Welcome to NovaTech Solutions!

This handbook provides important guidelines, policies, and contact information for all employees at NovaTech.

Please read this document carefully and refer to it whenever you have a question regarding HR, IT, or company operations.

---

## SECTION 1: LEAVE AND ATTENDANCE POLICY

### 1.1 Paid Leave

- Every full-time employee is entitled to 12 paid leaves per calendar year.

- Paid leaves can be used for vacation, personal reasons, or emergencies.

- Employees must submit leave requests at least 3 days in advance on the HR portal.

### 1.2 Sick Leave

- Each employee receives 8 sick leaves per year.

- A medical certificate must be provided if sick leave exceeds 3 consecutive days.

### 1.3 Casual Leave

- Up to 5 casual leaves per year are allowed.

- Casual leaves cannot be combined with paid or sick leaves.

### 1.4 Work from Home

- Remote work is permitted for up to 2 days per week with prior manager approval.

- Employees must remain available on Teams or Slack during working hours.

### 1.5 Attendance

- Standard working hours are 9:00 AM to 6:00 PM, Monday to Friday.

- Late arrivals beyond 15 minutes must be marked in the attendance system with a valid reason.

---

## SECTION 2: HOLIDAYS AND OVERTIME

### 2.1 Public Holidays

- NovaTech follows 12 official holidays per year based on the corporate calendar shared in January.

### 2.2 Overtime

- Overtime must be pre-approved by the reporting manager.

- Employees will be compensated with either extra pay or compensatory leave.

### 2.3 Half Days

- Employees may request up to 2 half-days per month for personal errands.

---

## SECTION 3: IT SUPPORT AND SECURITY

### 3.1 Hardware Issues

- For laptop or desktop issues, contact IT via the internal Helpdesk Portal or email it@novatech.com.

- Replacement devices will be issued only after IT verification.

### 3.2 Password Reset

- Employees can reset their passwords using the Self-Service Password Portal (SSPP).

- If unable to access SSPP, contact the IT team for manual reset.

### 3.3 Data Protection

- Sensitive company data should never be stored on personal drives or shared via public email.

- Only company-approved cloud platforms (NovaDrive, Google Workspace) are allowed.

### 3.4 Software Requests

- All software installation requests must go through the IT approval process.

- Unauthorized installations may lead to device restrictions or disciplinary action.

### 3.5 VPN Access

- VPN access is mandatory for remote work.

- Report VPN issues immediately to the IT team.

---

## SECTION 4: EMPLOYEE CONDUCT AND ETHICS

### 4.1 Professionalism

- Employees are expected to maintain professional communication and behavior.

- Avoid using slang or informal language in company channels.

### 4.2 Dress Code

- Business formals are required from Monday to Thursday.

- Smart casuals are permitted on Fridays.

- On client meetings, formal attire is mandatory regardless of the day.

### 4.3 Code of Conduct

- Sharing confidential data or using company assets for personal gain is strictly prohibited.

- All employees must complete annual ethics training by December.

### 4.4 Harassment Policy

- NovaTech maintains zero tolerance for any form of harassment or discrimination.

- Employees can report issues anonymously through the HR Helpline Portal.

---

## SECTION 5: EMPLOYEE BENEFITS

### 5.1 Health Insurance

- All employees are covered under the company's group health plan from Day 1.

- Coverage includes medical, dental, and vision for the employee and dependents.

### 5.2 Performance Bonus

- Bonuses are awarded annually based on performance reviews.

- Outstanding performers receive a 10–15% annual bonus.

### 5.3 Learning and Development

- NovaTech reimburses up to ₹20,000 per year for certified online courses.

- Employees can register through the Learning Portal with manager approval.

### 5.4 Travel Allowance

- Employees traveling for work are eligible for travel reimbursement.

- Submit receipts via the Expense Management System (EMS).

---

## SECTION 6: FACILITIES AND SECURITY ACCESS

### 6.1 Office Entry

- Entry is granted only via access card between 8:00 AM and 9:00 PM.

- Security staff will deny entry outside permitted hours without prior approval.

### 6.2 Cafeteria

- The cafeteria is open from 8:00 AM to 7:00 PM.

- Healthy meal options are available with subsidized rates.

### 6.3 Parking

- Employees must display a valid parking sticker.

- Two-wheeler and four-wheeler slots are assigned monthly.

### 6.4 Visitors

- Visitors must sign in at the reception and be accompanied by an employee at all times.

---

## SECTION 7: CONTACT INFORMATION

- HR Department: hr@novatech.com | Ext. 112

- IT Support: it@novatech.com | Ext. 104

- Admin Office: admin@novatech.com | Ext. 102

- Security Desk: security@novatech.com | Ext. 108

- Learning & Development: learn@novatech.com | Ext. 115

---

## SECTION 8: ONBOARDING CHECKLIST

New employees should complete the following within the first week:

1. Sign the Employee Agreement.

2. Submit ID proofs and bank details.

3. Collect ID card and access badge.

4. Attend the HR Orientation Session.

5. Setup company email and Slack account.

6. Register for VPN access and training.

---

## SECTION 9: FREQUENTLY ASKED QUESTIONS (FAQs)

Q1. How do I apply for leave?

→ Login to the HR portal and click on "Apply for Leave" under Attendance.

Q2. How can I change my bank account for salary?

→ Update your details in the Payroll section or contact HR at payroll@novatech.com.

Q3. What should I do if I lose my access card?

→ Inform the Admin Office immediately and request a replacement.

Q4. How do I connect to the VPN?

→ Install the NovaVPN client and log in using your employee credentials.

Q5. Can interns work remotely?

→ Yes, interns may work remotely upon prior approval from their manager and HR.

---

This document is maintained by the HR Department.

For suggestions or updates, please contact hr@novatech.com.