



Salary Payment Policy

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Objective

Exzeo Software makes every effort to pay employees correctly & timely. This includes avoiding errors and delay in salary payments and accurately collecting tax and withholdings.

Scope

All employees at Exzeo Software Pvt Ltd

Owner

Human Resources

Salary Account

As soon as the employee receives his/her Appointment letter, his/her salary account will be opened by the Administration department in Kotak Mahindra Bank.

Date of Salary Payment

1. For the respective month, all employees shall get their salaries transferred into their accounts on the last working day of the month. However, in case of any emergency or holiday, the salary shall be transferred within next 5 working days.
2. Employee who joins on or after 25th of the month will receive his/her salary of that month along with the salary of the next month.

Salary Payment Frequency / Period

1. Salary Payment Frequency is monthly; salary will be made on the basis of total calendar days of the month.
2. The leaves will be calculated from 26th of previous month to 25th of that month, where leaves taken on or after 26th of that month will be deducted next month, but leaves of the new quarter will not be taken into consideration for previous quarter.

Reimbursement

All the employees are supposed to submit their medical bills to Accounts Department on or before 24th day of the month to get their medical reimbursement with their salary of that month. Employee who fails to submit the same by 24th will receive their medical claim along with the salary of next month.

Salary Slips

All the employees will get their salary details and leave details in the Salary Slips, which will be sent through mail on the next day of the salary transfer.

Salary Hold

Salary for all the exiting employees may/shall be put on hold for recovery of dues as specified in the "Exit Policy" of the company.

General Guidelines

All employees are advised to review their salary slips regularly for any problem or error. If you believe that an improper deduction has been made to your salary or leave balance, or there is any other error, you should immediately report this information to HR. Your report will be promptly investigated. If it is

determined that an improper deduction or other error has occurred, an appropriate corrective action (including providing reimbursement for improper deductions or other errors) will be taken and concerted efforts will be made to ensure correct and proper payment going forward.

Document Change History

Version No.	Date	Created / Edited by	Reviewed By	Approved By	Description of Change
1.0	27 February 2013	Rashmi Chaudhary			First Version of Document created for Salary Payment Policy
2.0	16 August 2013	Devendra Gautam			