



TEXAGON

HR GUIDELINES AND POLICIES TEXAGON 2024

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1. Purpose and Scope:	2
2. Channels of Communication:	2
3.1. Attendance:	3
3.2. Leave Management:	3
a. Casual Leaves:	4
b. Sick Leaves:	5

1. Purpose and Scope:

This document states all the HR guidelines and policies currently implemented at Texagon to help ensure a clear and transparent work environment amongst all team members. These HR guidelines and employee benefits apply to all permanent, Full-Time team members employed at Texagon.

This document may be subject to change at any given point in time by the management if deemed necessary. To ensure complete transparency and timely communication, any change in policies or guidelines will be announced and published company-wide via official communication channels.

2. Channels of Communication:

All team members are required to use their Google accounts for all forms of official communication with each other. Additionally, team members must use their designated email, and discord for all employee-related communication and management.

3. Attendance and Leave Management:

At Texagon we are fully committed to ensuring a healthy and positive work environment experience for all our members. Below-mentioned is a detailed list of protocols and guidelines that will help ensure the running of a smooth workflow for all members involved.

3.1. Attendance:

We trust people to be responsible and accountable for their actions and that all our members will strictly adhere to the following guidelines;

- All team members are to complete an 8-hour work day from 10:00 am till 06:00 pm, Monday through Friday. All tasks assigned are to be completed within the assigned deadline, failure to do so may result in additional work hours to complete the task assigned.
- All team members are required to communicate effectively through their discord. In case of stepping away from the system, team members are required to inform HR and their immediate supervisor.

- Team members are expected to respond to all texts and emails within a ten to fifteen-minute time frame, during working hours.

3.2. Leave Management:

We trust people to be responsible and accountable for their actions. We believe that leaves can be taken whenever needed but all leaves need to be pre-planned and structured unless in case of emergencies.

- Each full-time employee is entitled to 10 Casual leaves and 12 Sick leaves in one calendar year.
- The calendar year for all leave categories is from January to December of a given year. For a given year, the leaves are accrued on the month and date of your employment start date.
- Each team member should get approval for any leave from their respective reporting head, project manager, HR, and other relevant team/project members. Each leave needs to be approved by the above-mentioned through a proper email structure.
- Leaves can only be taken from the earned balance at a given time (since they are accrued monthly). In case more leaves are requested than the earned balance at any given time, the decision will be taken based on project and team needs as well as management's approval. The extra leaves may be taken as unpaid based on the business situation.
- In the case of casual leaves, leaves should be approved from the relevant supervisor/project manager before HR can approve them.
- Allowing you to take leave in advance from next month's allotment is entirely at HR's discretion, based on your performance and the current business situation.

A detailed explanation for each leave category is mentioned below:

a. Casual Leaves:


- A total of 10 casual leaves are assigned to each team member in one calendar year. Any personal or family affair falls under the casual leave category.
- Casual Leaves are assigned to team members on an accrual, pro-rata basis (i.e. $10/12=0.83$ per month)
- Ideally, casual leaves are to be requested via email one working day before in case of one casual leave. In case of two or more casual leaves all members are required to request for leave two or more working days before.
- For any plan longer than a week team members are required to submit their leave plan two weeks before the actual date of the leave plan.
- Any failure to comply with this procedure may result in disciplinary action which may include any of the following; deduction of extra leaves, leave without pay, and in some extreme cases persistent behavior of violation of these regulations the termination of employment.

b. Sick Leaves:

- A total of 12 sick leaves are assigned to each team member in one calendar year. Any personal or family affair falls under the casual leave category.
- Sick Leaves are assigned to team members on an accrual, pro-rata basis (i.e. $12/12=1$ per month)
- Ideally, sick leaves are to be requested via email two hours before the working day begins (08:00 am) in case of one sick leave. In case, of three or more sick leaves all members are required to a doctors note alongside the request of sick leave. Ensuring all relevant team members, HR and the Team lead/supervisors are informed of the situation.
- Any failure to comply with this procedure may result in disciplinary action which may include any of the following; deduction of extra leaves, leave without pay, and in some extreme cases persistent behavior of violation of these regulations the termination of employment.

These guidelines, policies and procedures are in place to ensure a standardized form of processes and to make sure that all active company members are treated fairly and in accordance with published policies. At Texagon we aim to try our best to avoid any sort of discrimination against anyone and to put in place a proper workflow system. In case of any specific or unique query any member may reach out to the HR representative.

This document is approved and published by the management of Texagon, and may be subject to change at any given point in time by the management if deemed necessary.

A handwritten signature in black ink, appearing to read 'A Rahman', with a stylized flourish extending from the end.

**AbdurRehman Nadeem,
Chief Operating Officer
Texagon**