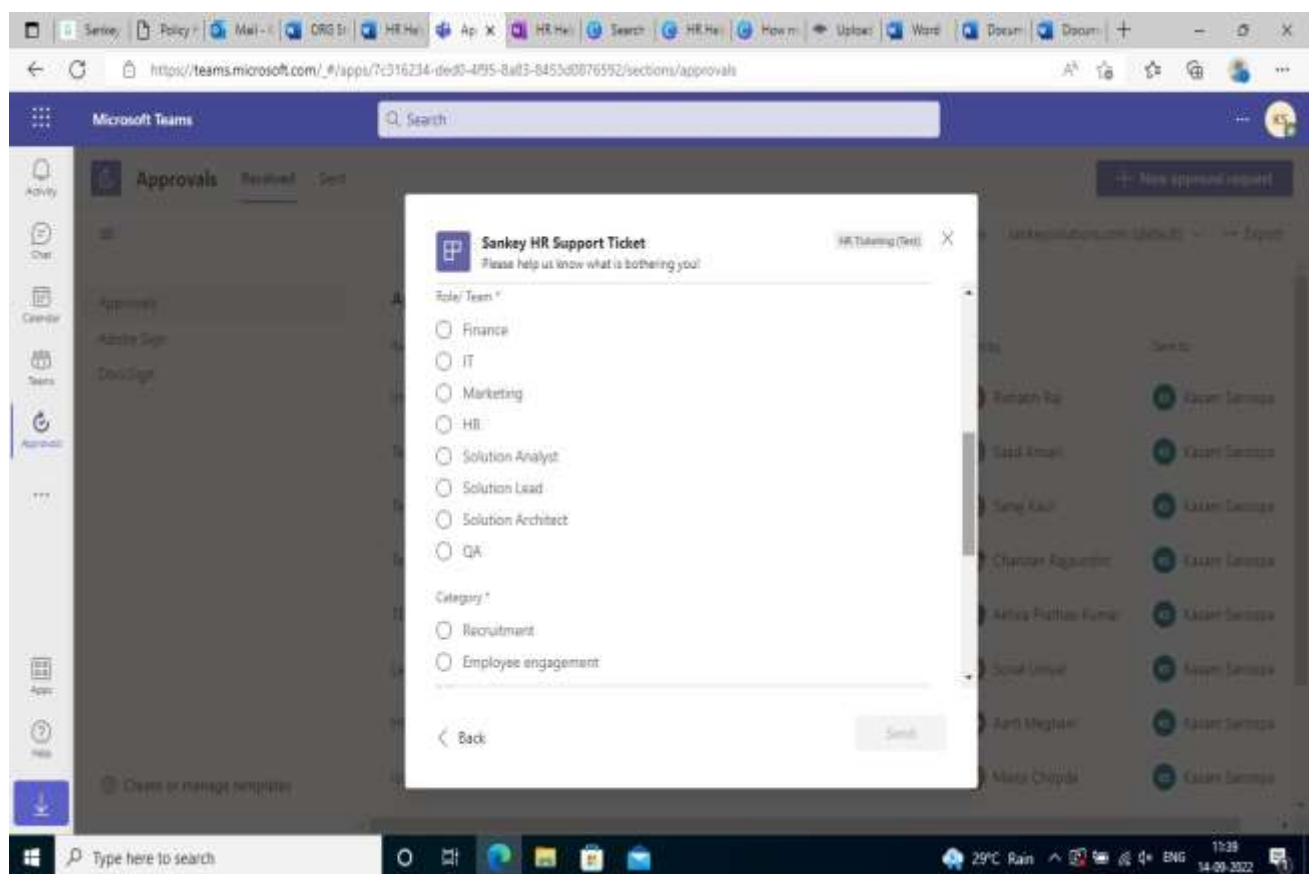
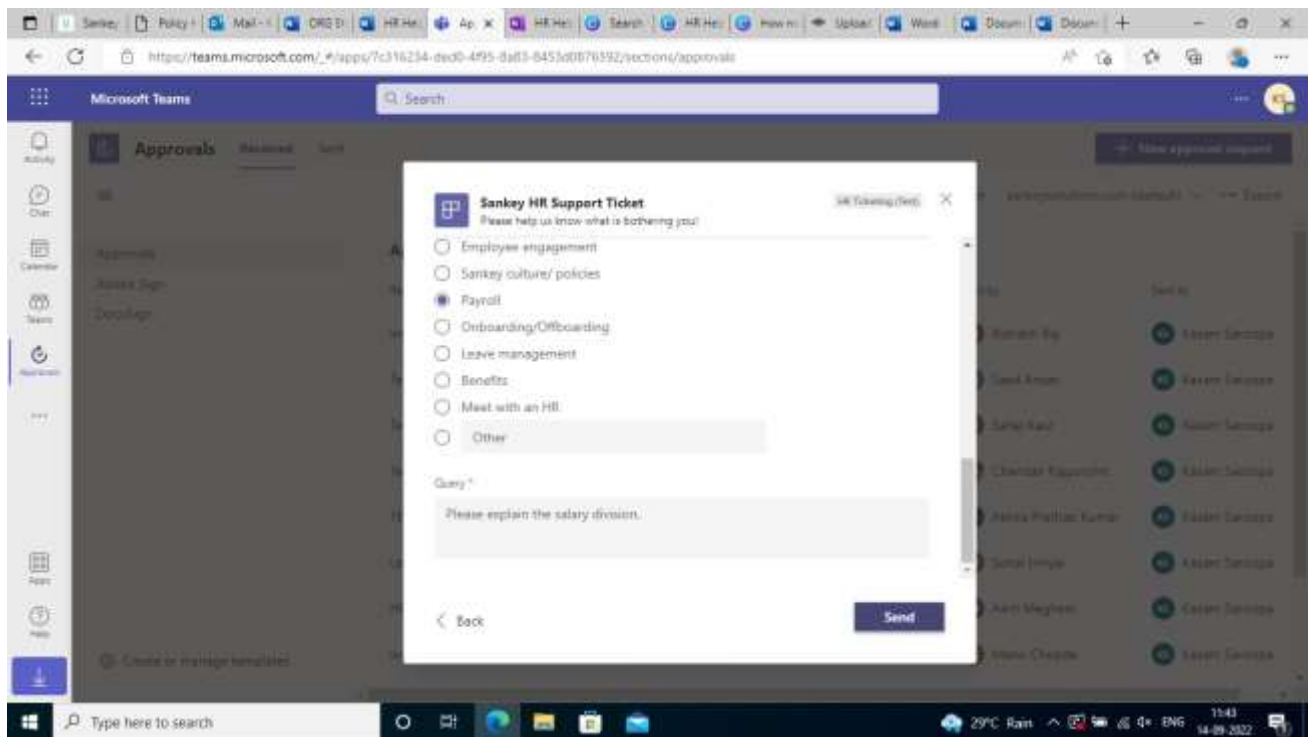
Enter your response

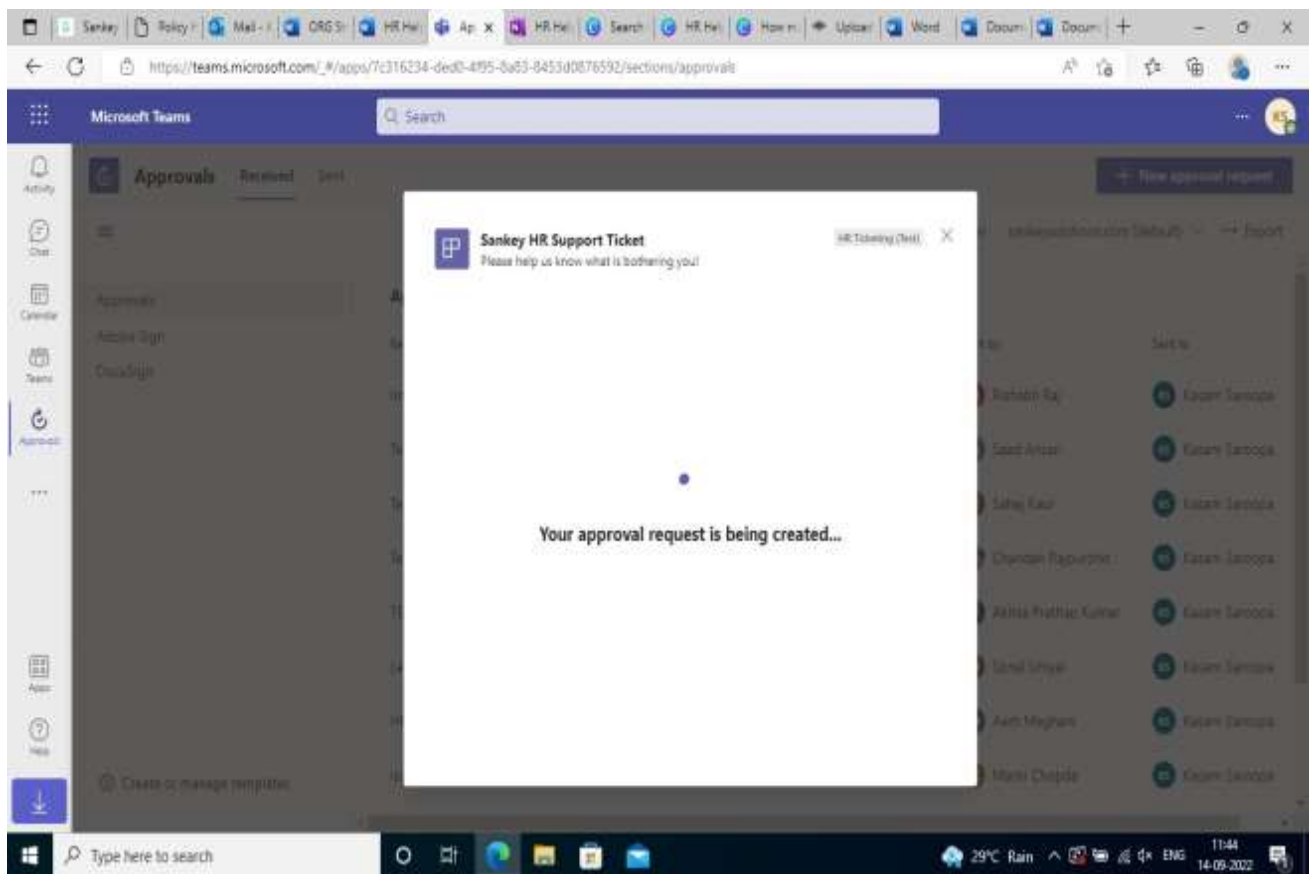
Employee Number*

Enter your response

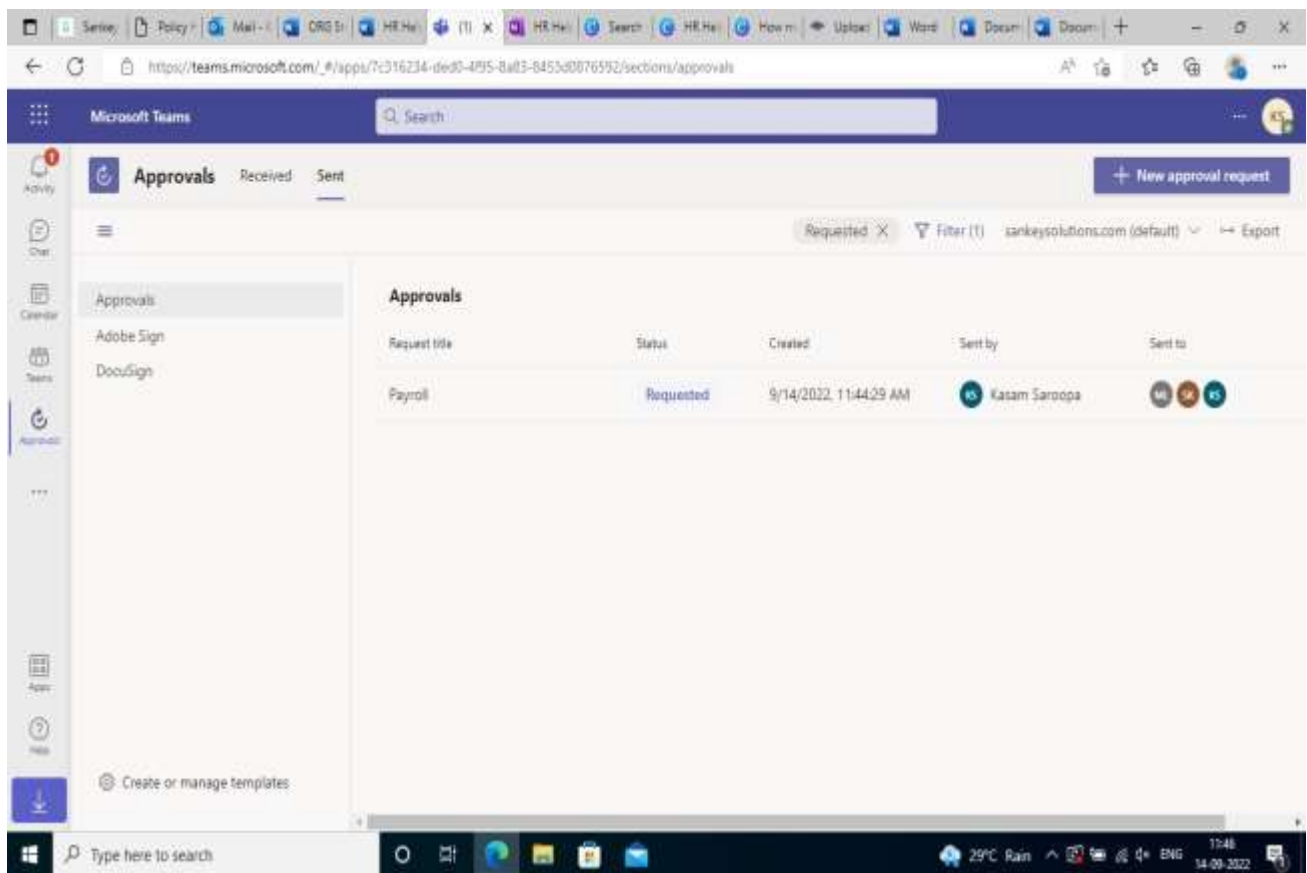
Back Send

5. Click on send and let the ticket be sent successfully.





6. You will be able to see the status of your ticket and will get a notification (if your Office 365 notifications are on) once the HR team sends a reply.



GUIDELINES

1. Please make sure all the queries are to the point.
2. The queries will be resolved within 2 business days.
3. There is no limit to the number of tickets being sent.
4. The HR Helpdesk is only to answer queries that are organization related.
5. We expect the employees to keep the queries and answers to their tickets confidential.

POC's

Department	Name	Email ID
Human Resources	Meena Lokhande	meena.l@sankeysolutions.com
	Mansi Chopda	mansi.c@sankeysolutions.com
	Kasam Saroop	Kasam.s@sankeysolutions.com

REIMBURSEMENT

REIMBURSEMENT POLICY

An employee expense reimbursement policy is the process an employee must follow in order to be paid back by their employer when incurring business-related expenses. A reimbursement policy is related to an employee traveling for work, engaging in business meals, or purchasing work-related supplies or tools.

The purpose of this document is to promulgate company policy relating to reimbursement of expenses that might arise as a result of performing duties and discharging responsibilities on official business for the company.

ELIGIBILITY

All the employees working at Sankey Solutions are eligible to avail this policy.

CATEGORIES

A. Reimbursable Expenses:

- Approved expenses
- Travelling fares
- Out of pocket expenses
- Meal expenses
- Late night allowance
- IT Expenses

B. Non-Reimbursable Expenses:

- Any item of personal nature
(*Eg, Things that you are using for your own convenience, comfort, or personal level use*)
- Any expense incurred on something for which an alternate is already provided
- Redundant expenditures
(*Eg: Unwanted/or not required expense like using prime travelling facilities, prime stays, over expensive product with a cheap alternative availability*) or any expenditure that has does not have considerable requirement or importance as per organization functioning.

REIMBURSEMENTS

TRAVELLING ALLOWANCES

Traveling allowance and expense is incurred on: -

Late night work:

- **Female-** If the female employee has to stay late night at the office after 10 p.m. due to work, the reimbursed amount is applicable when there is no transport facility.
- **Male-** Male employee working after 12 a.m. at night is applicable for these facilities.

Criteria:

1. Booking of Ola or Uber cab should be booked as per the lowest rate of vehicle available. i.e., mini car, auto, etc. (*Booking of prime vehicles is not permitted*).
2. Auto Rickshaws shall be preferred where ever possible
3. Proof of cost shall be produced
4. Trains shall be preferred where ever possible

Client Meetings or Interviews:

Client Meetings or Interviews cover the following criteria for the reimbursement:

Criteria:

1. Cost of booking hotels
(Hotel booking shall be prior approved by HR/Accounts department)
2. Cost of meals allowed is (Max up to Rs. 150/meal).
3. Local traveling shall be covered with taxi, auto, etc. (minimum amount limitations).
4. Proof of cost shall be produced

Mileage:

Mileage covers the following criteria for the reimbursement:

Criteria:

1. Use of personal vehicle for company's purpose.
2. Detail records provided for the point of origin – point of destination.
3. Proof of cost shall be produced

IT Expenses:

IT expenses covers the following criteria for the reimbursement:

Criteria:

1. Chargers, keyboard, mouse, cables are eligible under IT expense coverage only after prior approval from the HR/Accounts department
2. New purchase of the product is allowed only in case of unavailability of product at office
3. Buyer shall compare and choose the affordable product with warranty
4. Proof of cost shall be produced

2. OUT OF POCKET EXPENSES

Cost of pocket expenses covers the following criteria for the reimbursement:

Criteria:

1. Ordinary expenses incurred for company purposes.
2. Proof of cost shall be produced

3. FOOD ALLOWANCE

Food allowance reimbursement is applicable only to the employees staying in the office after 10 p.m. with a maximum allowance of up to **Rs.150/-** only.

Criteria:

1. Valid purpose of staying at the office after 10 p.m. shall be mentioned
2. Reimbursement of Rs.150/- is the maximum limit for food allowance.
3. Proof of cost shall be produced

DOCUMENTS REQUIRED

All claims for reimbursement of expenses are to be supported by evidentiary documentation such as original receipts and approved expense claim form.

PROCEDURE

1. Take a pre-approval from your team lead or HR before availing of any kind of reimbursement.
2. Once approval is received, visit the employee portal of Sankey Solutions <https://employeeportal.sankeysolutions.com/> and apply for the reimbursement.
3. Drop an email to the accounts department keeping your team leader and HR in the CC stating the reason for reimbursement, amount to be reimbursed, documented proofs along with the dates.

GUIDELINES

1. You must apply for a reimbursement claim by the 27th of the particular month. If any reimbursements are to be claimed for the dates- 28th, 29th, 30th, and 31st, the amount will be reimbursed in the next month.

(Note: You can only apply for 3 months for the reimbursement since the day of expenditure. If an employee fails to apply for reimbursement in the given duration, his/her application of reimbursement will not be accepted)

2. Company will only reimburse expenses incurred in connection with the Company business that is appropriately documented in the form of bills/receipt by the employee.
3. No personal expenditure will be considered under reimbursement policy
4. No reimbursement will be provided without prior approval from the team lead/ HR.
5. All proofs presented shall be original. If any malpractice or inappropriate behaviour is observed, the company possesses the right to cancel the reimbursement for the employee.
6. HRD reserves the right to revise this policy based on the company requirements.

TECHNOLOGY



SOCIAL MEDIA PRIVACY POLICY

This policy provides guidance for employee for use of social media inside the office premises. We introduce the policy to ensure the complete security and privacy of the environment of Sankey Solutions. Employees are requested to note that only Sankey Solutions is allowed post the pictures of internal environment and other details on the social handles. Employees those who wish to share the pictures of Sankey on the social media handle should take the permission in prior from the HR department.

GUIDELINES

1. Employees should be aware of the effect their actions may have on their social media posts well as image of Sankey Solutions.
2. Employees should be aware that Sankey Solutions may observe content and information made available by employees through social media. Employees should use their best judgment in posting material that is neither inappropriate nor harmful to Sankey Solutions, its employees, or customers.
3. Employees are not to publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, employees should check with the Human Resources Department and/or supervisor.
4. Employees should get appropriate permission before you refer to or post images of current or former employees, members, vendors or suppliers. Additionally, employees should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.
5. Social media use shouldn't interfere with employee's responsibilities at Sankey Solutions. Sankey's computer systems are to be used for business purposes only. When using Sankey Solutions computer systems, use of social media for business purposes is allowed (e.g. Facebook, Twitter, Sankey blogs and LinkedIn), but personal use of social media networks or personal blogging of online content is discouraged and could result in disciplinary action.
6. Employees are not allowed to post the pictures of conference rooms, confidential notes, white boards, work area etc., on the social media channels unless asked.

INFORMATION SECURITY

INFORMATION HANDLING POLICY

To meet the enterprise business objectives and ensure continuity of its operations, Sankey solutions shall adopt and follow well-defined and time-tested plans and procedures, to ensure timely and reliable backup and information handling of its data. The purpose of this policy is to ensure Data protection and privacy as required by legislation, regulations, and, if applicable, contractual clauses.

ELIGIBILITY

This policy applies to all Employees and Interns who are associated with Sankey solutions.

INFORMATION CLASSIFICATION

Depending on the sensitivity of the information and its importance to the business, the following types of information exist:

1. Confidential
2. Internal
3. Public

The following table explains these classes:

Class	Explanation	Examples
Confidential	This includes the most sensitive business information, which is intended strictly for use of /with client. Its unauthorized disclosure could seriously and adversely impact client, its business partners and/or its customers leading to legal and financial repercussions and adverse public opinion.	Client data, salary related documents, correspondence, employee records, statement of accounts, proposals, estimates, monthly performance reports, Daily reports etc.
Internal	This includes all other information, which does not clearly fit into any of the other two classifications. While its unauthorized disclosure is against the policy, it is not expected to seriously or adversely impact its employees / customers & business partners. It may be used freely within the company, but disclosure outside the company is to be done only with clear authorization.	Training materials, and policy manual, security policies and procedures, configuration, IP addresses, etc.
Public	This classification applies to information, which has been explicitly approved by Client or management for release to the public. By definition, there is no such thing as unauthorized disclosure of this information	Website content, advertisements, job opening announcements, and press releases

	and it may be freely disseminated without potential harm.	
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HANDLING PROCEDURES

Information can be stored in various ways, including:

1. Hard drive
2. USB
3. Print outs
4. CD's

Information can be transmitted in various ways including:

1. Over email
2. Over the phone
3. Over the agreed communication channel with the clients

Class	Mode	Guidelines
Confidential	Storage	Should be clearly labelled as "Confidential" - either in the footer of a Word/Excel/Power Point document or by writing on the CD. The CD should be labelled Confidential only after protecting it with encryption or a password. It should not be stored in a Shared Folder. Should be stored on a central file server with strict access controls.
	Transmission	If transmitted outside the Client network or it is sent on storage media to a location other than the Client's office, it should be encrypted.
	Disposal	The disk and CD should be cleanly formatted. Paper documents and reports should be shredded.
Internal	Storage	May be stored on the File Server with file folder permissions allowing the people working on the project and the clients team to have access to the documents.
	Transmission	Internal information such as IP addresses may be transmitted to the client only on need basis, but other things should not be shared with anyone outside Sankey Solutions other than the project assets.
	Disposal	No special requirements
Public	Storage	Client's image and reputation are impacted by public information. Public information should be reviewed to ensure that it does not harm the Client's reputation or image. Information may be declared 'PUBLIC' only after authorization from senior management.
	Transmission	No special requirements
	Disposal	No special requirements

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Every piece of information (printed reports, documents, etc.) must have an owner. The information owner is responsible for classifying the document according to the classification described above. The document's owner must ensure that it is properly controlled during storage, transmission, and disposal.

INFORMATION EXCHANGE AGREEMENTS WITH THIRD PARTIES

If any information is to be shared outside the organization it must be protected and kept secure to maintain the confidential, integrity and availability of the information. Before sharing any information, it is mandatory to obtain signoff from an authorized person within the organization.

Below are a few controls for Confidential Information that must be followed:

- It must be marked 'CONFIDENTIAL' before being transmitted
- It must be placed in a sealed envelope, and labeled clearly.
- A confidentiality agreement must be signed with the third parties.

DATA BACKUP

Data backup is required to ensure that data is not lost and can be recovered in the event of an equipment failure, intentional data destruction, or disaster. It offers protection against human error or the inadvertent deletion of important files.

(b) GUIDELINES

Sankey Business Solutions has three categorize of data:

1. Highly Confidential and Sensitive Data

- a. Data of the Client are to be stored in the Client Server.

2. Medium Confidential and Sensitive

- a. Codes are to be stored in GitHub.
- b. Tally data to be stored in Cloud.

3. Low Confidential and Sensitive Data

- a. Data of Organization are to be stored in One Drive for users and departments.



FAQ

1. Can any of the policy be revised?

Ans. Yes, Sankey Solutions reserve all rights to update and revise the policy based on the requirement. However, if we make any revisions in the policy, you will be informed via Sankey Official WhatsApp group, Ms. Teams, or Sankey Notice board.

2. Whom to connect in case of query regarding policies?

Ans. For policy related questions, you can reach out to HR department or Meena Lokhande/ Priya Gawde (Head HR). You can also write at hr@sankeysolutions.com

3. Whom to connect in case of query regarding reimbursement policy?

Ans. For reimbursement policy related questions, you can reach out to Accounts department or Komal Kale (Sr. Accounts Executive). You can also write at accounts@sankeysolutions.com

4. Can you claim the policy on your own?

Ans. You are requested to take prior approvals and confirmation before availing any policies like reimbursement, leave, recruitment, etc.

CONTACTS

Department	Name	Contact
CEO & Director	Shobha Patil	Shobha@sankeysolutions.com
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THANKYOU

