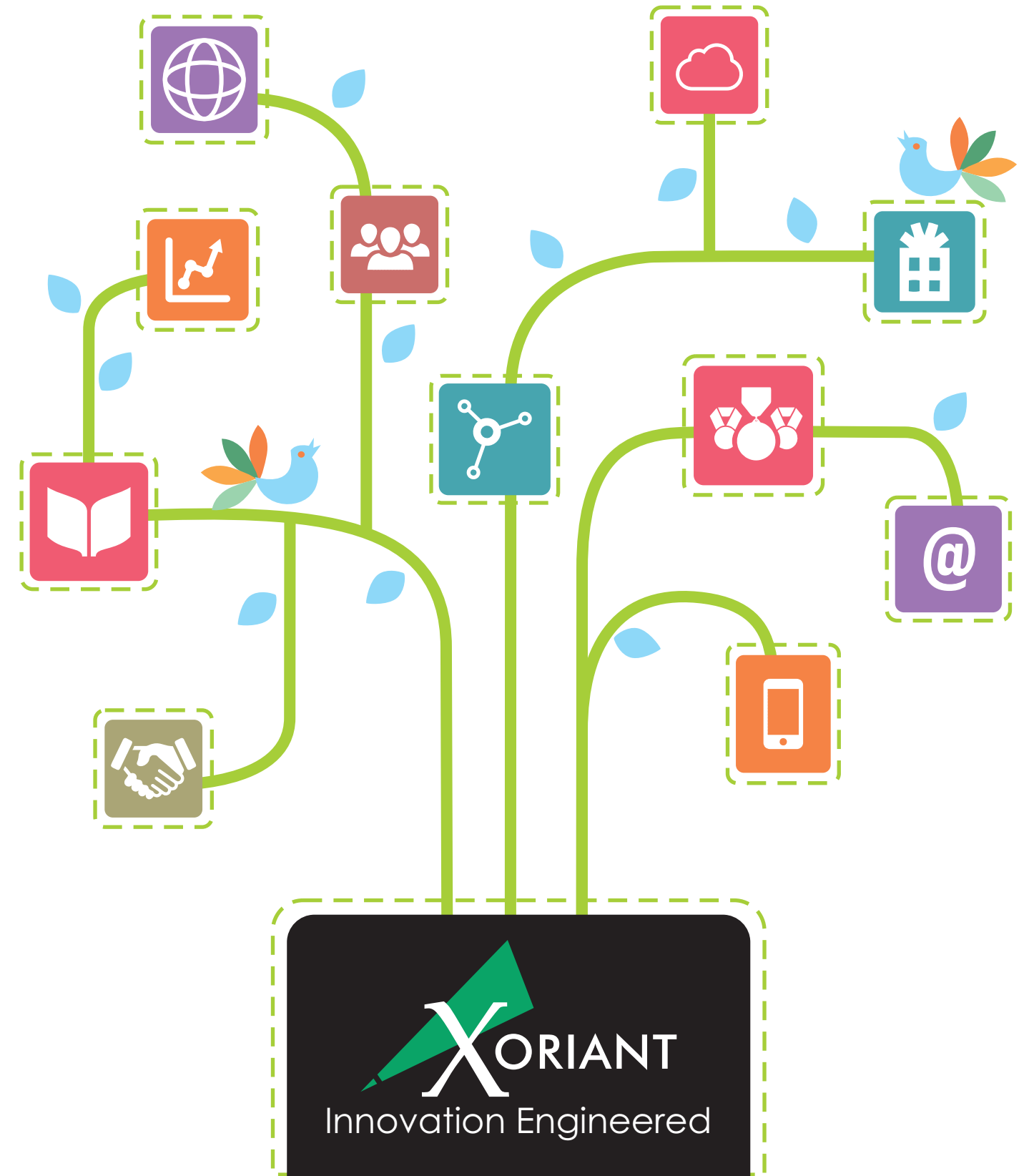


XORBOOK

The New Xorianter's Handbook



Xoriant Solutions Private Limited
4th Floor, Winchester, High Street,
Hiranandani Business Park, Powai, Mumbai
Phone +91.22.30511000 Fax 91.22.3051111
www.xoriant.com

Dear Xorianter,

Welcome to Xoriant!

We are pleased to have you on board with us. We strive to provide you with a challenging, fun and creative work environment, and we hope you find your work rewarding. We also like to support Xorianter to maintain a work-life balance, as far as possible.

What follows is our handbook which is intended to serve as a short, personal guide rather than a detailed procedure manual and conditions of service. For further details refer to the Policies on the Xornet. You can also contact your Manager or your HR Representative for any assistance.

Here's wishing you a very productive and happy association with Xoriant!

Ranjana Singh
Director - HR

Version 4

2017

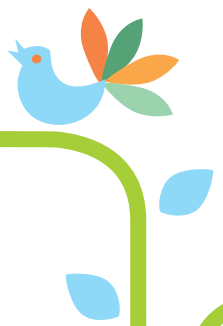


TABLE OF CONTENTS

```
graph TD; A[TABLE OF CONTENTS] --> B[Section I]; A --> C[Section II]; B --> D[Section III]; B --> E[Annexure 1]; C --> D; D --> E;
```

Section I

- Xoriant – The global company
- Culture and values

Section II

- Joining formalities
- Working Arrangements
- Workplace Norms
- Celebrating Special Moments
- Transfer to another location
- For Xorianters by Xorianters
- XORNET– Our Intranet
- Buddy at Work
- Xorry Spotter
- Transportation Facility
- Mediclaim
- Career Path, Appraisals & Promotion
- XorAcademy
- All Hands Meet (AHM)
- Awards & Gifts

Section III

- Sysnet
- Facility Management
- Finance
- Human Resources
- International Travel & Immigration

Annexure 1

Office Addresses

Xoriant: A Global Company

Xoriant Corporation is a product development, engineering and consulting services company, serving technology startups as well as mid-size to large corporations. Xoriant Solutions Pvt. Ltd. is a 100 percent subsidiary of Xoriant Corporation, Sunnyvale, USA founded in 1990. Over 25 years, Xoriant has helped its clients across the world, deliver their products and services faster, with higher capabilities and quality, in a cost-effective manner.

Today Xoriant is a global organisation with over 1500 people working in the USA, Mumbai, Pune, Gurgaon, Bangalore, Hyderabad & Kolkata and, our growth story goes on!

Section I



Culture and Values

Culture is about “the way things are done around here”. At Xoriant, we take pride in saying that our culture is informal, fun yet result oriented. We believe in the following values:

- Customer First
- Passion For Technology
- Open & Collaborative Culture
- Ownership & Excellence
- Respect For Individual



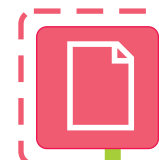
Section II - Policies and Procedures

Joining Formalities

On the first day of work, you will meet a HR representative who will assist you in your joining formalities. You will get a Joining Kit with all the documents you need to complete. Make sure you complete the following documents and hand them over to HR:

- Quick Info Form
- Group Mediclaim Insurance form
- PF form
- Nomination form
- Non-Disclosure Agreement
- ID Form

In addition, you are also required to submit the documents in Annexure C of your Offer Letter. Your paperwork will be complete as soon as you complete all the joining formalities. Your first salary will be paid by cheque. Following month, once your account is opened, your salary will be directly credited to your corporate salary account in HDFC Bank. If you wish to restructure the components in your salary structure, you can contact the Finance Team directly at India-Payroll@Xoriant.Com



Identity (ID) Card

On the day of joining you will be issued a temporary ID card. After a day you will get your Identity (ID) card which you can use to access Xoriant offices within the city. Your ID card also communicates with Xoriant's Attendance and Leave Recording system in HRMS, every time you swipe-in the office in mornings and swipe out of the office in evenings. Your attendance and leaves are fully managed by the Leave Management system in HRMS.

Your identity card is non transferable and tailgating is absolutely discouraged. Please make sure you wear your ID card at all times as you will need to swipe this at the door. If your card is lost or stolen, you can get a new one made by paying a fee of Rs. 300/-.

Working Arrangements

Hours of work

At our Indian locations, our official working timings are from 9.30a.m to 6 p.m. We are flexible with our work timings, but it is important to keep your Manager updated of your In-time schedule so that he/she can plan meetings, client calls and other engagements. We expect employees to put in a minimum 8.5 working hours per day or 40 hours per week. Your hours will depend on your project requirements so please check this with your Manager.

If you work for less than 7.5 hours in a day, you will be marked absent for a half day, and if you work for less than 4 hours a day, you will be marked absent for the whole day.

Transport arrangements for those leaving office late is available. Women employees leaving from office after 9 p.m will be dropped home. The Security desk at the office will also call them to check if they have reached safely. Women employees are requested to inform the Security when he calls, that they have reached home safely or have alighted somewhere else other than their home.



Working from home

To manage work life balance, every Xorianter is eligible for work from home for a maximum number of two working days in a month, subject to his/her Manager's approval.

Holidays

At Xoriant, we observe Saturday and Sunday as holidays with 11 holidays spread across the year (list available on Xornet). However, if required by the project, you are expected to work on holidays. An employee working the full day (7.5 hours) on a holiday (including public holidays) is eligible to claim a Working on Holiday Allowance (WOHA). In case you are working on holidays, besides obtaining the approval of your Project Manager, you will also need to send an intimation mail to ***MU-Security@Xoriant.com**.

Employees deployed at client location will observe holiday/leaves and work schedule as per client.



Leave Policy

2 leaves will get credited every month in your paid leaves kitty on a specific date, thereby, you are entitled for 24 days of paid leave for each calendar year of service. In addition, Xorianter can avail Maternity Leave, Paternity Leave and Advance Leave.

Advance leave can be availed in case you do not have enough leave balance to cater to any of the below circumstances only:

- Own exam
- Own marriage
- Own hospitalization
- Death in close family

Workplace Norms

Software, Hardware & Security

We are a bonded facility under the Software Technology Parks of India (STPI). As part of security measures, you are expected to refrain from bringing in or taking out of the office, any hardware or software (such as laptops, drives, floppies, hard disks, compact disks, connectors, cables, W-Lan and so on). For official purposes if you have any software or hardware requirements please contact the Sysnet team at **India-Sysnet@Xoriant.Com**



Xoriant has a strict Security Policy in place to prevent unauthorized transmission of data, preserve confidential information, avoid security crisis, and ensure adherence to corporate and legislative requirements. Sysnet, our in-house IT Department, plays a vital role in preventing and addressing any security-related issues. Any breach in the security policy will lead to strict action or termination of services.

Social Networking

Xorianters can use social networking sites and social media sites for business purposes only. Please refer to the guidelines in the HR Policy Guide for conducting yourself as a Xorianter on any social networking sites.



Xoriant Copyrighting & Licencing

As we engage in the digital world with our customers, subscribers and readers, it is important that we respect the copyrights of both Internal & External IP, that belongs to original creators. Copying content directly from original creators & posing them as your work is **STRICTLY PROHIBITED**.

Dress Code

We expect Xorianters to dress in a manner that communicates a professional look while also being comfortable and practical. From Monday to Thursday the dress code is business casuals while on Friday certain exceptions to the same are provided. We request you to please have a look at the "Dress Code Policy" on Xornet for more details.



Harassment & Intimidation

At Xoriant we value a working environment that promotes respect of every individual. Any reported harassment or intimidation based on various factors such as gender, race, color, religion, marital status, sexual orientation, age, citizenship against employees/co-workers/vendors/ customer/visitor will be seriously investigated and action will be taken accordingly.

Sexual harassment of any kind will be liable for strict actions including termination of duties after necessary enquiry. We have an ICCCommittee in every location to address any grievances of this nature and we request you to immediately raise your concern, if any, at

icc_<<your location>>@xoriant.com

Celebrating Special Moments



Marriage Gift

To celebrate the spirit of togetherness after the wedding ceremony events, the recently-married Xorianter can enjoy a meal along with his/her spouse at any restaurant of their choice in any part of India!

Baby Gift Hamper

When a baby is born to a Xorianter, it is a happy moment indeed! Xoriant presents the parents with a baby hamper that contains some goodies for the newborn.

Team Outing

To help build a sense of team work among employees, Xoriant provides a per head allowance to project team members to have a good time together.

Transfer to another location

Xorianters can be transferred to another location at the company's instance or on request. In either case, only on issue of transfer orders by HR, the person can move to the new location.

A transfer to a new location can be temporary i.e., for a period upto 6 months or permanent i.e., greater than one year. Relocation expenses that are reimbursed include travel expenses of self and immediate family as well as baggage, as given in the HR policy on Xornet.



For Xorianters by Xorianters

Umang

A cross-functional team, Umang ensures that you de-stress and have fun at regular intervals. So watch out for announcements about Umang events. If you wish to be a part of Umang, please contact HR.

Employee Referral Program

As a growing IT company, Xoriant always has requirements for good candidates. The Recruitment Department regularly sends mailers announcing requirements for candidates. Make sure you read these mails and refer your friends, if you want a good referral incentive and also have a known colleague!

You can directly upload resumes in Talent Pool (Recruitment Management System) or mail the Recruitment team at **India-Recruitment@Xoriant.Com**

Touching Lives

This is the CSR team at xoriant, which constantly strives towards giving back to the society in a sustainable manner around the year.

To be a part of this committee, please send a mail to **CSRTeam@Xoriant.Com**

XORNET – Our Intranet

(<http://xornet.xoriant.com/>)

Xornet will keep you informed about company events as well as the various policies and processes followed. When you login, the intranet appears automatically on the screen. You can sign in with your system

Log In ID and Password. What you can find on the Xornet:

- News about what's happening at Xoriant
- Announcements that were made in the recent past
- Knowledge Repository
- Employee of the day
- Birthday list
- Client appreciation
- Kudos
- Policies
- Helpdesk tickets: Any requirement with respect to any of the support teams (HR, Finance, Facility, Sysnet) or Xornet, needs to be raised under Helpdesk tickets/It is mandatory to raise a helpdesk ticket towards closure of any request for the support teams



HRMS

All details related to employees such as their personal information, leaves, trainings, appraisal, reimbursements, payslips, etc are available on HRMS at any given time.

All claim requests related to official expenses have to be raised on the HRMS for manager's approval and reimbursements.



K-Point

(<https://xoriant.kpoint.com/frontpage>)

K-Point is Xoriant's training and knowledge sharing portal. This portal is our one-stop-shop to access various training and knowledge sharing information in a modular format. Your login credentials to access the kPoint videos are your windows authentication id (user name) and your windows password (password). Happy learning!

Buddy at Work

When you join Xoriant, you will be assigned a 'buddy' by HR. Your buddy is your first friend at Xoriant. Your buddy could be from your project or another project. He/she will help you "acclimatize" to your new work environment in the first few days by answering any questions, having lunch with you or sharing some information with you. While you will also attend an Induction program as part of your on-boarding process, your buddy will informally introduce you to the organisation.

Xorry Spotter

At Xoriant, on the very first day of your joining, you will get to play a game named "XORRY SPOTTER", which will make you meet all the support teams and will familiarize you with their good to know policies.



Transportation Facility

To help employees save time and efforts in their commute to office, transport arrangements may be provided. Every location has different transport arrangements so for details related to your location, please contact your Facility Team.



Mediclaim

All Xorianter and three dependants (Only spouse and kids) are covered under a Group Mediclaim and Personal Accident Insurance Policy from the day of joining. Make sure you complete the Mediclaim Form in your Joining Kit to avail of the benefits of this policy. Detailed information on the same will be provided to you during the Induction Program.

For parental insurance (parents/in laws), a nominal premium is to be paid by employees, details of which are present in the mediclaim sheet of joining kit.

In case of change of name, surname, residence; any additions to the family or change of nomination, do inform Facility team for updating your records.

Career Path, Appraisals & Promotion



Career Path

There are options for career paths available in Xoriant. Speak to your manager for guidance on your career path.

Appraisals

You are expected to set your Key Result Areas (KRAs) jointly with your manager within a month of your joining. Make sure your KRAs are relevant for the current period. The annual appraisal cycle in Xoriant is from April to March. In October, there is a mid-term review of performance. Make sure you discuss your developmental needs with your manager. Use the internal HRMS to set your KRAs and review them.

Promotion

At xoriant, promotions happen during annual appraisal cycle in April. Employees are evaluated basis their ability to perform in the new role. Managers recommend their names which is then reviewed by the Promotions Committee.

XorAcademy

Xoriant provides both technical and behavioral skills training. There are training and development opportunities in the form of both internal and external programs and workshops. You may be nominated for these programs and in some instances, you can also nominate yourself for a particular program in conformance with your Project Manager. Check out the Notice Board at your location for the Training Calendar.



Assistance for Study: Certification Reimbursement

All employees at Xoriant can acquire additional professional certifications relevant to their area of work, at company expense. In a year you can be reimbursed for a single certification. The maximum limit for this expense is ten thousand rupees. Some certifications which are required by the client and necessary for the project, will be handled by the project needs and priority.

All Hands Meet (AHM)

The All Hands Meet is a quarterly meeting of all Xorianters at their respective locations. At the AHM, Xorianters get together for a meeting and learn about updates about the company, listen to a talk, enjoy the awards ceremony and relax while having snacks together. Watch out for the mail from HR for the next AHM.



Awards & Gifts

In order to reward and recognize special efforts/talents/achievements of Xorianters, we have in place a variety of individual and team awards. The various awards are categorized as follows:

Individual Level Awards:

The various criteria for each of the individual awards include high ratings by the manager on:

- Delivery excellence or service excellence (for support staff)
- Customer satisfaction,
- Commitment to Xoriant values
- Making organisational contributions
- Going above and beyond the call of duty.



Ace Award (The Leader Award)

This award goes to Xorianters who demonstrates extraordinary leadership qualities. This award encourages leadership in all spheres of work and is not limited to any designation or grade.

Innovate Award

The Innovate Award is for out-of-the-box thinking, creativity and initiative taken, in any sphere of work that positively impacted the project, process or the organization's functioning/ performance. Xoriant being a product engineering company, this award is expected to foster innovation and creativity.

Titan Award

This is the highest award an individual can receive in Xoriant. Excellence in delivery and customer satisfaction are the prime parameters for this award.

Ninja Award

This award felicitates all those who pick up new work-related skills in the shortest possible time, with a fluency to start off on an assignment on that skill. Technical acumen and willingness to learn are key factors to be called a 'Ninja'.

Star Award

The Star Award is for making exceptional contributions to one's team or project such as quick turnaround or instant customer satisfaction, in terms of technical outputs and overall productivity.

Team Level Awards:

Stars Award

This award recognizes group performance and teamwork in relation to conformed success at delivery while displaying consistently the core values of xoriant.

The Titans Award

This is the highest award under Team category and recognizes group performance and teamwork in relation to productivity targets as well as cohesive team functioning.

The awards mentioned above require nomination by the Manager in a prescribed format. An awards committee reviews and makes the final decision. These awards are presented at the quarterly All Hands Meeting (AHM).

Long Service Award

This award celebrates those Xorianters who have been with the organisation for five years or more. It is presented at the annual event of Xoriant.



Section III - Support Functions

Sysnet

Sysnet is our in-house IT support team who work around the clock to enable and assist us in all IT-related matters.

India-Sysnet@Xoriant.Com



Facility Management

This is a team that supports the entire administration and logistical support for the entire organisation.

India-Admin@Xoriant.Com

Finance

This team takes care of our financial health and money matters!

India-Payroll@Xoriant.Com



Human Resources

From joining Xoriant to exit from Xoriant, the HR team handles all people-related matters.

India-HR@xoriant.com

International Travel & Immigration

For all the international Travel, Visa & Immigration kindly contact the Visa & Immigration Team

India_VISA@Xoriant.Com



Note:

All the policies in Xorbook are subject to change as per management decision and is updated from time to time. However for latest updates pertaining to any policy, please refer to Xornet.

Xoriant Offices

Overseas Office Locations

Corporate Headquarters

1248 Reamwood Avenue
Sunnyvale, CA 94089
Tel: +1 408-743-4400

New Jersey Office

343 Thornall Street Suite 720
Edison NJ 08837
Tel: +1 732 335 3980

London Office

20 Broadwick Street,
Soho, London, W1F 8HT, UK



Indian Office Locations

Mumbai

4th Floor, Winchester,
High Street, Hiranandani Business Park,
Powai, Mumbai 400 076
Maharashtra
Tel: +91 (22) 30511000 / +91 (22) 71511000

Bangalore

4th & 5th Floor, Kabra Excelsior, 80 Ft Main
Road, Koramangala 1st Block,
Bengaluru - 560034
Karnataka, India
Tel: +91 (80)- 4666 1666

Hyderabad

A3, Quadrant 4, 2nd Floor,
Cyber Tower, Hi Tech City,
Madhapur
Hyderabad 500081
Tel: +91 (40) 66207585

Pune

501, 502, 401, 402
Amar Paradigm,
Baner Road, Baner,
Pune 411045
Maharashtra
Tel: +91 (20) 66046000

7th Floor,
Amar Apex,
Commercial Complex,
Baner Road
Pune 411045
Maharashtra

Kolkata

2-B, 12th Floor, Tower 'C', DLF IT Park
08-Major Arterial Road
Block - AF, New Town, Rajarhat
Kolkata, 700 156
west bengal
Tel: +91 (33) 23242219

Gurgaon

Sigma Centre,
A-27, Infocity, Sector - 34,
Gurgaon,
Haryana 122001
Tel: +0124-4308997