

Policy No	DTPZ-HR-6003	Document Name	DTPZ-HR-6003-Attendance Policy
Document Category	General Workplace Policies	Approved Version	V2

Ref No	Date Effective From	Changes Description	Approved By	Approved Date
DTPZ-HR-6003	01-04-2024		Sanjeev Kumar	01-04-2024

Attendance Policy

Scope

This policy sets out the guidelines for recording and managing the attendance of all DigiTaiken employees at work to keep up with the needs of the organization and to provide flexibility to employees. This is applicable to only permanent employees of DigiTaiken and subsidiary groups of companies.

*DigiTaiken or Company from henceforth refers to all permanent DigiTaiken employees and employees working in all subsidiaries.

Working hours

- Every employee is expected to work for 9 hours from 10 AM to 7 PM on a normal working day, including a maximum of 1 hour lunch break. This includes employees who work remotely.
- Employees are requested to mark attendance in HROne as per the guidelines given in Annexure 1. The employee will be expected to follow the standard work hours as aligned with the capability you are aligned to.
- An employee who has worked less than 4 hours on any given day would be considered absent. If an employee works more than 4 hours but less than 7 hours in a day would be considered half day absent unless otherwise for reasons specified and approved by immediate supervisors.
- Women employees are not encouraged to work after 7 PM in the office. This is applicable to only employees working from office location. The work premises option may change as per company announcements made from time to time.

Work from Home -Employee Initiated Instances

- Employees working from respective base location are allowed to work from home (WFH) up to 2 days in a calendar month.
- Any employee wishing to avail WFH should apply for the same in HROne as per the guidelines in Annexure 2. Planned WFH should be notified to the immediate supervisor 2 or 3 days prior to availing the same. However, in case of emergency, the same can be notified verbally or via email on the day of availing WFH.
- Any request for working remotely for more than 2 days in a month will require the approval of respective immediate supervisor or reporting manager.
- Remote working is an arrangement to provide flexibility to employees. Company may withdraw the same at its own discretion.

Company Initiated Instances

- The company may ask some or all employees to work remotely based on business requirements or due to unique circumstances which may directly/indirectly affect the health of employees. Employees should be flexible to accept these requests to ensure smooth functioning of office.
- Company may advise employees the period of such remote working instances. Any changes shall be informed as appropriate.

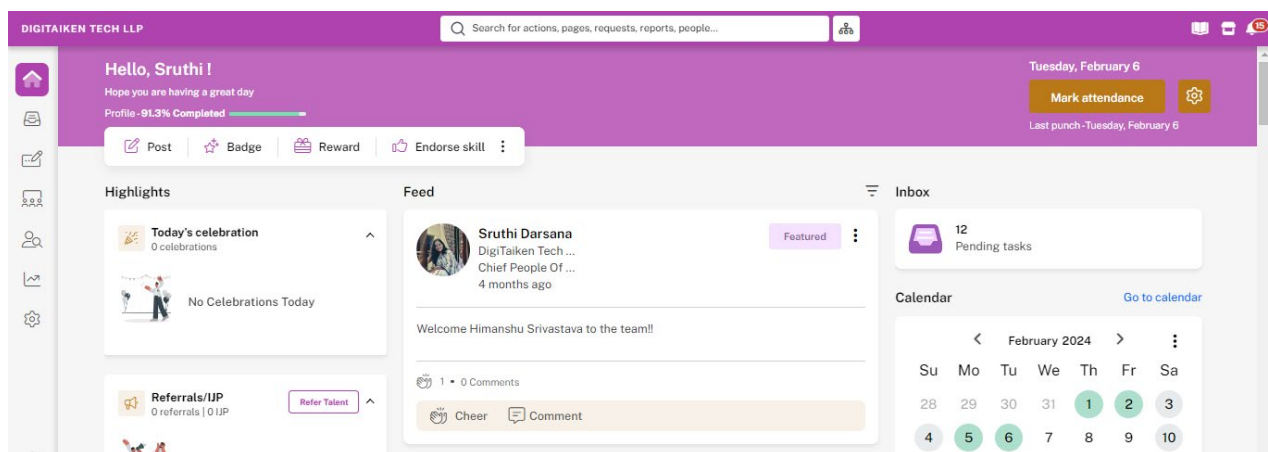
General Guidelines

- While an employee is permitted or asked to work remotely, such employees are expected to contribute to work seamlessly, ensuring reasonable connectivity and infrastructure in a safe working environment.
- If an employee who is permitted/asked to work remotely, is unable to work due to any reason (e.g. Personal or medical, laptop issue, power failure, connectivity issue or any other infrastructure failure), then the said employee has to apply for leave.
- Respective Reporting manager / functional manager / HR is responsible for smooth administration of remote working instances in their teams.
- Company may request an employee to return to office at a time mutually agreed with the manager. Employees are expected to return to office/base location from the remote location at their own cost.
- Remote working should not be considered as a substitute for leaves under any circumstances.
- Employees shall ensure adequate support from the IT or other teams after receiving necessary approval to commence remote working.
- Employees are responsible to keep track of their Attendance and Leaves.
- Attendance must be marked on daily basis and should not be delayed beyond the last working day of the next week. Failing to record the attendance will result in deduction of EL. Leave without pay will be considered if there are no EL balance in employee's credit.
- Employees shall ensure prompt recording of attendance if he/she works on a holiday.
- In case of travelling on work or attending external meetings/training, employees are expected to promptly regularize attendance as appropriate.
- Sales, Marketing and Operations team who require frequent travels are required to mark the details of travel in **the Intra-City Travel Details** form as applicable. Those who are not aware of the form or do not have access to the same may contact HR/admin.
- Continuous defaulting of marking attendance/leave will lead to appropriate disciplinary action against the employee.
- Exceptions to any of the above may be allowed only with the prior approval of the Employee's Manager, Department Head and HR Head.

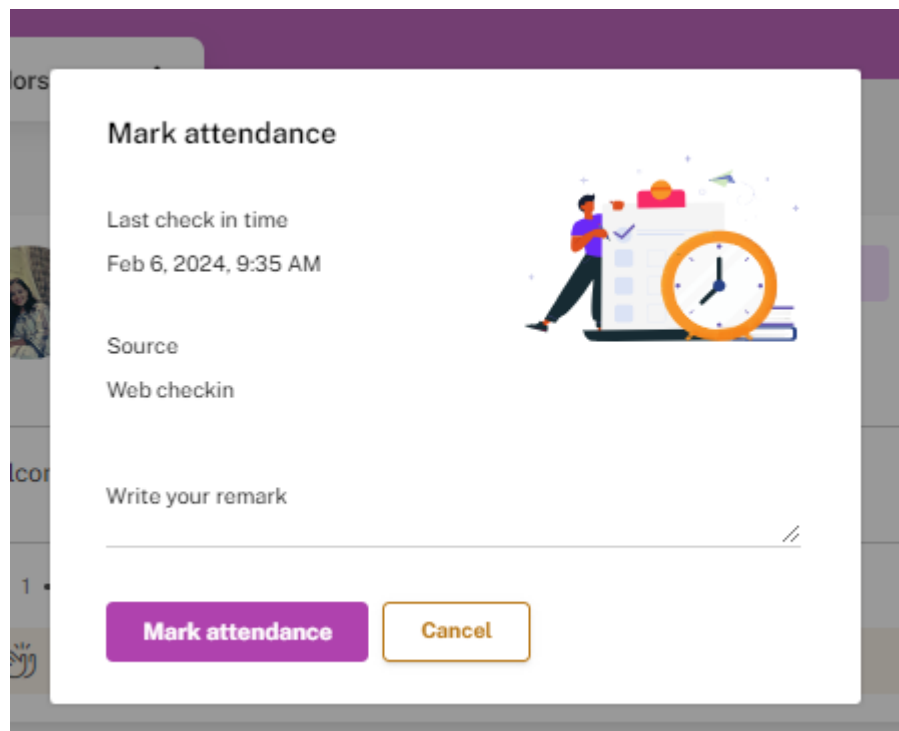
Annexure 1

Marking Attendance in HROne

1. Login to HROne> Home page>Click on **Mark attendance** tab on the right side of the screen.



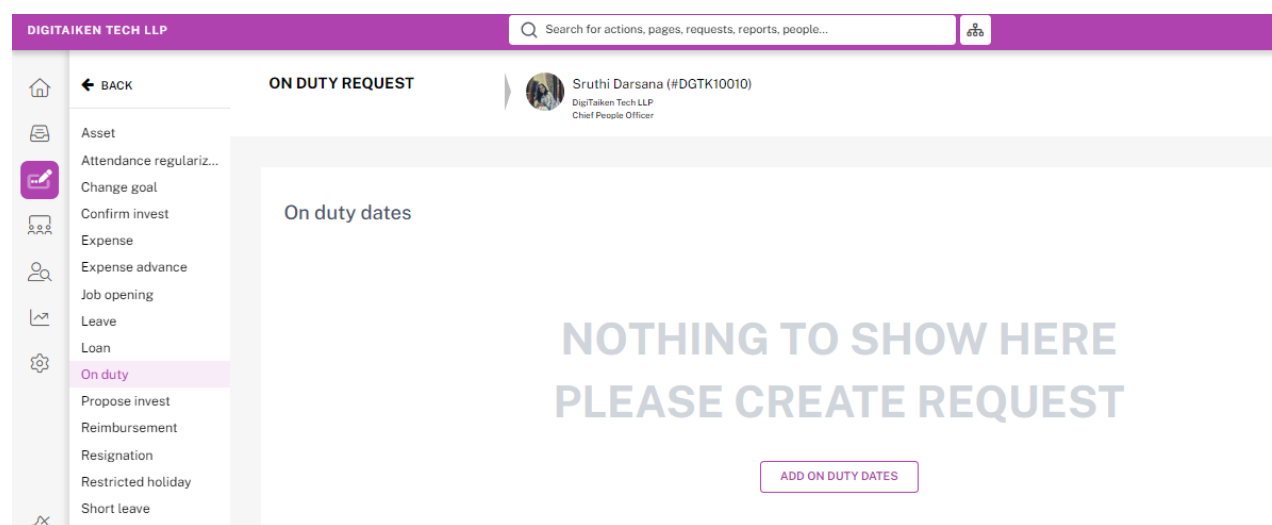
2. Click on Mark attendance displayed in the dialog box as below and punch in. Follow the same for punch out also.



Annexure 2

Marking Work from Home (WFH) in HROne

1.Login to HROne>Request>New Request>On duty



2. Click on Add On duty dates> Select date> Reason for request>Work from home
Add the details and submit the request.

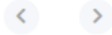
ON DUTY DATES



1. Select on duty date(s)

☒ Date ☐ Range ☐ Absent

February 2024



Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	1	2

☐ Today ☐ Absent ☐ Half day absent

2. Select reason

Shift
08:30 - 22:00

Check in time
--:--

Check out time
--:--

Reason for request*

Work from home
client Visit
Emergency situation

Comments *

Attachment

Policy No	DTPZ-HR-6002-v3	Document Name	Employee Leave Policy
Document Category	General Workplace Policy	Approved Version	V3

Ref No	Date Effective From	Changes Description	Approved By	Approved Date
DTPZ-HR-6002-v3	01-01-2024		Sanjeev Kumar	01-01-2024

Employee Leave Policy

The following document has been prepared to call out the leave / vacation entitlements that are available for those associated with the Digitaiken family and are currently having active employee status. This is kept within applicable legal norms and industry standards.

For simplicity, the name “company” mentioned within the document will be applicable to the name of the company viz Digitaiken and its associated subsidiaries unless otherwise mentioned.

Casual, Earned & Sick Leave

- There will be 3 kinds of leave available within the company across the year.

	Casual Leave (CL)	Earned Leave (EL)	Sick Leave (SL)
Total Leaves	7 days	15 days	7 days
Leave Credit method	Full credit from 01 st January, for the calendar year	Full credit from 01 st January, for the calendar year	Full credit from 01 st January, for the calendar year
Max days available	Pro-rated – Check HRMS system		
Min Duration applied for	Half day		
Carry Forward	Lapses at close of calendar year i.e., Dec every year No Carry Forward	Only Up to 10 days Rest will lapse	Lapses at close of calendar year i.e., Dec every year No Carry Forward
Accumulation	Guided by above point.		
Encashment	Not eligible	Calculated on basic pay. Encashed amount post tax deduction will be paid as part of FnF settlement	Not eligible
How to avail leave?	Inform Functional Manager and apply 4 days advance via HROne. Ensure approval via portal.	Currently Functional Manager and to be applied 1 week in advance via HROne. Team Lead/supervisor to be informed before availing.	Inform Functional Manager by call or email. Regularise within 3 days of joining office. Excess of 3 days needs doctor certificate.
Refusal or Revoke of Leave	Only for Business Exigencies by your reporting manager/ Leadership		
Leave Cycle	Jan - Dec	Jan - Dec	Jan - Dec
Exit Check	Any CL's availed more than eligibility will be recovered in full and Final settlement	EL balance as on last day.	NA

- Emergency Leave – Manager / HR to be informed immediately or within 2 days. Such leave will be treated as unauthorized leave and may be liable to loss of pay / disciplinary action on a case-to-case basis as decided by the management / HR. If reasonable reason is provided, only request is to regularize the leave within 3 days of returning to work by providing necessary documentation or as is required by your reporting manager.
- Employees joining during the year will be credited eligible leaves on pro rata basis.
- In case of new joiners, eligible Earned leave on a pro rata basis from their date of joining will be credited.
- Any exceptions to this policy will be approved by Digitaiken leadership.

Birthday Leave

All employees shall receive a paid leave day for their birthday. This day shall be taken during the same day or same calendar month of the employee's birthday on a date mutually agreed upon by the employee and the immediate manager. If this day is not used during the month of employee's birthday, it is lost. Under no circumstances will the employee receive any premium, holiday pay, or additional compensation for working on their birthday. This leave need not be marked in HROne, however, must be informed to the immediate supervisor.

Period Leave

A menstrual leave day can be taken if the employee experiences pain or discomfort which prevents them from performing work duties to the best of their ability. Menstruating employees are provided a maximum of 12 paid days per calendar year. One (1) menstrual leave day may be taken per month. Menstrual leave days cannot be carried over and remains valid for the respective month. Time off request should be submitted via an email to immediate supervisor as 'Request for PL'. This need not be applied in HROne. Unused menstrual leave day credits are not paid out upon employee departure from the company. A medical certificate is not required. PL's cannot be clubbed with other holidays. If this day is not used during the respective month, it is lost.

Any harassment, discrimination, or resistance for taking a menstrual leave day is unwelcomed and not allowed. Please report any issues to the Human Resources team immediately if such occurrences take place.

Marriage Leave

An Employee intending to marry and who has completed 6 months of full-time work for the company shall be granted, upon written request at least two (2) weeks in advance of his/her marriage, up to twelve (12) working days leave, out of which 5 working days will be without loss of pay and need not be applied via HROne. Remaining 7 days will have to be taken from the casual/earned leaves and applied through the system or might incur LOP in case of insufficient leave balance. Such leave shall be granted only if the employee is planning to return to work. In case of non-return to work, the same shall be adjusted in his/her full and final settlement.

Any further leaves required will be granted subjected to manager approval and might incur LOP.

Eligibility

Marriage leave can be availed only once during the employee's entire employment period in the organization.

Criteria for Leaves

Leave Eligibility

All those who are confirmed employees and are in full time payroll of DigiTaiken will be eligible for these benefits. Contractors, External consultants, and interns are excluded from these benefits.

Leave Without Pay:

1. Any Leave Without Pay (LWP) must be approved by the following-
 - a. Relevant Functional manager.
 - b. Final Approval from HR for purposes of record.
2. While calculating the LWP days, intervening company holidays, Saturdays and Sundays are also considered.
3. Pay for the month in which LWP is availed is calculated using the formula:
$$\frac{(\text{No. of calendar days in the month} - \text{No. of days of LWP})}{\text{No. of calendar days in the month}} \times \text{monthly gross salary}$$
4. Any leave availed in violation of leave policy is considered as LOP.

Accident Leave:

1. Leave due to any unfortunate accident while discharge of official responsibilities is called Accident Leave (AL).
2. AL must be sanctioned by the relevant functional manager after necessary documentation is provided by a certified Doctor /hospital.
3. This calls for emergency approval and hence keeping leads & HR informed of the situation is essential for seamless processing.
4. AL is applicable to all employees with appropriate nature of work-Field support, sales & Marketing.
5. AL availed during emergency can be later applied in HROne against SL/EL.

Sabbatical leave:

- Sabbatical Leave (SB) may be granted to only leadership within DigiTaiken who would like to:
 1. Pursue higher studies or attend other areas of study.
 2. Attend to exigencies in family.
 3. Medical reason for self (subject to approval from a certified doctor and supported by documentation).
 4. Accompany spouse during deputation.

Applicable employee will be eligible for this only post being in the company roll for a minimum period of 2 years.

- SB will be granted as leave without pay for a minimum period of 6 months to a maximum period of 2 years.
- Request for Sabbatical should be discussed well in advance (min. 3 months) and not be treated as the last option after exhausting all other types of leave/LWP options.
- All the other leave types will be on hold during SB period.
- Employee must return all company assets before going on SB (E.g., laptop, mobile, data card, etc.).
- Employee will not have access to Network and all other systems during SB.
- The CTC will be frozen at the last drawn CTC at the time of commencement of SB.
- The period of SB will not be considered for the purpose of calculation of gratuity, performance and for the total service period of the associate.

Compensatory Off:

1. Employees at times work on Saturday, Sunday, National, Festival holidays declared by the Company because of business needs. They are eligible for a "Compensatory Off". This is not applicable during company's annual vacation period.
2. Associate should have worked for minimum 6 hours and need to get necessary approvals from immediate supervisor to avail Comp Off.
3. Comp Off should be availed within 1 month.
4. Combining comp offs with other leave and company holidays need to be brought to functional managers notice 4 days in advance and be approved so that business is not impacted.
5. There will be no carry forward of comp offs post 2 months.
6. Intervening holidays / weekly offs during training programs/business trips / official trips are not considered to be comp off.

Leave during Notice period:

1. EL and CL balance cannot be adjusted against notice period.
2. Only SL can be availed during notice period. If more than 3 leaves are availed continuously, a medical certificate needs to be provided to the HR or reporting manager.
3. If EL and CL is availed in case of emergency situations, the notice period will be extended further OR the leaves taken will accounted as LOP as per organization discretion.
4. In case of absence/not reporting to work/non availability during notice period the respective days will be considered as LOP and adjusted in Full and final settlement.
5. Festival Holiday (if applicable) can be availed from the available Holiday balance.

Leave During Assignments / Business Trips

Business trip / International deputation:

1. Resource must apply "Business Reason / Deputation" leave type in HROne (if available) prior to their travel and obtain necessary approvals. In the absence of this type of leave in portal, this process needs to be done manually and approval to be taken from functional manager.
2. CL/EL must be applied when resource wishes to avail leave due to personal reason while on business trip / short-term deputation.
3. Public holidays will be those applicable at place of deputation.
4. Festival Holidays defined in India/respective location will not be applicable while on deputation outside the home country.

Outbound Assignments (>6 months):

1. Leave standing to the credit of resources home account prior to the commencement of deputation cannot be availed while on deputation.
2. Due to advance Leave concept, leave eligibility (CL/EL) will be pro-rated for the calendar year. On return from the long-term deputation, leave reconciliation will be done to the employee's account.
3. Special leave credited to the employee based on local conditions/Office must be exhausted before end of deputation. These special leave days are forfeited if not used while on deputation. Special leave cannot be encashed after returning from deputation.

Family Need based Leave Eligibility

Maternity Leave:

Please refer to policy DTPZ-HR-3002-Maternity Policy uploaded in HROne.

Paternity leave

Please refer to policy DTPZ-HR-3004-Paternity Policy uploaded in HROne.

Policy No	DTPZ-HR-5004	Document Name	DTPZ-HR-5004-Code Of Conduct Policy
Document Category	Code of Conduct	Approved Version	V1

Ref No	Date Effective From	Changes Description	Approved By	Approved Date
DTPZ-HR-5004	01-12-2023	Initial Version	Sanjeev Kumar	30-11-2023

Summary

Every day, every Taiken family member holds the power to influence our company's reputation wherever we do business.

The Code of Conduct document laid out here helps to ensure that we conduct our business with clarity of thought and unfailing integrity and in full compliance with the applicable laws and regulations governing our business conducts worldwide.

As an employee and being part of family, you will be asked to acknowledge your awareness that we should imbibe in our spirit to follow the Code of Conduct and raise concerns about possible violations of the law or internal policies to DigiTaiken managers /HR.

We at DigiTaiken are fully committed to ensure that all matters reported are taken very seriously and as a rule ensure zero tolerance against retaliation. All such reported incidents will be raised with the Compliance Division (comprising of HR, Legal and your immediate supervisor) of DigiTaiken and will be investigated thoroughly before any action is taken.

Purpose:

This policy establishes the core principles for carrying out DigiTaiken's business activities with honesty and integrity, and in full compliance with the established laws and regulations across the regions and in locations where DigiTaiken has undertaken to conduct business.

Scope

DigiTaiken employees shall always treat customers, employees, shareholders, suppliers and communities with honesty, integrity, fairness, and respect.

This policy applies to:

- All DigiTaiken employees
- DigiTaiken subsidiaries and other stakeholders
- Non-Controlled affiliates are encouraged to adopt and follow DigiTaiken Code of Conduct policy.
- Any Third party representing DigiTaiken (consultants/Contractors/Agents etc.). All information relating to the code of conduct will be made available to third parties on agreement of contract.

Policy

A. Comply with all laws and rules

All DigiTaiken employees will abide by all laws of the host country in which they work. They will also comply with all regulations and policies of the Company. These regulations impact the way DigiTaiken conducts its business.

- Ensure to be aware of and comply with the Code of Conduct
- Ensure to be aware of the specific regulatory requirements of the country and region where you work and that affects your business.

- Ensure to promptly report any red flags or potential issues that may lead to a regulatory breach with your Reporting Supervisor/HR

Working from Base location

- All employees are required to abide by all laws of the host country in which they work.
- When in India, employees are required to work from Noida office. Same applies with all other locations.
- Employees working from their respective base location are entitled to 2 WFH per month unless otherwise of emergency situations approved by immediate manager.
- Under all other circumstances, employees are required to report to office, failure of which will be considered as leave or LOP as applicable.

B. Promote Safety, Dignity and Respect

DigiTaiken is committed to employee safety and wellness. All employees are expected to engage in safe work practices to promote a healthy work environment by treating others with respect and courtesy. DigiTaiken is committed to the safety of our customers and our employees at our workplaces or at any place where official work is planned to be conducted in.

C. Conflict of Interest

Employees are expected to always act in the best interests of our company. It is not permitted for employees to behave, act, or use information in a way that conflicts with company interests. Furthermore, employees must attempt to avoid even the appearance of a conflict of interest.

- Disclose (in writing to your manager, HR, and Compliance Division) all your outside activities, financial interests or relationships that may appear or present a conflict of interest.
- Use good judgement in all your personal and business dealings outside DigiTaiken premises and even on social media.
- Avoid actions or relationships that may cause potential conflicts or the appearance of one with your role or DigiTaiken's interests.
- Do not misuse or use company's resources, intellectual property, time, or facilities for personal gains at any time.
- Get approvals before accepting director, business partner positions with an outside business while you are a DigiTaiken employee.
- Do not engage with any third party (media, news agencies, bloggers etc) to give any information about our product and services unless approved by management.

D. Improper Payments, Gifts, and Favors

1. Kickbacks and other Unlawful payments

"Kickbacks" or "bribes" intended to influence reward decisions or actions are unacceptable and expose you and DigiTaiken to possible criminal prosecution. DigiTaiken prohibits improper payments in all business dealings, in every country around the world, with both government and the private sector.

No Employee of DigiTaiken, supplier or dealer shall offer or pay any bribe, kickback, or other payments for the purpose of influencing or rewarding favorable action.

2. Prohibition against Soliciting or Accepting Gifts and Gratuities

All employees and contractors must not offer or accept gifts, payments, or favors for the purpose of influencing or rewarding favorable action, or which could improperly obligate or influence decisions while doing business for DigiTaiken.

3. Gifts to Public Officials

Most jurisdictions have laws restricting what are defined generally as “gifts” to government employees and which may include, but not be limited to, any gratuity, discount, entertainment, hospitality, lodging, meals or other goods and services of value.

No Employee of DigiTaiken shall offer or extend to any government official anything of value (any value) without having first contacted DigiTaiken HR and obtained confirmation whether the action is proper and appropriate or not.

Ethical Thoughts - What to do:

- a. Before giving a gift, engaging in customer entertainment, or reimbursing customer travel expenses, make sure you understand the legal requirements applicable to your country, the customer’s internal regulations and rules and DigiTaiken’s guidelines.
- b. Make sure you keep records of such expenditures accurately reflecting the true nature of the transaction. Any expenditure should be approved or be within the limits allowed for each level. Company has the right to modify these limits at their discretion.
- c. Never offer a gift or contribution under circumstances that might create the appearance of impropriety.
- d. Never offer, promise, or authorize anything of value (such as money, gifts, goods, or services) to a government official or an employee of a customer to obtain or retain an improper advantage related to any sort of activity while conducting business for DigiTaiken.
- e. Never Give a Gratuity or other payment to government officials or employees to expedite a routine administrative action.

4. Gifts to colleagues:

In our workplace, we value professionalism and equality. When giving and receiving gifts among colleagues, employees are encouraged to exercise discretion, ensuring gifts are of reasonable value and frequency. Modest tokens of appreciation are welcomed, while lavish or inappropriate gifts are discouraged. Voluntary participation in gift exchanges is emphasized, and employees should be mindful of cultural sensitivities. Conflicts of interest must be avoided, and employees in decision-making roles should not accept monetary or unwelcome gifts.

E. Supplier Relations

Employees engaged in purchasing activities must adhere to DigiTaiken’s general code of conduct, procedures, and approval authority.

DigiTaiken’s suppliers should act with integrity and follow ethical standards. Additionally, we expect them to comply with all applicable laws and regulations, to avoid any action involving a conflict of interest or that may be considered illegal.

What to watch out for?

- Choosing suppliers on bases other than open, competitive bidding.
- Potential Conflicts of interest in supplier selection, such as accepting improper gifts or any other items of value.

- Directing business to a supplier owned or managed by a relative or close friend.
- Entrusting “confidential data” and information to a supplier without ensuring that they have appropriate technical measures to prevent unauthorized access or use.

F. Preserve Company Assets

All DigiTaiken employees are accountable for preserving and safeguarding Company assets. The unauthorized or improper use of Company assets, including funds, confidential business information, physical property, and intellectual property, is prohibited and will be liable for disciplinary action not limited to legal action.

G. Compliance with Anti-Trust Laws and Competition Laws and Regulations

DigiTaiken Employees shall comply with all anti-trust laws and Competition Laws and regulations which prohibit Employees and the Company from:

- Obtaining through illegal and unethical methods any confidential information on competitors, such as business strategies, financial and operations planning.
- Agreeing with a dealer or other retailer on resale prices.
- Agreeing with a competitor on pricing and/or to whom and where to sell.
- Requiring a retailer or other customer to buy only from the Company or to buy one product or service as a condition to the Company selling the retailer or other customer another product or service.
- Agreeing with customers regarding reciprocal buying and selling.
- Discriminating in price or with respect to incentives, allowances, rebates, terms of sale, advertising services, or promotions between competing dealers.

H. Compliance with Intellectual Property Laws

DigiTaiken considers its intellectual property as one of its most valuable assets. All its employees should preserve this intellectual property, including its brand and business, financial and strategic information. Additionally, DigiTaiken also would like to ensure that their employees respect the valid intellectual property rights of other competitors.

Employees must comply with all laws regarding patents, copyrights, trademarks, etc. which protect the valuable intellectual property rights of companies and individuals.

I. Preservation of Assets:

DigiTaiken provides many resources for its employees to carry out their work assignments. It is imperative that all employees preserve these company assets, facilities, and equipment, and use them in a responsible manner keeping in mind fair usage. In case, of any damage to the asset, it should be reported immediately.

J. Disclosure of Company information

DigiTaiken Employees may not disclose to any outside party (including friends and family)/competitor/media any non-public actual or projected information. This includes, without limitation, information related to business operations/financial results/sales figures/personnel/ technological status, or any other information of DigiTaiken which is not in the public domain regardless of whether such information is designated as “confidential” or not.

This also applies to confidential information of third parties or suppliers as well as confidential information of Employees which are also protected by applicable data

privacy laws and regulations. Any such disclosure, if brought to the notice of DigiTaiken, will be taken seriously, and the company will take disciplinary action not limited to legal proceedings.

K. Be impartial and Fair

DigiTaiken employees must maintain impartial and fair relationships with all business partners, colleagues, including dealers, parts suppliers, agents, distributors and other third parties.

L. Be Transparent and Accountable

Accounts and records shall be maintained with integrity. DigiTaiken employees shall make accurate, transparent, timely and appropriate disclosures of the Company's business activities to the team, stakeholders, including shareholders, management, customers and others as applicable.

M. Value Diversity and Provide Equal Opportunity

At DigiTaiken, we value and respect the diversity of our employees, suppliers, customers, and communities. Discrimination or harassment, in any form or degree, will not be tolerated and will result in disciplinary not limited to termination.

N. Be Environmentally Responsible

DigiTaiken employees shall strive, within the business objectives, to consider environmental protection when undertaking activities related to business.

O. Be Active; Report Violations

DigiTaiken employees are expected to carry out their work in accordance with the Code of Conduct. Employees who suspect that a violation of the Code of Conduct has occurred are obligated to report it as soon as possible. Employees are encouraged to report any such incidents to the HR or immediate supervisor. Employees who act in good faith and report suspected violations shall be protected from retaliation.

P. Health and Safety:

All DigiTaiken Employees must prioritize safety and well-being of oneself and others within the office and on field.

Q. Use of Prohibited Substances during working hours:

All DigiTaiken employees must refrain from consuming prohibited substances like alcohol during work in office or in the field. Any violation must be reported immediately.

Business Etiquettes

- **Business Dress-Code:** Employees should note that their appearance matters when representing our company in front of clients, visitors, or other parties. An employee's appearance can create a positive or negative impression that reflects on our company and culture. Our appearance reflects on ourselves and the company. The goal is to be sure that we maintain a positive appearance and not to offend customers, clients, or colleagues.

These dress code rules always apply:

- All employees must be clean and well-groomed. Grooming styles dictated by religion and ethnicity are not restricted.

- All clothes must be work-appropriate. Clothes that are typical in workouts and outdoor activities are not welcomed.
- All clothes must project professionalism. Clothes that are too revealing or inappropriate are not allowed.
- All clothes must be clean and in decent shape. Discernible rips, tears or holes are not allowed.
- Employees must avoid clothes with stamps or one liner that are offensive or inappropriate in any manner.

What is our Business Dress Code?

Our company's official dress code is Business Casual/ Smart Casual.

We may change our dress code in exceptional cases. For example, we may require employees to wear semi-formal attire for an event or during client visits. This will not apply if employees are meeting with clients, partners, and other external parties. An employee's position may inform their dress code. If employees frequently meet with clients or prospects, they should conform to a business dress code.

Dress Code violations

Managers or supervisors are expected to inform employees when they are violating the dress code. Employees in violation are expected to immediately correct the issue. This may include having to leave work location / virtual meeting to change to proper attire.

Repeated violations or violations that have major repercussions may result in disciplinary action being taken up which may include termination.

- **Communication:** Employees are expected to communicate professionally, using clear and respectful language in all written and verbal interactions with colleagues and business partners within and outside the organisation. Timely responses to emails and messages are encouraged which are written in concise and respectful language. It is highly discouraged to share screenshots or show personal messages using all online social/messaging platforms to your colleagues during work hours.
- **Punctuality:** All employees are expected to respect their individual time and other's time by being punctual for all meetings, events, site visits, etc. All work should be given in a timely manner. In case of foreseeable delay, inform the team in due time.
- **Respecting Personal Space:** All employees are expected to be respectful of personal boundaries of their colleagues and maintain professionalism and privacy at workplace. In case of co-working in a shared place, be mindful of ongoing meetings, conversations, and activities. In a virtual setting, avoid sending unnecessary messages or emails.
- **Avoid gossip and interpersonal conflicts at workplace:** Try engaging in respectful and constructive communication to amicably resolve any conflicts. If needed, involve immediate supervisor or HR. Additionally, refrain from negative conversations or gossip about peers and their personal lives to promote a healthy work environment. The consequences of engaging in gossip, undermines trust, damages morale, and can lead to disciplinary action.

Remedial and Disciplinary Action

All DigiTaiken employees and leadership are fully committed to ensuring professional and responsible standards of behaviour in all its business relationships. Employees/ leaders of DigiTaiken who repeatedly violate this Code of Conduct are

subject to disciplinary action which can lead to termination of employment.

Misconduct that may result in disciplinary actions include:

- Violating DigiTaiken's policies
- Failure to follow the business etiquettes.
- Manipulating anyone else or coercing anyone to violate DigiTaiken's policy.
- Failure to promptly raise a known or suspected violation.
- Failure to cooperate in an investigation of a possible policy violation.
- Retaliation against an employee/Leadership for reporting a concern.
- Failure to demonstrate leadership and diligence to ensure Compliance with DigiTaiken's policies and law.

Prohibition of retaliation

No Employee, manager/third party shall retaliate, directly or indirectly, against an Employee/vendor for reporting a violation of this Policy or any other policy, or for reporting any other improper/unlawful activity. Anyone who is found to have done any retaliatory action will be subject to investigation and if found guilty, then disciplinary action not limited to termination of services with immediate effect will be initiated.

DigiTaiken has zero tolerance against such retaliatory acts.

Responsibilities

DigiTaiken is committed to conducting business with fairness and honesty. This is a commitment to integrity required of each of us to act responsibly and ethically. We as employees are expected to act in a manner that always protects and enhances the company's corporate reputation.

All personnel must know and comply with DigiTaiken Code of Conduct, company policies and legal requirements related to their work.

Employees shall contribute to DigiTaiken's culture of compliance by understanding policies, embracing our commitment to core values of integrity & honesty, and always responsibly acting to enforce compliance and avoid violations.

Employee responsibilities:

- Gain a basic understanding of DigiTaiken Code of Conduct
- In-depth understanding of policies relevant to your job
- Promptly raise any concerns about potential violations to any company Policy.

We expect our managers at all levels to always live up to their duty and to set an example by behaving ethically, to give employees guidance, and to ensure a good working environment.

Remember, anyone who violates the law, or a company policy may be subject to disciplinary action, up to and including termination or release with immediate effect.

Separation/Termination of Employment Policy

Policy brief & purpose

Our **Termination/Separation of Employment policy** refers to the event that an employee ceases to be part of the company's workforce. It is beneficial for all parties that the employment separation process is as clear as possible so misunderstandings and distrust between the employee and the company can be avoided. The company is bound to handle any cases of termination of employment as dictated by law with discretion, professionalism and official documentation.

Scope

This termination/separation of employment policy applies to all prospective or current employees of DigiTaiken and Alphadroid, globally, in regard to possible separation of employment.

Policy elements

The company will observe all legal dictations referring to termination/separation of employment and will avoid "implied contracts" and unnecessary terminations.

Conditions of Dismissals

The dismissal of an employee from their job duties may be categorized as voluntary or involuntary.

Voluntary dismissal may include the following:

- Resignation
- Retirement
- Failure to show for a specified number of days without notice
- Expiration or completion of contract

Involuntary dismissal may include the following:

- Discharge for cause
- Discharge without cause

1.Voluntary Dismissal-Resignation by Employee

Upon completion of probation period and confirmation as a regular employee, employee may resign from the services by giving the Company written notice of **30 days'** ("Notice Period") or payment of gross salary in lieu thereof. Any shortfall in the Notice Period shall be recovered from the employee.

In case of resignation, the Company reserves the right to:

- (i) relieve the employee from services prior to completion of the notice period, without any additional Compensation or leave encashment.
- (ii) decide whether the Notice Period shall run concurrently with the period of any leave which may be granted to the employee.
- (iii) direct the employee not to perform any of her/his duties and to remain away from the Company premises and/or not to contact clients or other employees of the Company for all or part of the Notice Period.
- (iv) Waive off the applicable leave encashments.

Resignation should be submitted before the closing hours of the working day. Any resignation submitted after working hours shall be considered to have been received by the Company on the next working day. Please note that the Company does not accept any retrospective or backdated resignation, and in such case, the notice period shall start on the date of acceptance of the resignation. Employee is liable to repay the joining bonus (if any) availed prior to completion of one year.

1.1 Return of Joining Bonus & Other Allowances

If the employee resigns during the probation period or before 1 year of completion of service in the organization, she/he is bound to repay the joining bonus, and/or any other allowances availed at the time of joining or during the bound tenure with the organization. **In such scenarios, employee is not entitled to get the earned leaves encashment.**

Failure of any repayment will be reported, and action will be taken accordingly. In such cases, the employees' FnF and other relieving procedures will be held/ payment adjusted accordingly.

1.2 Return of Assets

Upon resignation, employee must confirm and acknowledge the return of company assets under proper healthy and good condition, on the last working day with the organization. Any delay in return of assets must be informed to the HR team. Finance will process the settlement only upon receipt of assets back in good condition. Failure of return of assets or if the assets are not found to be in proper condition on return, organization reserves right to compensate the cost incurred as applicable.

2. Involuntary Dismissal-Termination of employment by Company

Termination of employment happens when the contract of an employee is discontinued due to their or the company's actions.

2.1 Discharge for cause refers to immediate termination of employment due to an employee's misconduct. Any kind of disciplinary action or progressive discipline that results in termination may be considered "for cause". Other wrongful behaviors or actions that result in immediate dismissal are also considered "for cause". Examples of such termination of employees include circumstances where an employee:

- Breaches their contract of employment or any of the provisions of the employee handbook or other documents incorporated by reference in this document.
- Is discovered guilty of fraud, embezzlement or other kinds of illegal actions against the company
- Is guilty of discriminatory behavior or harassment
- Is guilty of unlawful or immoral behavior on the job
- Is guilty of willful neglect of job responsibilities
- Is discovered to have caused intentional damage to company's assets

- Continuously disregards company policy
- are accused or convicted of any criminal offense; and/or
- absconding for more than ten (10) days

The list is not exhaustive therefore, discharge for cause remains at our company's discretion. It must however always reflect an unacceptable behavior or action that violates legal or company guidelines and may result in financial and non-financial damages for the company, other employees or society. Employees terminated for misconduct or 'cause', as stated above, can be terminated immediately, effective on the same day, without any compensation or notice period. Such employees are not entitled to any notice period or pay in lieu of notice in cases of misconduct or "cause" mentioned above. Such Employees are not entitled for any leave encashment.

The Organization also reserves right to terminate the employee without notification in case of performance issues and consistent failure to meet the expectations and standards of the job. In case of termination due to performance issues, the employee may be put into PIP (performance improvement period) or terminated on immediate basis based on management decision, as applicable.

Conditions

Employees who are terminated for cause and or performance issues are not entitled for-

- Any Notice period
- Leave encashment
- Other benefits (if any)
- Variable pay or allowances or performance bonuses

Under such scenarios, employees must ensure to return their assets on the same day of exit and confirm the same with immediate supervisor and HR team.

2.2 Discharge without cause can occur when the company decides that the services of an employee are no longer needed. In general, this does not refer to an employee's conduct. Reasons for discharge without cause may be layoffs, rearrangement of a department or redefining of a position or official pause/stop of a particular role. In cases an employee must be terminated without cause, the company is obliged to give notice of 15 days for employees who have less than or equal to 1 year as time of service; 30 days for employees who have more than 1 year and less than or equal to 5 years as time of service and 60 days for employees who have more than 5 years as time of service with the organization. If the employee must stop working before the date of termination, the company will still provide compensation for the time remaining, specified as "pay in lieu of notice".

Conditions

- Employees who are terminated without cause are entitled for Notice period as below-

Table 1.1

Time of service	Notice period
<=1 year	15 days
>1 and <= 5years	30 days
>5 years	60 days

- Leave encashment and payment of other benefits are at sole discretion of management/company.
- Under such scenarios, employees must ensure to return their assets on the day of exit and confirm the same with immediate supervisor and HR team to ensure a smooth transition.

The company may compensate the terminated employee for accrued vacation time when appropriate. Severance pays (if any) may apply to cases of discharge without cause but not discharge for cause.

The company is bound by the law to refrain from wrongful dismissals of employees. Wrongful dismissal may occur in cases when:

- An employee is terminated unfairly for cause
- An employee is terminated without cause and is not given prior notice
- An employee is forced into constructive dismissal

The company expects all employees with the right of terminating subordinates to strictly refrain from discharging someone without adequate reason or without giving notice. Such an occurrence may be damaging to the company's respectability and may result in disciplinary action. Discharge on grounds of discrimination or filed health and safety complaints is unlawful termination prohibited by legislation.

Constructive dismissal refers to an employee that has been forced to resign due to an employer's intentional or unintentional unlawful or hostile behavior (e.g. breach of contract). It will not be practiced by any means by the company which is committed to maintaining a relationship of honesty and fairness between itself and employees.

3. Probation period

Applicability

For Interns: No Probation Period

For all other Employees: 3 Months' Probation Period

The reporting manager has sole right to approve closure of probation period and has the authority to extend the period if he/she feels that the candidate needs more time to settle into the role. At any time during this period, the Organization may terminate your service without notice due to noncompliance or performance of given task. You may also resign with 30 days' notice during your probation period. In case of termination or resignation during probation, organization is not liable to pay any notice pay, and candidate is liable to repay the joining bonus (if any) availed prior to completion of the probation period. Discharge with cause during probation period will be immediate without any notice. In cases an employee must be terminated without cause, the company is obliged to give notice of 30 days and in such cases, If the employee must stop working before the date of termination, the company will still provide compensation for the time remaining, specified as "pay in lieu of notice".

4. Garden Leave

Garden leave definition describes a designated duration wherein an employee is mandated to refrain from attending work, usually following their resignation or termination. Throughout this period, the employee maintains their employment status within the company but is not expected to carry out

any work duties. Garden leaves can range from 30 to 60 days. However, determination of this period is at the discretion of management. Employees are entitled to get the **basic salary** during this period till the last working date as confirmed by the organization.

Procedure

In cases of resignation, the employee must submit an official written resignation letter to the immediate supervisor. A notice is expected by the employee consistent with the minimum notice requirement, so the company can arrange alternatives for handling the remaining workload of the position. The resignation letter must be copied and submitted to the Human Resources department.

In cases of involuntary dismissal, the supervisor must inform the HR department about the employee termination prior. Discharge for cause justifies immediate suspension until the necessary documentation for termination has been gathered. In some instances, a termination meeting with the employee, supervisor and a human resources officer may be scheduled.

In cases of discharge without cause, the employer must officially notify the employee of the termination a specified amount of time in advance (notice period as stated in Table 1.1) . When severance pay is appropriate it will be officially stated in writing.

At all times, proper employee records will be kept containing all relevant documentation.