

## Leapfrog Employee Handbook- 2023

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*A guide to our employees*

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## **Abbreviations**

<b>SN</b>	<b>Abbreviation</b>	<b>Full Form</b>
1	SVP	Senior Vice President
2	IT	Information Technology
3	HRIS	Human Resource Information System
4	PTO	Personal Time- Off
5	SSF	Social Security Fund
6	LWOP	Leave Without Pay
7	PAN	Permanent Account Number
8	BOD	Board of Directors

## **1. Introduction**

This Employee Handbook (the “**Handbook**”) is a compilation of employment policies, practices, procedures, work rules and benefits applicable for the employees and currently in effect at Leapfrog Technology Nepal Private Limited (the “**Company**” and/or “**Leapfrog**”). It is intended to help familiarize employees with information about the general work environment.

Leapfrog reserves the right at any time and within its sole discretion to revise, supplement or rescind any of the terms or benefits described. While efforts will be made to inform the employee about any significant changes, the employee should always attempt to verify the current status of any particular policy stated in this Handbook. It is important to bear in mind that this Handbook does not constitute an employment contract, nor does it constitute a guarantee with respect to any of the terms or conditions stated in the Handbook.

### **1.1 Applicability**

The Handbook shall be effective from Falgun 2079 and is applicable to all the Company’s employees.

## **2. Company Vision, Mission and Values**

### **2.1. Leapfrog Vision**

Innovation engine for global impact.

- Innovation - the ability to create new ways of doing things
- Engine - a set of people and practices for doing that repeatedly
- Impact - improve people’s lives

### **2.2. Leapfrog Mission**

Be a role model technology Leapfrog.

- A Leapfrog that other companies aspire to be, and that people want to be a part of, because of our innovation, impact, influence, and culture.

### **2.3. Leapfrog Values**

Leapfrog encourages an environment in which individuals and groups take responsibility for the continuous improvement of their own skills, behavior and contributions. In addition, characteristics and behaviors displayed by staff will determine the culture of an organization that is why employees shall also be rated on their behavior as embodied in Leapfrog Values.

Leapfrog demonstrates the following 5 core values.

#### **2.3.1. Customer Focus**

Our customers deserve world-class innovation, and we're proud to deliver it. We are driven by the commitment to build exceptional products.

#### **2.3.2. Celebrate Efforts**

People are at the center of all our decisions. We appreciate and honor our people and the team's collective effort. We celebrate wins—big and small—and embrace equity in our actions.

#### **2.3.3. Accountable Freedom**

We enjoy the utmost freedom while maintaining our self-discipline and the elusive balance between flexibility and responsibility. We like to work, have fun and yet stay accountable for the freedom we get.

#### **2.3.4. Be Remarkable**

We are passionate about what we do and aim for continuous improvement and growth. We push ourselves to new heights—be it skills, career, or just a problem. We encourage learn-it-alls, not know-it-alls.

#### **2.3.5. Embrace Openness**

We believe sharing our problems and facing them together helps build a safe space where we feel accepted and respected. We value unique perspectives and experiences while taking risks without fearing failure.

### **3. Accountability of an Employee**

Employees shall faithfully and punctually report to Leapfrog or its authorized officials for all equipment, tools, goods, intellectual or other property etc., which they shall receive as employees of Leapfrog on behalf /account of Leapfrog or of any member of Leapfrog.

#### **3.1. Approval Authority Policy**

Employees must comply with Leapfrog's approval authority matrix. You may not enter into any contract or commit Leapfrog resources unless you are authorized to do so under that policy.

### **3.2. Code of Conduct and Business Ethics**

- Leapfrog expects the highest standards of conduct from its employees and representatives, requiring them to conduct themselves in a way that ensures high standards of service and the good reputation of Leapfrog are maintained at all times.
- Employees are expected to be honest and ethical in dealing with each other, with clients, suppliers and all other third parties. Doing the right thing means doing it right every time.
- Employees must perform the duties as an Employee and/or a Manager in accordance with the requirements of Leapfrog, fulfill your duties, observe and abide by all reasonable instructions of their team leaders/ managers that relate to undertaking Leapfrog duties.
- Employees must not engage in fraud, directly or indirectly, in any way for any reason, or solicit, indulge, collude with others to engage in fraud, and must not take advantage of your authority or power granted by Leapfrog or your position (including but not limited to the website resources and customer resources and inside information of Leapfrog) to seek improper interests for yourself or your Related Party(ies), whether such interests are existing proprietary interests or potential competitive advantage(s).
- Each Employee shall uphold the values of Leapfrog. If you find any team member engaging in fraud or seeking improper interests, you should report this to your supervisor or the People Management representative. If, in your judgment, the requirement or instruction of your supervisor may cause a violation of the Code, you shall seek help from the superior of your supervisor or the People Management representative.
- If you are a Manager/Supervisor, you must perform the duties in accordance with the requirements of Leapfrog and must improve efficiency, control risks and promote our corporate culture while leading your team to achieve business objectives.
- If as a Manager/Supervisor, you are found to have been grossly negligent and/or complicit in actions undertaken by your team members which violate corporate regulations, Leapfrog will determine your accountability accordingly and take disciplinary action, up to and including termination of your employment.

#### **3.2.1. Identity Card**

- Leapfrog will provide an identity card to its employees. Identity cards should have information like employee name, card issued date along with an employee clear photograph. Identity cards should be verified by and signed by the SVP along with the Leapfrog logo and postal address.
- Employees are to use this card while entering company premises.

- This card remains the property of Leapfrog and must be returned upon the termination of employment. Lost or damaged identity cards should be immediately reported to Leapfrog.

### **3.2.2. Dress code**

All employees are obliged to demonstrate professionalism and business-like attitude through their appearance.

The following guidelines must be always observed regardless of the formality of dress required in any situation:

- All employees must be clean and well-groomed. Grooming preferences or dictates by religion, ethnicity etc. are not restricted but should always be well-presented.
- All clothes must be clean and in good repair. Discernible rips, tears or holes are strongly discouraged.
- All clothes must be appropriate for the office. Clothes worn typically in workouts, outdoor activities or recreation ventures are not allowed.
- All clothes must project professionalism. Clothes that are too revealing or inappropriate for work are prohibited.
- Employees should avoid clothes with stamps that might be perceived as offensive or inappropriate.

Everyone is suggested to dress Smart Casual for work and depending on the occasion, should dress Business Casual for important meetings and/or presentation

In support of the dress code, all employees are expected to dress neatly, appropriately for work while maintaining confidence in the services Leapfrog provides.

### **3.2.3. Alcohol & Smoking**

- No Employee shall consume any alcoholic drink, and no Employee under the influence of alcohol should enter Leapfrog premises. No Employee may drink alcohol during lunch hour during working days.
- No Employee shall possess or use any prohibited drug on premises of, or at any event organized by Leapfrog.

### **3.2.4. Acceptance of Gifts**

- Accepting cash or cash equivalents, including cheques, money orders, vouchers, gift certificates, loans, stock or stock options, in connection with Leapfrog's business is not acceptable in any circumstances.

- Any employee who is found guilty of paying or receiving bribes will be immediately terminated and reported, as warranted, to the appropriate authorities. A kickback or bribe includes any item intended to improperly obtain favorable treatment.
- When a gift, meal, entertainment or other courtesy is provided to a third party in connection with Leapfrog business, it must be legal, reasonable, appropriate under the circumstances. Further, it has to be approved by the employee's manager. In no event should they put Leapfrog the Company or themselves in a position that would be embarrassing if the gift were made public. Neither an employee nor their Related Party may furnish or offer to furnish any gift or entertainment that is of more than token value or that goes beyond the common courtesies associated with local customary business practices.
- Business gifts and entertainment expenses must be processed through proper budget, approval, record keeping and documentation processes.

### **3.3. Conflict of Interest**

Leapfrog conflict of Interest Policy requires all Employees to avoid situations where their personal interests might, or might appear to, be in conflict with the interests of Leapfrog. All Leapfrog employees are expected to familiarize themselves with the content of the policy. Employees are required to disclose any actual or potential conflict of interest as soon as they arise, and when required by the People Management area. The Leapfrog People Management area must maintain a conflict log to record the details of all actual or potential conflicts of interests disclosed and the action taken in respect of them. Employees have the obligation to conduct Leapfrog business in an honest and ethical manner, including the ethical handling of actual or potential conflicts of interest between personal and business relationships.

While it is not practical to list all possible situations that may result in a conflict of interest, the examples given below are some situations that are considered in conflict with the interest of Leapfrog and must be avoided:

- Employees are prohibited to involve in any activity that is likely, directly or indirectly to be in conflict with Leapfrog's interests.
- Employees are prohibited from involvement in any other employment, business or activities, even if part-time, that will take them away from fulfilling their responsibilities to Leapfrog effectively and/or prevent them from acting in the best interest of Leapfrog.
- Employees must give prior written notice to their lead and the People Management immediately after becoming aware of any potential conflict of interest. Without the prior written approval of the People Management, you may not participate in any procurement or decision-making process or other similar process which involves a Related Party (Which may

be of conflicting nature) of theirs even if such process does not constitute or give rise to Related Party Transactions under the Code.

- Employees are not encouraged to have a shop on the website of any platform of Leapfrog unless Leapfrog has granted its approval and consent. Should an employee wish to do so, or have a shop on Leapfrog, they will be required to declare it to their lead and People Management.
- No Employee shall invest in any Supplier of Leapfrog. Any Employee wishing to invest in a Business Partner, Merchant or Competitor of Leapfrog must obtain approval from Leapfrog in advance and may only invest after Leapfrog has explicitly granted its approval and consent.
- In any case employee's family, relatives and friends should not be a campaign winner, or the recipient of any free items or subsidies that are provided with the intention of going to unrelated or unaffiliated Leapfrog customers.
- Employees are prohibited from accepting payments, commissions, offers, favors, extravagant entertainment; materials, merchandise, services or repairs at unreasonably low or no cost, gifts or advances in connection with the Leapfrog business.
- No Employee shall be employed by, or provide services to, a Supplier, Business Partner, Merchant or Competitor of Leapfrog.
- An Employee and their Spouse/Siblings/relatives may not have a direct reporting relationship or directly report to the same lead.
  - Spouses shall be employed only when they have been subject to the usual competitive recruitment process but not in an area management relationship. However, Leapfrog does not encourage a husband/wife team to work in the same team in the organization.
- Any Colleague Relationship coupled with the following professional relationships constitute potential conflict of interest that should also be reported in a timely manner:
  - The parties have an indirect reporting relationship;
  - One party may have an influence on the decision with respect to the other party's employment terms and conditions (such as an offer of employment, compensation, promotion, job transfer, disciplinary actions, etc.)
  - Because of job responsibilities, a relationship of mutual restriction or supervision exists between the parties i.e., if there is a relationship between lead and subordinate or between employees where confidentiality needs to be maintained.
  - Whilst Colleague Relationships are not strictly prohibited, they may lead to conflicts of interest. Leapfrog reserves the right to take appropriate steps to eliminate such conflict of

interest (including but not limited to transferring the Employee to another position, changing scope of work, or even termination of the employment relationship).

- Use of inside information/insider trading to gain personal benefit for self, or others. If you are in possession of material nonpublic information about Leapfrog, and disclosing, without proper authority and approval, any of Leapfrog's Confidential Information.
- Using the position in the Leapfrog to influence decision-making regarding hiring and/or doing business with an Employee and/or their dependent family members. This also includes sponsoring any business or activities done by these persons.
- Using Leapfrog funds, locations or assets for political/religious activities and contributions to such parties/persons.

### **3.3.1. Process for disclosure of conflict of interest**

- Immediately disclose conflict or potential conflict of interest in writing to the Lead of People Management.
- If an employee's dependent family member has submitted a proposal or quotation seeking business, sponsorship, vendor relationship, consulting assignment, or other association with Leapfrog, the employee must immediately disclose this information in writing to the reporting and team manager and Lead of People Management.
- If there is existing, or there develops later, a family or other close relationship between two employees within the same department, they must disclose this immediately to the area Head so that the reporting relationship and/or area can be changed.
- If the employee is not sure whether a situation could be considered a conflict of interest or not, then they should ask the People Management Team. In case an exception is being sought, the employee must disclose the complete circumstances prior to acting and request for approval. People Management will review the situation and seek SVP's approval. Written approval assures appropriate management awareness and provides the employee with documentation of disclosure.
- Consequences of failure to comply with the requirements with respect to submission of declaration of conflict of interest situation(s) for filing and approval are as follows:
  - Every Employee of Leapfrog has the obligation to declare conflict-of-interest situations in accordance with the provisions above.
  - If an employee fails to comply with the provisions above, seriously violate relevant provisions regarding conflicts of interest, or fail to submit a true and complete report of

any actual or potential conflict-of-interest situation for filing or approval, they will be subject to disciplinary action.

### **3.3.2. Safeguard of Company's Image, Facilities and Property**

Every employee must safeguard Leapfrog property from loss or theft, and may not take such property for personal use. Leapfrog property includes confidential information, intellectual properties, software, computers, office equipment, and supplies. You must appropriately secure all the Company property within your control to prevent its unauthorized use.

Leapfrog's email, internet and internal systems are to be used primarily for the Leapfrog's business. In no event shall the systems be used for sending or receiving discriminatory or harassing messages, chain letters, material which is obscene or in bad taste, for commercial solicitations, for using social networking sites or in any way that would otherwise violate this Statement.

## **3.4. Intellectual Property Right Policy**

### **3.4.1. Trademarks and Domain Names**

Employees should use Leapfrog trademark and domain name only in connection with the Group's business and in conformity with Leapfrog's corresponding usage guidelines and relevant procedures. Employees must advise their supervisor or the Corporate Affairs and Communications of instances of unauthorized application for or registration or use of any trademark, logo, name, domain name or website address of Leapfrog and any other infringing acts. Without the prior written approval of Leapfrog, you may not transfer, sell, license or otherwise dispose of any trademarks or domain names. If there is any need to acquire trademarks or domain names that are relevant to Leapfrog from third parties, please consult with the Communications and People Management area regarding the process.

### **3.4.2. Copyrights**

- It is a violation of applicable laws and of Leapfrog policies to make unauthorized copies of or derivative works based upon copyrighted materials or pictures or work containing personal image (right of portrait). The absence of a copyright notice, freely downloadable and reproducible works, or open-source software does not necessarily mean that the materials are not copyrighted. Leapfrog licenses the use of much of its computer software from outside companies. In most instances, this computer software is protected by copyright.
- No Employee shall make, acquire, reproduce or use unauthorized copies of computer software. Further, the absence of a copyright notice in relation to any article, picture, artwork, or musical, audio or visual products obtained from the Internet or from offline sources does not necessarily mean that such article, picture, artwork, or musical, audio or

visual product is not copyrighted. Without authorization, no Employee may reproduce, obtain or use unauthorized articles, pictures, artworks, or musical, audio or visual products. Any questions concerning copyrights should be directed to the People Management area.

### **3.4.3. Patents /Technologies**

Patents/technologies are very important assets of Leapfrog. With respect to patent/technology matters in relation to the business, you should consult the Relevant area. With respect to patent/technology protection procedures in accordance with the established process, an employee must notify their lead or the Marketing and Legal area of any unauthorized application for, or registration or use of, Leapfrog's patents/technologies that constitutes infringement. They must not transfer, sell or otherwise dispose of any of Leapfrog's patents/technologies. If there is any need to acquire patents/technologies that are relevant to Leapfrog from third parties, please consult with the Corporate Affairs and communications and People Management area.

## **3.5. Confidentiality and Ownership**

Employees are required to protect confidential information relating to business activity or any other important information relating to the affairs of Leapfrog.

An employee shall not use or reveal to others Leapfrog, customer or supplier confidential or proprietary information, except as authorized by their senior management or as legally required. This includes business methods, pricing and marketing data, strategy, computer code, screens, forms, experimental research, and information about Leapfrog's current, former and prospective customers and employees.

Leapfrog prohibits Employees from using inside information (regardless of whether it pertains to Leapfrog or to another company) obtained through their position in or employment with Leapfrog to deal in stock or other securities, whether by themselves or through their Relatives or other persons or entities.

The use of inside information for personal purposes is unethical and possibly illegal, and is strictly prohibited. No employee shall circumvent this prohibition by acting through a third party or by disclosing inside information to others for their use. Any invention, discovery, research report, patents, design etc. developed whether inside office hours or outside office hours shall be the property of Leapfrog.

### **3.5.1. Media Inquiry Policy**

All public relation activities and media requests will be coordinated and managed to ensure dissemination of Leapfrog's external communication is accurate, appropriate and in line with Leapfrog's brand.

Leapfrog's employees are not allowed to issue/give press statements, give interviews, statements, or other information to any form of media on any matters connected with Leapfrog. When members of the media contact Leapfrog employees to discuss anything that pertains to Leapfrog, those employees should direct the media to the People Management area who will handle all requests in a prompt, courteous and professional manner.

As violation of this policy has the capacity to prejudice the interest and reputation of Leapfrog, in this regard this action will be considered for disciplinary action.

### **3.5.2. Written Articles and Products**

Reports/articles/Products written/produced by worker/employee relating to Leapfrog programmes should be submitted to the SVP for approval and interviews cleared prior to handover or publication or other circulation to the clients. Products, Reports and other written material are confidential to Leapfrog International and should not be divulged without permission from the SVP.

### **3.5.3. Social Media Policy**

Regardless of whether or not a Leapfrog's employee is representing Leapfrog in an official capacity through social media, the expectation from the employee is that they conduct themselves positively to reflect the organization.

Inappropriate communications even though made on an employee's own time and resources shall be grounds for corrective action up to and leading to immediate termination.

Employees shall not engage with social media at times or in ways that shall interfere with their workplace.

### **3.5.4. External Data Disclosure**

Every employee must safeguard Leapfrog property from loss or theft, and shall not take such property for personal use. Leapfrog property includes confidential information, intellectual properties, software, computers, office equipment, and supplies. They must appropriately secure all Leapfrog property within their control to prevent its unauthorized use.

Leapfrog's email, internet and internal systems are to be used primarily for Leapfrog business. In no event shall the systems be used for sending or receiving discriminatory or harassing messages, chain letters, material which is obscene or in bad taste, for commercial solicitations, for using social networking sites or in any way that would otherwise violate this Statement.

Employees are required to observe the Detailed Rules of Leapfrog for External Data Disclosure and any guidelines on corporate information disclosure (both externally and internally) as may be adopted by Leapfrog from time to time. You must deliver all documents reasonably required

by Leapfrog truthfully, accurately, completely and in a timely manner, including personal information requested by Leapfrog, accounting records, expenditure information, invoices, vouchers, travel and expense reports; and all required declaration/review and approval/filing/authorization information, all business information and any other business records; and all documentation must be duly authorized, if required.

### **3.6. Business Communications**

All business communications should be clear, truthful and accurate. Business communications shall become public through litigation, government investigations and the media. Employees should take care to avoid exaggeration, colorful language, guesswork, legal conclusions or derogatory remarks or characterizations of other people and companies. This applies to all types of communications, including emails, instant messaging and “informal” notes or memos.

Employees must take all necessary measures to secure their computer/laptop/ cell phone passwords. If they have any reason to believe that their password or the security of Leapfrog computer/laptop/ cell phone or communication resources has in any manner been compromised, they must change their password immediately and report the incident to the IT area. All of the computing resources used to provide computing and network connections throughout Leapfrog are the property of Leapfrog and are intended for use by Leapfrog Employees to conduct business. To the extent permitted by law, all emails, voicemail and personal files stored on Leapfrog computers/laptops/ mobile phones are Leapfrog’s property, and Leapfrog in its sole discretion shall review any files or communications (including emails, cell phone messages and intranet messages).

## **4. Classification of employees**

Leapfrog intends to clarify the definition of employment classifications so that employees understand their employment status and benefit eligibility. All employees will have a written contract (Employment Contract).

The employee shall receive an employment contract after accepting the offer letter from Leapfrog. The Contract shall outline but is not limited to:

- The effective date of employment,
- Position title and People Management level,
- Place of assignment,
- The area of assignment,

- Area/Team manager
- The salary and other benefits,
- Other relevant terms of employment as required.

The contract becomes valid only after signature by the employee candidate and designated appointment authority. The appointment of a new employee shall take effect from the date on which the employee member starts to perform their duties. If any statements or documents given by the employee for the purpose of appointment are found to be incomplete or incorrect, or any vital information provided is found to have been suppressed, Leapfrog can terminate the services of the employee at any time.

Leapfrog hires its employees under one of the following employment categories:

#### **4.1 Regular Employment**

Employees hired under regular employment are required to undergo three months (up to six months) probationary period before they are confirmed to the post. During the probationary period the employee will be under scrutiny and can be dismissed if it is assessed that performance was poor at the discretion of Leapfrog. This employment type is used for positions of a permanent nature. Employees under this employment contract are entitled to social security fund, festival allowances and insurance benefits and are paid a salary through the payroll system.

#### **4.2 Task-Based/Time-Based Employment**

An employee is hired either for a predetermined term for completion of specific task or service or for a fixed term contract. The terms of service are fixed by contract held between employee and Leapfrog and upon completion of the task/fixed term, the employment comes to an end. However, the contract period may be extended subject to mutual consent between the employee and Leapfrog. Employees under this employment contract are entitled to provident fund, gratuity, festival allowances and insurance benefits and are paid a salary through the payroll system.

#### **4.3 Intern**

Interns are hired upon entering into an agreement with the educational institution pursuant to the approved syllabus. Interns shall not be engaged in work exceeding 8 hours a day and 48 hours a week.

#### **4.4 Trainees**

Trainees are hired for a training period not exceeding 1 year where they are trained and engaged in work for such duration. All trainees are eligible for provident fund and other social security Benefits (gratuity payment and festival allowance) from their first day of training. The Company

is not obliged to appoint the trainee as a regular employee upon completion of the training period. However, if the trainee is appointed, the probation period shall not be applicable in case of trainee.

#### **4.5 Working Practices**

Employee management will be done by the concerned reporting and team-manager in accordance with the agreed policies and practices. This includes working hours, discipline, code of conduct and conflict of interest.

#### **4.6 Employment Year**

The employment year begins from the month of Shrawan. All calculations regarding salary, allowances, leave, and other benefits are based on the basis of Nepali fiscal year calendar.

#### **4.7 Attendance**

Attendance is a crucial indicator that denotes accountability in our freedom. This also helps us equip our operations to strive to be remarkable. Employees who fail to attend work regularly and punctually shall be subjected to disciplinary action along with pay deductions/leave adjustments as deemed necessary by the management, it includes but is not limited to late attendance and/or no show. An employee who fails to report for duty without approval from the Area/Team Manager shall be subject to disciplinary action.

The simple rule that we have is:

- Be mindful of starting your shift on time.
- Update daily attendance through the company assigned communication and attendance tools within 2 hours of shift start.
- The system will recognize the missing attendance as ‘Leave Without Pay’ for the given day if not submitted within 4 hours of shift start.
- Respective Team Leads, Project Managers, Team Managers, and Leave issuers through the company's attendance dashboard can view their teams as well as personal missed attendance and act upon the same.

##### **4.7.1. General working hour guidelines**

- Working hours will be governed according to the operational requirements of Leapfrog, and cannot be altered without the written approval of SVP. The spread of working hours across group can be amended by the respective Lead of area provided that the total number of mandatory hours each week remains unchanged.

- Leapfrog reserves the right to change the starting/ending time of shift as per operational requirements when necessary.
- Records of attendance must be scrutinized by the Lead of area at regular intervals.
- Employees who fail to adhere to the policy and timing as required by their respective areas will render themselves liable to corrective and/or disciplinary action as deemed necessary by the management.
- Hours of work are governed by the nature of an employee's duties at their place of work and not by the grade of the employees.
- Employees are required to work according to Leapfrog's business requirements in or split duty shift or any combination according to operational requirements as assigned by the Area/ Team Manager.
- Due to the diversification and area operational needs, employees can be placed in various roster patterns. Where the roster pattern requires the employee to work longer or shorter hours per week the Lead of area must ensure that over the month including any leave period, employees conform to working the required number of hours every month.
- Misrepresentation in excess working hours shall be governed by Disciplinary Policy.

#### **4.7.2. Time Lost and Short Attendance**

##### **4.7.2.1. Time Tracking through Worklog**

Our time tracking system in company assigned HRIS ,Vyaguta's worklog helps us understand their team members' efforts and maintain transparency and accountability in doing so. We track the time we invest in different projects in Vyaguta's Worklog using as much detail as possible when documenting what we do.

Worklogs system features:

- Actual reflections of work performed.
- Coverage of a minimum of 8 hours per day and 40 hours per week of work (unless leaves are approved). Daily 8 hours can consist of internal productive meetings. Events and other tangent formal gatherings are best kept under 5 hours per week.
- Weekly work log freezing system which ensures timely communication within the team and with our clients regarding our work progress. Worklog is locked on the following week's Tuesday and on the last day of the month which cannot be changed thereafter.

- Automatically treat empty work logs as ‘Leave Without Pay’ which can be overridden through the validation of respective Project Managers, Team Leads, Team Managers to People Management.
- Personal Time Off (PTO), which is available to handle critical personal matters which shall occur inconveniently during work days, and is best kept under 2 hours. If you have worked after the break to compensate for the hours, PTO should not be considered.
- Employees who fail to attend work regularly and punctually may be subjected to disciplinary action along with pay deductions/leave adjustments as deemed necessary by the management, it includes but not limited to late attendance and/or no show. An employee who fails to report for duty without approval from the reporting Manager may be subject to disciplinary action.
- It is a basic responsibility of a reporting manager for monitoring employee attendance and take appropriate actions. In case any employee is coming late or leaving early on a regular basis, a meeting can be arranged with the employee to discuss any issue faced by an employee. People Management Team can be approached in case there is any disciplinary issue against an employee.

#### **4.7.3. Deduction due to late arrivals to their worksite**

- Employees are expected to adhere to office timings. A grace time of 15 minutes is permitted after which it will be treated as “Late Coming”. This is limited to 3 late marks every month. For every late coming thereafter, employee's attendance will be considered as 'half working day' i.e. half day leave deduction.
- Employees engaged in their studies and have to attend their classes at an academic institution can attend their classes with the permission of their reporting and team manager and Area Lead but will have to complete hours of work.
- Further disciplinary action may be taken including, but not limited to salary deductions and/or formal warnings.

### **5. Employment Benefits and Facilities**

#### **5.1. Payment of Salary and Allowances**

All salary and allowances shall be set in Nepalese rupees and shall be paid monthly exactly on or before 10th day of the next month in arrears by transfer into employees designated bank account. Deductions from the employee’s salary shall be made automatically for social security fund contribution, optional self-contributory retirement benefit fund, income tax, unauthorized absence or leave without pay.

## **5.2. Benefits:**

### **5.2.1. Salary and allowances of employee**

Salary and allowances of the employee working in Leapfrog will be in accordance with the Bylaw or as approved by the Board from time to time.

Leapfrog shall not deduct any amount from the salary of an employee without giving a notice except on the following grounds;

- In case it is required to realize any fines
- In case it is required to deduct against absence; or loss or damage to any property of Leapfrog intentionally or negligently;
- In case it is required to deduct in respect of providing prescribed facilities or advances or over payment of salary.
- In case it is required to deduct under the order of government office or court or the notification of the Government of Nepal;
- In case it is required to deduct in respect of income tax or any other tax levied under prevailing laws

### **5.2.2. Social Security Fund**

Every Employee will be registered with Social Security Fund and the amount to be deposited in Social Security Fund will be deducted from the salary to be received by an employee whereas an employee contributes 11% of their basic salary and Leapfrog will contribute 20% of the employee's basic salary for that particular month, which sums to total 31% of the basic salary of an employee and deposited to their respective SSF account.

Employees working in a Leapfrog are provided with medical insurance, accidental insurance as per provision provided by SSF.

Leapfrog will communicate to the contribution-based social security fund office upon the separation of an employee from service to settle the amount to be received from contribution based social security fund.

### **5.2.3. Festival Allowance**

Employees working in Leapfrog will be paid an amount equal to one-month basic salary of that employee as a festival bonus.

Festival allowance for employees whose tenure in Leapfrog is less than a year will be prorated paid based on their total working days.

#### **5.2.4. Laptop Allowance**

Employees working in Leapfrog will receive a certain stipend if they use their own laptop instead of the company laptop.

#### **5.2.5. Leapfrog Bonus and Allowances**

Any other Leapfrog bonus and allowances will be distributed as per the decision of the Board.

### **5.3. Facilities**

#### **5.3.1. Food provision**

##### **5.3.1.1. Lunch Break**

Every employee shall go for lunch for one hour during the day. Generally, lunchtime will be from 11:30 pm to 12:30 pm for normal shifts and a suitable time of one hour as fixed by management for other shifts. However, management can alter this time as per the requirement of the day. Managers can allow daily 1-hour lunch breaks in between the working hour without hampering the daily office activities.

- Lunch breaks can be assigned at different times for different employees.
- Nursing mothers whose child is below 3 years of age shall be allowed to take reasonable break time to breastfeed and look after their infants.

##### **5.3.1.2. Snack Break**

Every employee shall go to Snacks break for 30 minutes a day . Generally Snacks break is from 3:30 to 4:00 . Snacks break can be assigned at different times for different employees.

##### **5.3.1.3. Dinner Break**

As per project requirement employee working late hours while working from office have Dinner break facilities as per request submitted by them 1 day prior. Managers can allow daily 1-hour dinner breaks in between the working hour without hampering the daily office activities.

#### **5.3.2. Arrangement for transportation**

When requiring women employees to start or finish work before sunrise or after the setting of the sun, Leapfrog shall make an arrangement for transportation to come and go from the workplace.

### **5.3.3. Leave**

The authority empowered to grant leave has discretion to refuse, postpone, curtail and cancel leave according to pressure of the work and the requirement of Leapfrog. The employee shall not be entitled to claim the leave as a right.

Employees are provided with various leave benefits to allow personal and emergency time off. Leave is not a matter of right but merely a facility. Employees are entitled for leave such as sick leave, maternity leave, paternity leave, bereavement leave, menstruation leave, special leave, compensation leave, unpaid leave other than weekly day off and public holidays. In the event of necessity, Leapfrog shall recall the employee on leave.

The practices related to applying for and approving planned leaves is stated in section 8.3 of the document.

Any employee remaining absent for up to 30 days without obtaining prior approval or on prior notice, the management shall have the right to terminate the service of such employee for their his absence.

#### ***5.3.3.1. Discretionary Leave***

As Leapfrog provides Sundays of winter and rainy seasons off as winter and rainy season leaves, Leapfrog does not provide Annual Leave as permitted by the Labor Act.

The discretionary leave entitlement is 10 days per fiscal year. The employee must plan their leave in advance and are expected to give reasonable notice.

Sickness whilst on discretionary leave will be treated as discretionary leave until the approved discretionary leave has expired. If the employee still remains unfit for duty and submits the required medical certificates, the sick absence shall commence.

Employees working under the probation period and contract shall be eligible for discretionary leave after they transition as permanent employees of Leapfrog.

Discretionary leave is neither transferable nor cashable.

#### ***5.3.3.2. Sick Leave***

If an employee is absent from work due to casual illness, such an employee should inform their respective leads as soon as possible.

Employees shall be allowed to take sick leave with full pay up to 12 days in a year if they fall sick.

Employees working under the probation period shall be eligible for sick leave on a pro-rata basis for the entire probation period of continuous service, i.e. 1 sick leave will be assigned for a 1 months period.

- If such absence is more than three (3) consecutive working days, a prescribed certificate issued by a physician recognized by the Government of Nepal is required at the time of reporting back to office. Only upon submission of the doctor's prescription and other related medical reports will it be considered as sick leave.
- If an employee has to take sick leave urgently, the employee must inform the authority who sanctioned the sick leave as soon as possible.

All employees completing the probation period in Leapfrog company shall be entitled to 12 days paid sick leave annually. Employees whose service period in the Company is less than the standard working days in the calendar year, Sick leave shall be available on a pro rata basis.

Part of sick leave if not availed during a year, shall be carried forward to the following calendar year. The employees are entitled to accumulate the Sick Leave up to 45 days in a service period. In case the accumulated sick leave exceeds 45 days, the employee shall be entitled to encashment for such excess period each year. The company shall pay for the accumulated sick leave at the time of termination of the service of the employee at the rate of his last drawn salary. In case of resignation, termination or immediate cancellation of an employment contract by the organization, leave taken in excess shall be deducted from the final salary payment.

If an employee is absent from work due to casual illness, such employee should inform the management as soon as possible.

#### ***5.3.3.3. Bereavement leave***

Employees who have completed their probationary period in Leapfrog shall get 13 days paid mourning leave on the demise of spouse, children or parents. In case an employee is obliged to observe mourning personally in accordance with his/her family custom for step parents and wishes to observe such rituals, such employee will also be eligible for mourning leave.

#### ***5.3.3.4. Maternity Leave***

- A female employee employed with a continued 1 year of service at Leapfrog is entitled to maternity leave with full pay up to a maximum of 90 consecutive days. If needed, additional 30 days of unpaid leave is allowed. This additional leave must be consecutive days to be utilized in one go and can only be availed after exhausting the maternity leave and will require approval from the respective lead or project lead and People Management.

- The leave must be taken as close to the time advised by the employee's doctor or at least 2 weeks earlier to the expected date of delivery and six weeks after the child's delivery. An expectant female employee shall notify their respective lead or project lead as well as People Management in writing and apply for maternity leave at least four months prior to the expected delivery date to enable substitute cover to be arranged. Appropriate medical certificates must be attached to the leave application.
- In case of stillbirth or abortion of a child more than seven months the female employee will be eligible for maternity leave.
- Whatsoever provisioned in this bylaw, in the event if the children of an employee who has already utilized the maternity leaves in accordance with the provisions of this bylaw die and or is born still, Leapfrog at its sole discretion shall consider and approve an additional Maternity Leave of a such employee if she is pregnant with another child.
- In an event of the demise of the wife before completion of 60 days from the date of childbirth, the male employee whose wife has died shall get a remaining period of maternity leave as a paid maternity care leave for taking care of the newborn baby.
- The employee has to produce a birth certificate of a newly born child to validate the claim on maternity and paternity leave and services. Except in case of stillbirth or death of the child at the time of delivery, the employee will not be required to provide the birth certificate of the child.
- Pregnant employee, two (2) months prior to her expected delivery will not be required to do any work that involves long hours of standing, or in any way is likely to interfere with her pregnancy. 180 days of remote work shall be granted to an expecting employee. However, exact working hours shall be agreed upon individually with the workers/employee member's reporting and team manager in order to meet the needs of the program and a regular pattern shall be set accordingly.
- For pregnant and nursing mothers 6-hour workday for 90 days is allowed which further can be split before and after the delivery, with a division, not more than 2 parts. One can choose to start working a 6 hour shift 60 days ahead of the expected delivery date. The arrangement must be approved by the project lead or immediate lead and must be informed to the People Management area. During this period, an individual shall be asked to work a certain number of hours a week from the office.
- Based on the sole discretion of the management committee of Leapfrog, the management committee shall approve and grant the facilities under maternity and paternity leave as provisioned in bylaw to an employee adopting an infant up to six months or surrogacy.

### **5.3.3.5. *Paternity Leave***

A male employee is entitled to 15 days (including weekly days off and festival days within that period) paid paternity leave on the birth of his baby. This should be taken within two weeks from the birth of the baby. Leave should be taken in one go within a month of the baby's delivery.

- A male employee, employed with Leapfrog and has served 1 year at Leapfrog shall be entitled to paternity leave of 15 calendar days. This leave must be taken around the expected delivery date and no later than during the first two weeks of the birth of the child. An expectant male parent must notify their respective leads or project leads as well as People Management through HRIS at least two months prior to the expected delivery date to enable substitute cover. An appropriate medical certificate in support of his wife's expected date of delivery must be submitted with the leave application.

30 consecutive days of remote work shall be granted which needs to be approved by the project lead or immediate lead as well as the People Management. During this period, the individual may be asked to work a certain number of hours a week from the office.

### **5.3.3.6. *Menstruation Leave***

A female employee, who has worked at least 6 months continuously and is a regular employee with Leapfrog shall be entitled to 6 days of menstruation leave per year. This is a nontransferable leave.

### **5.3.3.7. *Well-being Leave***

Team managers and project managers can approve well-being leave to employees based on the reasonable discretion of the team manager and project manager for the mental and physical well-being of the employee. This leave is separate from the Sick Leave described above.

### **5.3.3.8. *LWOP (Leave Without Pay)***

Employees who are on probation and are not eligible for paid leaves, or who have used all available leaves shall request leave without pay. Any employee going on leave without proper information and approval from their direct lead supervisor shall be marked leave without pay.

## **5.3.4. *Salary Advances***

Salary advances will not be granted except as authorized by the Board on a case-to-case basis. The employee has to pay back the advance taken within 12 months of the advance taken time period.

### **5.3.5. Prize and Perks**

BODs/SVP or any personnel authorized by the SVP can allot cash prize or other form of prize to encourage or honor an employee working in Leapfrog.

### **5.3.6. Annual Increment**

Except in cases where an employee has been suspended or his annual salary increment has been withheld, every regular employee who has completed their probation period of six months of continuous service with Leapfrog shall be entitled to an annual salary increment known as grade with effect from 1st of Poush each year.

Where the management finds the work performance of any employee to be highly satisfactory, it shall at any time increase the salary of such employee.

### **5.3.7. Change in existing benefits**

Management of Leapfrog can alter the facilities and services of an employee working in Leapfrog in accordance with company strategies, market position, government policy, labor act, and laws.

### **5.3.8. Company Holiday**

In the course of a single year, LF employees will be granted a sum total of 13 company holidays, encompassing significant occasions such as International Women's Day and Labor Day.

The People Management Team shall publish the list of Public Holidays at the beginning of each year. However, the SVP may alter such holiday as deemed necessary.

### **5.3.9. Income Tax**

Leapfrog shall deduct at the source the income tax payable by Leapfrog employees from their salary each month as per the requirements of the Government of Nepal. Employees themselves shall be responsible for any personal tax assessment that they shall have and submitting the relevant documentation to the Government of Nepal.

## **6. Recruitment**

Leapfrog is committed to ensuring a fair, consistent, and non-discriminating recruitment process. Recruitment and selection of an employee shall be made on an open competition basis in accordance with the needs of Leapfrog. Any recruitment, selection, layoff, and termination are directly tied to Leapfrog's business needs and will be driven by Leapfrog's business priorities and necessities.

## **7. Induction**

All new employees to Leapfrog shall have an individual induction program setting out their needs and how these shall be met over a period of time. The induction program shall include

- Practical issues such as introducing the individual to the team and other workers/employees and providing an explanation of basic office systems, administration, health, safety, and security. This shall be carried out on the first day or as soon as possible.
- Their role in the organization as a whole.
- The role of the US office and other offices/programmes.
- Familiarity with Leapfrog's Mission, Vision, and Values.
- Access to resources across the organization.
- Meeting with senior executive partners and familiarization with the Leapfrog programs.
- Having spent some time on the job, additional follow-up meetings shall be helpful to and these should be arranged as necessary.

### **7.1. Maintain personal files**

A separate personal file of employees will be maintained which will include a personal history form, interview evaluation form, resume, citizenship card, educational certificates, training certificates, PAN card, appointment letters, and other important documents such as per Leapfrog requirement.

The educational qualification and job experience of an employee required for Leapfrog will be decided by People Management in consultation with the SVP.

The files are confidential with Finance and People Management having access to them.

## **8. Attendance Management**

### **8.1. Standard Leave Process**

- An employee whether under probation or permanently going on leave must log in to our HRIS to request leave from the direct lead.
- An Employee involved in multiple projects needs approval from an assigned lead (contact People Management to know about your assigned lead) the assigned lead needs to consult with other leads of the assigned project for leave approval.

- In case of an extension of leave, the lead must be informed one (1) day prior to the completion of previously approved leave.
- In reference to the sensitivity and nature of the project, employees involved in the leave days can be decreased on mutual consent.
- Failing to adhere to the standard leave policy will lead to adverse effects on the performance evaluation of the employee and will lead to corrective actions.
- Bona fide emergencies like strikes and lockouts will be taken into consideration on a “without prejudice” basis, however, proper information is essential.

## **8.2. Approval for Leave**

- Employees must take approval from the leave approving authority before taking a leave.
- Leave taken without approval from authorized personnel will not be counted as leave. Employees must apply for leave through HRIS Portal.

### ***8.2.1. Authority to Approve leave***

An employee who is authorized to approve leave can only approve leave.

## **8.3. Planned Leave (the leaves that you should pre-schedule):**

An employee who is authorized to approve leave must arrange the leave without hampering the daily operation of Leapfrog. Any Employee seeking a planned leave needs to apply early for prior approval. The employee needs to request leave from the HRIS and must get the leave sanctioned for the mentioned number of days before going for a leave:

- 1 to 2 days planned leave approval at least 3 days in advance.
- 3 to 5 days planned leave approval at least two weeks in advance.
- Longer than 6 days of approval planned at least a month in advance.
- Timely informing the team and applying for leaves in case of emergencies.

## **8.4. Unplanned leave in case of Emergency:**

- An employee needs to call up the concerned lead for leave in case of an emergency.
- An employee needs to request leave on the day he or she joins the office.
- Except for leaves in emergency cases, then the leave form needs to be filled and prior approval needs to be taken from the concerned lead.

- In case of an extension of leave, the lead must be informed one (1) day prior to the completion of previously approved leave.

### **8.5. Sick Leave Application:**

- An employee needs to call up the concerned lead for leave in case of illness.
- Employees taking more than 3 days of Sick leave must bring the doctor's certificate and submit it to People Management.
- Except for planned sick leaves such as an operation and referred bed rest, then prior approval from the lead is needed.

#### **8.5.1. Reporting sickness absence**

On the first day of absence an employee must inform the concerned reporting manager by 10.00 am and then keep the reporting manager regularly informed of the progress and when the employee might be expected to return to work. Failure to report illness or accident within 48 hours shall lead to the employee being considered absent without leave and subject to disciplinary action.

#### **8.5.2. Recording sickness absence**

The People Management Team shall keep a record of all the days of absence due to sickness for the purpose of calculating the sick pay.

## **9. Leave Records**

The record of employee leave must be kept as per the format provided by Leapfrog. The leave record format is listed in HRIS. The leave records of all employees shall be held by the People Management area which would be responsible for monitoring all types of leave taken and leave due. The calculation of leave records will be based on the calendar year. All leave records should be closed at the end of Ashad.

### **9.1. Absences**

#### **9.1.1. Unauthorized Absence**

- An employee who is absent without authorization on any rostered work day/s immediately prior to or following a public/religious holiday and/or rostered day off will have to forfeit pay for the holiday and/or day off as well.
- Absence due to sickness (sick leave) is regarded as authorized absence only if supported by an acceptable medical certificate for any availed sick leave exceeding 3 working days. An employee who is absent due to sickness and is not able to provide an acceptable

medical certificate (where required), may forfeit pay for the days of absence as well as any Public/Religious holidays and rostered days off coinciding with the days of absence.

- An employee who has been absent for 30 days continuously from the office without serving any notice or without having approval of the leave may be terminated from the service after deducting his absence. No procedure relating to the punishment under the Rules shall be required to be adopted in case of terminating from such service.

#### ***9.1.2. Disciplinary Procedure for Unauthorized Absence***

- If employee is not compliant with leave procedure, manager sits with employee and have counselling meeting- reinforcing employee's understanding of the impact by him/her being late to work and the expectations on attendance/leave. A written warning is issued.
- If employee is not compliant with leave procedure, a final measure of disciplinary action can be dismissal following disciplinary procedures of the Labor Act.

#### **9.2. Absence due to sickness**

An employee who has utilized the entitlement of paid sick leaves, casual leaves will enter into a period of unpaid sick leave, however, discretion of approval lies with a SVP. In case of a planned hospitalization due to surgery/maternity or for any other reason Area Lead and People Management Team must be informed prior to availing the leave. In case of a planned hospitalization due to surgery/maternity or for any other reason Area Lead and People Management Team must be informed prior to availing the leave.

Any case of forged medical certificate/bills will be treated as fraud and will be dealt according to the disciplinary policy. Company reserves the right to evaluate the health and suitability of the candidate for the job through the doctor/hospital of its choice where deemed necessary.

#### **9.3. Any Other Leave of Absence**

An employee with the approval of People Management Team Lead can enter into unpaid leaves of absence, sole

discretion of approval lies with the management depending on the circumstances.

### **10. Misconduct**

Leapfrog may terminate the employment of the employee for misconduct.

## **10.2. Formal Disciplinary Action**

The formal disciplinary course of action will be used when a Area/Team manager believes that an employee shall have committed a breach of conduct: either a further minor breach of conduct that has already been subject to informal action; or in all cases of alleged gross misconduct.

### **10.2.1. Formal Disciplinary Procedure**

- The formal disciplinary proceeding shall be initiated within 2 months from the date of having obtained the knowledge of the commission of misconduct.
- The manager shall provide, setting forth in an obvious manner, the fact of the misconduct and any punishment that shall be imposed if such fact is proven within 7 working days of the initiation of the proceeding. The employee shall then submit his/her clarification within a further 14 days.
- The manager shall take the decision regarding the imposition of the punishment for misconduct within 3 months of initiation of the formal disciplinary proceeding

#### **10.2.1.1. Warning**

Warning may be given to any employee involved in any of the following misconduct:

- If an employee remains absent from work without leave approval.
- If an employee leaves the office without permission.
- If an employee comes late at work without permission.
- If the employee disobeys the orders of seniors.
- If the employee commits any other misconducts of similar nature.
- Failure to perform their role to a satisfactory level as determined by their leads and confirmed by a Management

#### **10.2.1.2. Deduction of one-day salary**

One day's salary may be deducted for the following misconduct:

- If an employee does not accept the letter or notice issued by the Leapfrog or officer having the authority to punish.
- If an employee takes part or compels others to take part in illegal strike or slows down the work collectively.

- If an employee causes loss to Leapfrog by reducing the production or service negligently or carelessly.
- If an employee tries to take benefits by submitting false details.
- If the employee does not use safety equipment provided by Leapfrog.
- If the employee commits any other misconducts of similar nature.

#### ***10.2.3.3. Withholding the annual salary increment or promotion***

Any annual increment or promotion may be withheld for 1 year for following misconducts:

- If the employee takes Leapfrog's property outside Leapfrog or allows unauthorized person to use such without the permission of the competent person.
- If the employee embezzles the entity's fund.
- If the employee damages Leapfrog's property due to negligence or recklessness.
- If the employee prevents the supply of food, water, telephone, electricity or obstructs the movement in and out of the Company.
- If the employee misuses or causes damage or loss to the objects or provisions kept for the benefit or safety and health of the employees.

#### ***10.2.3.4. Suspension***

If there are allegations that an employee is involved in activities that are detrimental to the Company's work and/or reputation, or that an employee has committed a dismissible offense and the allegation remains to be objectively verified or substantiated and the presence of the employee will have an impact on the investigation process, the Lead of People Management with approval of SVP can suspend the relevant employee with half pay, pending a full review of the evidence available. Every effort should be made to ensure that this review is completed as quickly as possible – preferably within 1 week, but certainly within a 3-month period – at the close of which a final decision will be made. The period of suspension may be extended by 1 more month if the investigation is not completed. Where an employee who is suspended is absolved of allegation against him/her, he/she shall be entitled to receive all the remuneration along with increment in remuneration, if any, after deducting the amount of remuneration he/she has already received during the period of suspension.

#### ***10.2.3.5. Dismissal***

Employee may be dismissed from the service for the commission of following misconducts:

- If the employee assaults or injures Leapfrog or any employee or customer or any person concerned with the workplace or keeps in captive or causes unrest or damage in the premise of the Company with or without use of any weapon.
- If the employee accepts or offers a bribe.
- If the employee steals property of others in the workplace.
- If the employee misappropriated any financial transaction of Leapfrog.
- If the employee intentionally damages the property of Leapfrog under their control or which is being used by Leapfrog.
- If the employee remains absent from work continuously for more than 30 days without approving the leave.
- If the employee reveals any confidential information relating to special technology with an intention to cause loss or damage to Leapfrog.
- If an employee works in collaboration with a competitive employer in the similar nature of business or carrying any competitive business on his/her own or provides any confidential information about the Company to any other competitive employer.
- If the employee is convicted by the court on any criminal offense involving moral turpitude.
- If the employee submits forged or false educational certificates for the purpose of appointment.
- If the employee comes to the workplace after consuming or has consumed drugs or liquor during working hours.
- If the employee has been punished twice for other misconduct within the period of 3 years.
- If the employee commits any misconduct for which any prevailing law prescribes dismissal as punishment.

## **11. Employee Service and Separation**

### **11.1. Service Tenure**

People Management area holds a right to determine an employee's service tenure based on the available records.

### **11.1.1. Calculation of service tenure**

The following period shall also be taken into account for the purpose of calculating the service period of any worker or employee:

- Period during which a worker or employee is kept in reserve.
- Period during which a worker or employee remains on paid leave.

### **11.2. Notice Period**

- Except for an employee who has been terminated on disciplinary issues, if employment has to be dissolved Leapfrog or an employee is required to inform as below. The following applies to the employees below managerial position.
  - For employment up to 4 weeks: notice period of at least 1 day.
  - For employment from 4 weeks to 1 year: notice period of at least 30 days.
  - For employment exceeding 1 year: notice period of at least 30 days.
- If Leapfrog dismisses the employment without providing a sufficient notice period an employee has to be compensated with the amount equal to the gross salary against the total notice period to be entertained.
- If an employee ends employment with Leapfrog without serving a sufficient notice period Leapfrog can deduct the amount equal to the gross salary against the total insufficient notice period.

## **12. Exit Types**

### **12.1. Resignation**

Any employee who is willing to leave the Company shall submit resignation letter to People Management Team Leader concerned reporting manager providing prior notice period as below stating the reason for resignation

In case an employee does not give the notice of termination, the Company shall deduct an amount equivalent to the remuneration for the notice period from the remuneration of the concerned employee which he/she is entitled to receive.

The concerned reporting manager shall be responsible for making final clearance and ensure that the proper handover and take over procedures has been followed including handling any properties, clearing dues before the final payment has been done.

Employees working in manager level should provide 2 months' notice period for the fulfillment of proper handover and takeover procedures.

## **12.2. Retirement**

- A regular employee will retire after the age of 58 (Fifty-eight).
- Provided that the terms of services of any worker or employee whose service is indispensable for conducting the business of Leapfrog shall be extended for an additional period of five years.
- However, there shall be no age limit for the employees working part-time, piece rate, and contract basis.
- If an employee is licensed by the state to perform a certain job and if the state dismisses such a license of the employee, such employee can be compelled to retire from the service.

## **12.3. Termination**

### **12.3.1 Termination of Contract**

Termination of contract arises when a role ceases to exist due to the fact that:

- Leapfrog has ceased or intends to cease, to carry on the business for the purpose for which the employee was employed, or has ceased, or intends to cease, to carry on that business in the place where the employee was employed; or
- The requirements of that business for employees to carry out work of a particular kind, or for employees to carry out work of a particular kind in the place where they are so employed, have ceased or diminished, or are expected to cease or diminish.

Notice of termination should be given to the employee providing 1 month prior. Leapfrog shall compensate the equivalent amount of remuneration in lieu of notice; in case the Company terminates the employment without giving the notice of termination.

#### **12.3.1.1. *Termination of the Work Based and Time Bound Employment***

Leapfrog can terminate the time-based employment and work-based employment upon completion of task or time period as stated in the employment agreement.

#### **12.3.1.2. *Termination by Poor Performance***

Leapfrog can terminate the employment if the performance of the Employee is found to be unsatisfactory or below required standards at any time on three or more occasions consecutively,

where on each occasion the employee has been informed according to the schedule below. The nature and determination of poor performance is at the sole discretion of Leapfrog Management, and will be determined by undertaking a work performance appraisal where expectations and shortcomings are made clear in an open evaluation.

- Written Warning – to be given via email, company's portal or in hard copy with a clear indication and description of unsatisfactory, poor performance being acknowledged by management, that need not be a continuation of previously acknowledged poor performance, i.e., can be the result of poor performance in an area other than that acknowledged in a prior verbal warning.
- Final Written Warning – to be given in hard copy with a clear indication of unsatisfactory, poor performance being acknowledged by management, that need not be a continuation of previously acknowledged poor performance, i.e., can be the result of poor performance in an area other than that acknowledged in prior warnings. The printed copies of records of all previous warnings need to be attached.

A warning for poor performance and for misconduct are distinct and may be given simultaneously. A minimum of 10 working days should pass before a successive warning is given for a continuation of poor performance in the same area.

#### ***12.3.1.3. Termination due to Health Reasons***

In cases where an employee becomes physically or mentally unfit to perform their work or requires a long period of time for health treatment, the Agreement can be terminated upon recommendation of a medical practitioner.

The Agreement cannot be terminated for a period of one year if an employee becomes physically or mentally incapable in course of carrying out their work assigned by Leapfrog. Further, the employee shall be entitled to receive their remuneration during such period.

In case of the employee's inability to be present at the Company in the course of any other health treatments, the Company cannot terminate the employee's job for a period of 6 months.

#### ***12.3.1.4. Death***

Upon the death of an employee his/her employment is considered to be terminated on that day. All accrued benefits due to him shall be provided to his/her nominee or legal claimant.

Upon the death of a current employee, the date of death shall be deemed the date on which the employee's service with Leapfrog shall cease.

The designated nominee of the deceased shall be entitled to all the outstanding benefits of the demise employee.

- If any employee dies immediately or during treatment as a result of an accident while doing the works designated by Leapfrog, compensation equivalent to the amount of three years of salary of the deceased shall be provided, in a lump sum to the designated beneficiary of the deceased employee.
- It is the employee's responsibility to ensure that their personal details, including the name of their nominated beneficiary, are kept up-to-date. Such information should be stated in the employee's personal information form.

## **12.4. Exit Procedure**

### **12.4.1. Exit Interview**

Exit Interview shall be conducted with leaving employees, before s/he leaves the Company. The primary aim of the exit interview shall be to learn employee's perspective regarding leaving the Company, any feedback to the management for maintaining effective operations. Exit interview shall also enable to transfer knowledge and experience from departing employee to a successor.

### **12.4.2. Clearance**

Employees shall be required to formally handover their responsibility to the designated person in writing and shall settle all their dues when leaving Leapfrog. All the assets provided to the employees shall be returned to the Leapfrog.

Leapfrog shall make final payment only after the final clearance has been made formally. Leapfrog shall deduct any payables to outgoing employees if they fail to settle dues or return assets until leaving Leapfrog.

### **12.4.3. Work Experience letter**

A work experience letter shall be provided to any employee upon his/her request upon completion of employment. A copy of work the experience letter shall be retained in the personnel file of the employee.

## **13. Workplace Safety**

Leapfrog is committed to providing safe and healthy work environments and to being an environmentally responsible corporate citizen. It is our policy to comply with all applicable environmental, safety, and health laws and regulations.

We are dedicated to designing, constructing, maintaining, and operating facilities that protect our people and physical resources. This includes providing and requiring the use of adequate protective equipment and measures and insisting that all work be done safely.

### **13.1. Employee Privacy**

Leapfrog respects the privacy and dignity of all individuals. Leapfrog collects and maintains personal information that relates to each Employee's employment, including medical and benefit information, and takes special care to maintain the confidentiality of such information and will not disclose such information to any person without consent, except for persons who need to know the same for a legitimate purpose.

### **13.2. Fair Dealing**

No Leapfrog employee should take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or any other unfair-dealing practice.

### **13.3. Equal Employment Opportunity**

Leapfrog's overall policy is to give equal opportunities for employment and development / promotion. Leapfrog is committed to providing fair treatment to all Employees on the basis of merit, without discrimination against any person on any basis that would be prohibited by applicable laws.

### **13.4. Employee Development**

Leapfrog is committed to attracting, developing and retaining high quality employees and providing a challenging and professional working environment for all employees.

### **13.5. Workplace Violence**

Leapfrog will not tolerate any level of violence including sexual harassment in the workplace or in any work-related setting and such conduct may be punishable as per the prevailing laws of Nepal.

### **13.6. Industrial Injury**

An injury will be considered 'Industrial' where all operational & safety procedures inscribed by Leapfrog were followed, and any of the following conditions were in existence when the injury occurred:

- The employee was engaged in assigned duties, and the injury occurred as a direct result of these duties
- The injury occurred due to exposure to materials and/or conditions harmful to human health whilst engaged in the assigned duties

An injury will not be classed or recognized as an industrial injury if it was contributed to either in full or in part of the employee's own negligence. In case of a qualified industrial injury Leapfrog will get the employee treated at designated hospitals (decided by Leapfrog) and employee will be paid salary in full during the course of his treatment and his quota of available sick, casual and annual leaves will remain intact. In case of permanent disability and/or inability to fulfill the duties of the current job, employee shall be assigned any other roles across Leapfrog whose discretion lies solely with the People Management Director and CEO. In case of death due to qualified industrial injury, employee's family will be compensated according to the applicable clauses of accidental death coverage of insurance policy.

#### **14. Corporate Books and Records; Financial Reporting, Audit and Investigation**

- You must record Leapfrog financial activities in compliance with all applicable laws and accounting practices. In relation to financial reporting, audits and investigations, you must provide information that is true, fair, accurate, timely and complete, and act in good faith, responsibly, with due care, competence and diligence without misrepresenting or omitting any material facts.
- Making false or misleading entries, records or documentation, making misrepresentation or omission of a material fact in connection with Leapfrog financial or business activities, or taking any action that could result in making Leapfrog financial statements, audit report or investigation report misleading is strictly prohibited.
- You must also maintain appropriate controls over all Leapfrog assets and resources used. You must not take any action to fraudulently influence or otherwise interfere with an external public accountant, internal auditor or investigator who is performing an audit or review of Leapfrog financial statements.

#### **15. Workplace Violence**

Leapfrog will not tolerate any level of violence including sexual harassment in the workplace or in any work-related setting and such conduct may be punishable as per the prevailing laws of Nepal.

#### **16. Business Travel Policy**

The Management and employees shall be reimbursed for reasonable and necessary travel expenses incurred directly connected with business. All expenses must be ordinary, reasonable, necessary, and have a valid business purpose.

### **16.1. Airline Travel**

- It is the policy of the Leapfrog to use the lowest fare wherever possible. We require that approval be obtained for all travel that is booked with less than two weeks' notice. Coach or economy class will be used on all flights.
- Except for SVP, fares and flights shall be validated by the Employee's Manager prior to purchase. All tickets must be purchased at least one week in advance of the intended date of travel except in situations where it is absolutely impossible to do so.
- Employees may elect to upgrade travel class at any time if they personally pay the cost difference between the class fare on the current ticket and the fare desired.
- When traveling internationally please ensure that you have the necessary visa, immunizations, and passports. If a visa is required, the Company will provide the application and processing information and the fee should be placed on your expense report for reimbursement, if not already taken care of by Leapfrog.
- For safety purposes, no more than five employees must travel together on the same commercial airline.
- Business trips, which also include travel for personal reasons, will be reimbursed only for the direct or business portion of the trip, based on the accommodation actually used for business purposes.

### **16.2. Transportation Expenses**

- Leapfrog will obtain transportation for the employee or reimburse the employee for the cost of transportation incurred while traveling on authorized Leapfrog business.
- The method of transportation (rental car, taxi and other ground transportation) is dependent upon the location, duration and nature of the business trip. The traveler is expected to use their best judgment as to the method chosen based on business needs.
- While traveling out of the city and within the country, a rental car may be used based on prior request made to the Admin area and must be validated by the reporting Managers with a final approval from the Lead of area in advance. If a rented vehicle is involved in an accident, the Admin area should be notified no later than the day the accident occurs.

### **16.3. Daily Allowances**

Looking at the nature of the job BODs can decide daily and travel allowance for employee, advisor or consultant.

#### **16.4. Accommodation**

- Leapfrog will book and pay for accommodation for business travel approved by the BOD. Leapfrog will not pay for or reimburse accommodation for business travel not approved by the BOD.

#### **16.5. Incidental Expenses**

- Laundry: Not reimbursed
- Tips: Not reimbursed
- Room Cleaning: Not reimbursed
- Telephone: Telephone is only reimbursable for International travel and must be approved by the manager beforehand. Telephone expenditures are fully reimbursable for business purposes and allowable for personal calls on a reasonable basis during international travels. If the cost of calls is unusually high, whether for business or for personal reasons, the traveler must explain the nature of the calls. Data will not be reimbursed. To avoid bad surprises, when traveling abroad, users are advised to shut down access to data. In some countries, local phones will be provided to travelers to avoid roaming costs and be locally reachable.

#### **16.6. Reimbursement Claim**

- This travel policy & reimbursement claim applies to all individuals traveling up to 1 month at a time.
- Individuals that are traveling for a longer period than 1 month are required to find their own permanent living situation. This is to be validated by the Area Managers with a final approval from a SVP in advance

##### **16.6.1. Approval**

- Any employee traveling outside their region of work should take prior approval from their Reporting and Team Manager and Area Lead.
- Employee should get the approval for the travel plan including travel details, no. of days of stay, total estimated expenditure from the HOD/Finance /PMT
- Such details should be filled in the Travel Requisition form admin department.
- In case of employees traveling via Air, requisition should be sent to the Admin Department one week prior to the traveling date.

- For travel by land, an employee has to manage the travel arrangement by himself/herself.

#### **16.6.2. Reimbursement**

- Allowances will only be reimbursed against the valid tax/pan invoice.
- Employees should submit all the invoices of expenditure incurred along with the approved Travel Requisition form within 1 week of returning to base location. Late submission may lead to no reimbursement.
- Upon approval from Lead of Operations/Finance/People Management, Daily Allowances/Meal Allowances can be reimbursed as per the actual days of travel and such amount will be added to the income of the employee and tax will be deducted as per government rule.
- Upon verification of the expenses, the Admin Department shall forward the travel details to finance for payment.
- If any employee requires advance for the business travel, then such requisition should be sent prior to 1 week of the travel date to the Lead of Operations/Finance/People Management. The 70% of the total estimated expenditure shall be released as advance.