



Opentrends Technologies Pvt Ltd
Infopark, Koratty
Thrissur, Kerala

HR POLICY MANUAL

V2.0

VERSION HISTORY

Version	Date	Author	Reviewer	Approver	Change Description
V2.0	11/10/2022	Soumya S Nair	Pradeep M S	Jordi Negrete	Additions 1.WFH Policy 2.WFH Menstrual Policy 3.Dress Down Friday 4.Domestic Travel Policy Updates 1.Medical Leaves 2.Annual Leaves 3.Notice period clause 4.Onsite Payments

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Introduction

This is a summary of different policies endorsed by Opentrends Technologies Pvt Ltd. These policies shall be reviewed and modified periodically. The aim of this Policy is to be as comprehensive as possible. The policy is applicable to all employees of Opentrends and the various quality parameters which Opentrends intends its employees to follow. This document shall be read along with the service rules.

Service rules will supersede anything beyond the purview of HR Policy.

Opentrends Technologies Pvt Ltd. reserves the right to modify this policy as and when required.

1. IDENTITY CARD

Purpose

The purpose of Identity Card, SEZ Identity card policy is to enable the organisation and infopark authorities to identify the employees and distinguish the internal employees from visitors. This is also to facilitate the maintenance of security norms by providing the employees with proof of their identity and distinguishing them during meetings with external parties etc.

Coverage

All employees/trainees are eligible for a Company Identity Card.

1A. POLICY: EMPLOYEE IDENTITY CARD

- Every employee/trainee of Opentrends is given a unique, permanent ID composed of the two Alphabets "IN" (or) "TR" and the digits in order accordingly. This will identify you in all official communications within Opentrends. You will also be provided with an identification card that must be carried with you while inside the infopark premises and Opentrends office.
- Every employee joining Opentrends shall be given an ID number within 5 working days from the Date of Joining (DOJ) by the HR department.
- In case an employee loses or damages his/her employee Company ID card or access card, this shall be informed to the HR Dept, immediately and the same shall be replaced after payment of replacement fees. The replacement shall be done in 5 working days from the date of reporting the loss of the card.
- It is also advised to report the loss of the card to the nearest Police Station where the loss or the theft happened to avoid any kind misuse in future.
- If an employee forgets to bring the ID Card, send an email to HR. The HR department will provide a temporary ID card to the respective employee.
- All temporary ID cards issued in such cases need to be returned to HR before closure of business hours.
- Company ID is the property of Opentrends and must be returned to the company on the last working day in case of exit from the organisation permanently.
- All employees should use the ID card for the above said purpose only. Usage of this ID card for any other purpose will be the sole responsibility of the employee unless otherwise with a written permission from concerned authority.

1B. POLICY: PHYSICAL SECURITY AND ATTENDANCE MANAGEMENT

- Opentrends Office premises are under CCTV camera surveillance which is to ensure employee as well as office perimeter security.
- Biometric Employee Punching machine are installed at both phases to manage employee attendance and to track their movements. This will also restrict unauthorised access to office premises. Employees are advised Punch In/Out during their entry/exit to office phases.
- Employees are also advised to sign in the attendance register kept at the HR cabin on a daily basis if they are working from Office and required to mark attendance via online in case they work from Home as per Work from Home policy.

1C. POLICY: SEZ ID CARDS

- Special Economic Zone (SEZ) ID cards are provided by Infopark authorities to all the employees working inside Infopark (SEZ area).
- Employees are requested to display SEZ ID cards along with Company ID cards while they are inside the Infopark campus/SEZ area and should produce in case asked for any verification by Infopark Authorities.
- Validity of SEZ ID card would be for a maximum period of five years or as determined by SEZ Authorities.
- On employee resignation, they must surrender their SEZ ID card to the HR Department and it shall be made invalid from the exit date. The Director/HR Manager will then surrender such SEZ ID cards to respective Infopark authorities to update their records.
- Opentrends used to provide 2 SEZ ID cards to their employees - One original and other colour xerox and laminated. Employees shall surrender both the SEZ cards during their exit from the company.
- SEZ ID cards are the property of Infopark authorities and loss/theft of cards shall be intimated to HR/Director/Competent Authorities immediately. It is also advisable to report the theft/loss to nearest Police Station where the incident has occurred to avoid any misuse of the same.

2.VEHICLE PASS POLICY

- Employees who use their own vehicle (2 Wheeler/ 4 Wheeler) to commute to office are required to apply for their vehicle pass with the HR Department with vehicle details. The HR Department will coordinate with Infopark Authorities and will obtain the vehicle pass for them. The Vehicle pass issuance will be on sole discretion of Infopark Authorities

- Employees have to appropriately stick/display the vehicle pass inside/outside of their vehicle for the ease of visibility and verification of security guards
- Vehicle pass shall be returned on the last working day on employee exit/resignation.
- Vehicle pass issued is the property of Infopark and has to be surrendered to the authorities on closure of employee association with the company. Loss /damage of vehicle pass on account of vehicle change, service/wash, spare part changes, accidents etc. are non acceptable as these sorts of excuses are commonly shared by employees during their final clearing process. Employees are requested to produce the damaged/torned vehicle pass in such cases as a proof to substantiate their excuses. Else this can cause delay in issuing their relieving /experience certificate from the company.
- The existing employee has to provide a self declaration in a white paper stating the reason for non surrender of vehicle pass, owning the responsibility of any such misuse caused by lost/damaged vehicle pass. The HR Department will accordingly intimate the same to Infopark Authorities for their records.
- Admin/HR person may need to physically verify the vehicle to substantiate the vehicle pass loss/damage claim raised by employee in above case.(4 wheeler/2 wheeler or both as applicable)

3. ANTI- HARASSMENT POLICY

Purpose

The purpose of anti harassment policy is to create and maintain a work environment in which people are treated with dignity, decency, and respect. Employees should be able to work and learn in a safe, conducive environment with harmony.

Coverage

All employees are covered under this policy.

Policy

Harassment

Opentrends prohibits all kinds of harassment including sexual, regional, cultural, ethnic etc. and will take appropriate measures on receipt of such complaints or by voluntarily knowing violations of this policy.

The following are examples of harassments which are intended to be guidelines and are not exclusive while determining whether there has been a violation of this policy or not:

- Verbal harassment includes comments that are offensive or unwelcome regarding a person's nationality, origin, race, colour, religion, gender, sexual orientation, age, body, disability or appearance, including epithets, slurs and negative stereotyping.
- Nonverbal harassment includes distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, aversion or disrespect toward an individual or group because of national origin, race, colour,

religion, age, gender, sexual orientation, pregnancy, appearance, disability, sexual identity, marital or other protected status.

Sexual harassment

The objective of Opentrends in implementing and enforcing this policy is to

- Prohibit it in all forms.
- Carry out appropriate disciplinary measures in the case of violations.
- Provide procedures for lodging complaints about conduct that violates this policy.
- Investigating sexual harassment claims.
- Taking appropriate measures to curb such incident occurrence/sensitise employees.

Reporting Procedure

- If an employee believes that he or she has been subject to harassment or any unwelcome sexual attention, he or she may address the situation directly to HR. It shall be required to provide a written record of the date, time and nature of the incident(s) and the names of any witnesses (if any).
- If an employee notices that any of their colleagues has been subjected to harassment or any unwelcome sexual attention which has not been reported, he or she can support the victim employee to report the situation directly to the HR or competent authority.
- Incase of a female employee the matter can be brought towards the attention of Internal Complaints Committee redressal too.

Internal Complaints Committee (ICC)

To provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto as per the the sexual harassment of women at workplace under (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013 (Act No. 14 of 2013).

The Internal Complaint Committee has been formulated at Opentrends to address the complaints and concerns faced by women employees as part of their day to day work and to ensure a safe workplace.

The Internal Complaints Committee consists of

1. **Presiding Officer** - Mrs: Sheeja C R, Associate Project Manager
2. **Internal Members** - Mrs: Sruthy Balan, HR Manager
3. **External Members** - Mrs: Priyanka Gopi, Company Secretary

At Opentrends, we abide by the provisions of PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013 (Act No. 14 of 2013).

At Opentrends we care for the safety and security of all employees and especially our women counterparts and hence our women employees are advised to restrict themselves from working late hours.

Women employees are requested to take permission with proper intimation/approval from Reporting Manager/DM and HR or any competent authority in such situations to ensure their safety and security with proper escorts at office premises.

4. WORKING HOURS & ATTENDANCE POLICY

PURPOSE

The working hours and attendance policy are to ensure regular attendance sufficient to perform the duties and responsibilities of positions, productively and efficiently, while providing enough flexibility to the employees. This is also a statutory requirement and hence to be complied with.

COVERAGE

This policy is applicable to all employees of Opentrends.

4A. General Rules for Attendance and punctuality:

- Punctuality deserves much importance in Opentrends, especially since it has a high impact on the schedule of colleagues and clients.
- Opentrends employees are required to submit their work time sheets in Kerala Team Work and Redmine depending upon the project they are assigned at the end of every Friday/month in discussion with their Reporting Manager. Any unauthorised absence from work will call for disciplinary action.
- All Employees need to sign the Muster roll on a daily basis while working from the office.
- While employees are working from home , the attendance needs to be marked as per the work from home policy , Please refer the section #14

4B. General Rules for Working hours:

- Working hours follow a flexible timetable ie. arrive any-time in between 08.00 AM to 10.00 AM and leave any-time between 05:00 PM to 07:00 PM. Every employee works 40 hours per week on an average 8 hours per day from Monday to Friday.
- Employees are at the liberty of planning their own work schedules that meet the requirements of minimum working hours per day; customers' interaction for sales and services to meet the end to end needs in sync with respective supervisor's instructions.
- Employees are expected to work over the demand when the company needs their services for emergency activities or to meet the deadlines.

- Work schedules/Client Meetings/ Barcelona Team Meeting has always got the highest priority. During normal business hours - Lunch-Tea Time/Personal Activities/Religious Prayers/Sports-Cultural Events etc. shall be planned/synced accordingly to avoid employee absence or halting the scheduled work.(especially on Fridays - to avail short Friday benefits).
- While the employee is working from home - the definition of working hours will be governed as per the work from home policy.

4B1. POLICY: FLEXIBLE WORK HOURS (OR) FLEXITIME

PHILOSOPHY /PURPOSE: Flexible hours or Flexi-time schemes helps the employees to arrive anytime between 8:00 AM to 10:00 AM and leave anytime between 5:00 PM to 7:00 PM. When employees arrive & depart at different times in the morning & evening, this is called staggered hours.

POLICY STATEMENT: This policy establishes uniform guidelines to employees to schedule their own working hours in consultation with their Reporting Manager, within the limitations set by Opentrends, in order to meet the goals and objectives of the work unit or department.

STANDARD: Work schedule is a nine-hour day, with an hour off for lunch, resulting in eight hours worked. The most common regular work schedule involves working from 9:00 AM to 1:00 PM and from 2:00 PM to 6:00 PM.

FLEXIBLE WORK SCHEDULE GUIDELINES & PROCEDURES:

While establishing flexible work schedules, Reporting Manager or Delivery Manager shall consider the following:

- Flexible work schedules must not adversely affect the services that are provided to other operating units, co-workers or the public. The quantity, quality, and timeliness of employee work must be enhanced or maintained regularly.
- Adequate reporting managers contact and/or employee accountability must be maintained.
- Flexible work schedules must not cause or contribute to the need for additional staff, or for classified staff to work additional overtime hours.
- Employees' work hours should normally be scheduled between 08:00AM -5:00PM, 08:30 AM – 5:30 PM, 09:00 AM - 6:00 PM, 09:30AM- 6:30PM, 10:00AM -7.00PM - on weekdays.
- It is not required that flexible work schedules be uniformly available to all positions in an operating unit. Not every function is conducive to such alternate scheduling because of service requirements. No employee is permitted to work less than 40 hours during the work week.
- The work schedule and duration of a flexible work schedule agreement must be as per the project/client requirements and as decided by the Reporting

Manager/Director/PM. In case of any different time zones/ differential timings, the same need to be intimated to HR for their records.

- If any project demands specific timing as part of daily stand up, customer call, production support etc. the timings has to be followed as per the decision of Reporting Manager/PM/Director and will supersede other flexible timing clauses.
- All terms and conditions of the original job contract issued to employees shall remain the same, even if the employees need to work on different time zones/an alternate work schedule.
- Annual and Casual accrual shall be on pro rata basis and Medical leaves shall credit in the beginning of the year. Annual and Medical leave usage shall reflect in the scheduled work hours of an employee.
- There will be no change in the holiday schedule. Only eight hours of holiday pay will be provided. During weeks where paid holidays occur, it is suggested that the flexible work schedule is suspended and the employee revert to a traditional eight-hour schedule (i.e. 9 am-6 pm) so that holiday pay does not reduce or increase the total hours scheduled in the work week. Advance notice of the change in work schedule is not required under this situation but extended work hour plans shall be intimated to the Reporting Manager/HR /Director.
- During weeks where the employee is scheduled for travel and/or training for one or more days during a pay period, it is recommended that the flexible work schedule is suspended and that participants revert to a traditional eight-hour schedule (i.e. 9 am -6 pm). Advance notice of the change in work schedule is not required under this situation but prior permission to be obtained from the Reporting Manager/Director/HR.
- Above clause is applicable depending upon the Project/Work assigned to the employees.
- Contact the appropriate Reporting Manager/Delivery Head or HR Department, if you have questions or if you would like to have more clarity on above policy clauses.

4B2.POLICY: SHORT SCHEDULE ON FRIDAY

PHILOSOPHY /PURPOSE:

This policy establishes uniform guidelines to ensure that employees will have the opportunity, if desired, to participate in a short work schedule during Friday's. This policy will provide a quality of life benefit that will serve to enhance job satisfaction; help employees to balance the demands of the workplace with personal and family needs, and incorporate a commitment to valuing people.

POLICY STATEMENT:

It is the policy to provide a short work schedule on Friday to all employees of Opentrends. This policy shall only be applicable to those projects which do not require employee presence during Friday closure hours.

PROCEDURES:

Short work schedules/time must be conducive to the demands of the department and approved by the Reporting manager and appropriate Delivery Head. The hours worked must be reported on the Record keeping document form/Kerala Teamwork Timesheet of employees.

The following guidelines must be adhered to:

1. Employees /Trainees must ensure the work for 40 hours/ week.
2. In the cases of Leave Days:
 - The leave days would be calculated as 8 hours only.
 - **First Case:** Example if a person “A” Works from Monday -Thursday for 8 hrs and 30 minutes and he goes for an unexpected leave on Friday, then, in that case, he can compensate for the 2 hrs work on succeeding week. It needs to be utilised within the next week.
 - **Second Case:** Example if a person “B” works on Monday & Tuesday for 8:30 then he goes for leave on Wednesday (8 hrs leave), and returns to work on Thursday for 8:30 hrs. Then he needs to work on Friday for 8:30hrs.
 - Depending upon the cases the Reporting Manager will make appropriate decisions.
3. Employees’ work hours should normally be scheduled between 8:00 am -5:00 pm and 10:00am-7: 00 pm on weekdays.
4. In case an employee wants “Short schedule on Friday”, the work hours should be 8:00am -5:30pm, 8:30am – 6:00pm, 9:00am -6:30pm, 9:30am-7:00pm, 10:00am -7:30pm between Monday -Thursday and 8:30am – 3:00pm, 9:00am-3:30pm, 9:30am-4:00pm maximum on Friday.
5. On Friday employees must take a 30-minutes lunch break instead of the standard one-hour lunch. And can take a break before 12:30 pm, this is because we have limited time to communicate with the Barcelona team during short Friday schedules but in exceptional cases, the Reporting Manager will be in charge to make the decisions.
6. On Friday you can leave the office only by 3:00pm or depending on timing mentioned on clause No:4.
7. Short Friday schedule is not applicable on work from home mode.

OPERATING PRINCIPLES.

- Work schedules of individual employees will be determined by the Reporting Manager/Delivery Manager/PM.
- Reporting Manager/Delivery Manager/PM has the authority to decline Short work schedules for their employees on Friday depending on the workload/project need.
- Reporting Manager/Delivery Manager/PM/ have latitude regarding the operational hours of their team. An employee may not be approved for an optional work schedule due to the nature and service needed for the project
- During weekdays were paid holidays occur, it is suggested that the Short schedule on Friday shall be suspended and that participants revert to a normal eight-hour schedule (i.e. 8:00AM -5:00PM, 8:30AM – 5:30PM, 9:00AM -6:00PM, 9:30AM-6:30 PM, 10:00 AM -7PM) so that holiday pay does not reduce or increase the total hours scheduled in the work week. Advance notice of the change in work schedule is not required under such a situation.
- Above policy clause shall be applicable only based on the Project assigned and as per the discretion of Reporting Manager/Delivery Manager /PM.
- Contact your Reporting Manager/Delivery Manager/PM, if you have questions or if you would like to know more information about these policy clauses.

4B3.POLICY: WORK FROM HOME POLICY**PURPOSE**

The purpose of this policy is to enable employees with the flexibility to work from home.

COVERAGE

All employees of Opentrends Technologies Pvt Ltd.

POLICY

- The work from home flexibility is provided to employees to maintain a work-life balance by ensuring business continuity.
- All work-from-home requests shall be reviewed and approved by the respective Reporting Manager in concurrence with the Delivery Manager, HR, and Admin team.
- Employees shall plan their work from home schedules based on Floating Laptops availability. Laptops allocation will be based on project priorities or on a first come first serve basis.
- Employees availing work from home facility for more than a week shall be provisioned with their desktop. The employee shall own transportation and related logistics.
- Assets provisioned should be legitimately used to perform work responsibilities. Data and Assets issued shall be governed by the company policies and applicable privacy laws.
- All assets-related queries shall be addressed to Admin/Finance through the concerned Reporting Manager.
- Employees availing work from home shall mark their attendance online.

- Working hours are defined as per the current working hours and attendance policy. Refer the section #4.
- Any flexibility in the working hours shall be informed and approved by your respective reporting manager.
- All work plans and status shall be communicated on a daily basis to the respective reporting manager.
- Any infrastructure-related (Internet/power outages) issues shall be timely reported to the respective reporting manager.
- Employees shall be requested to report to the office in case of any major project escalations or meetings /any project kick off meetings or issues related to performance or quality of work.

4B4. POLICY: WFH - Menstrual Time Policy (As derived from ICC Committee)

Purpose

The purpose of this policy is to give flexibility to women employees and support their gender specific requirements. A woman needs to rest her body while on her period, so she has the facility to work from her comfort zone. This policy will enable women to complete work in an efficient and effective manner from home.

Applicability:

The women employees are entitled to take work from home option during their menstrual days upto a maximum of 2 days monthly.

Operating Guidelines :

Refer # 4B3.POLICY: WORK FROM HOME POLICY

5. LEAVE & HOLIDAY POLICY

Purpose

Opentrends leave policy is intended to give Employees the well-deserved rest they need, to lead a balanced life and continue functioning in a safe and effective manner.

Policy

- The entire leave quantum is categorised as “Casual Leave”, “Medical Leave” & “Annual Leave”, Birthday leave
- Casual Leave shall be credited on a half-yearly basis and Medical Leave shall be credited to the account of each employee at the beginning of the year.
- Annual Leave will be credited to the employee leave account only after completion of one year service with the organisation on a pro-rata basis.

Leaves Regulation

- Employees shall plan their leave in advance and in a manner to meet both the employee and company needs.
- Employees shall state the reason for the leave, type of leave and the start and end date of the leave in the leave request.
- Employees shall obtain prior approval for leave(CL/AL) by applying the same via greytHR portal / email before making arrangements for it.
- All leaves are granted for a specific period of time. If you foresee being unable to return to work at the end of the leave period, you should contact both the Reporting Manager/Delivery Manager / HR department to see if an extension of the leave is possible and accordingly apply for the same as briefed above.
- The employees shall send their leave request in advance applying in greytHR/ via mail to the person responsible for the authorization with CC to HR Kerala and Director.
- Reporting Managers shall respond to such leave requests within a day's time. It is recommended that all such communication/approvals are also CCied to HR Kerala and Director.
- Reporting Managers shall intimate the employee leave to Barcelona PM in advance and shall make alternate arrangements to minimise the work impact during such absence. Such leaves shall be in sync with the advance leave plan shared to Barcelona PMs in case said employee is assigned to a specific project.
- Leaves without proper approval are considered as unauthorised and shall invite disciplinary actions.
- In case if the Developer/Tech Leaders are unassigned or assigned to more than one project, Reporting managers shall approve the leave in discussion with Delivery Manager or Director (and communicate to Project Managers/Director and HR Department).
- Unauthorised absence shall be treated as unauthorised leave without pay (LOP) and appropriate disciplinary action shall be taken. Unauthorised absence of more than two days shall be deemed sufficient for termination of employment.

Half Day Leave

- An Employee must work for half of the working day in order to qualify for the half-day leave benefit.
- A half-day means 4 hours of working in a day excluding the lunch break.

- The reporting time for availing half day leave will be 9.00 AM for the first half, 2:00 PM for the second half.

5A. Casual Leave

1. All regular full-time employees at Opentrends Technologies Pvt Ltd. have 9 days of paid Casual Leave per year. This leave is calculated annually for the calendar year (January – December).
2. Casual leave days shall be used by employees to attend to personal matters that would require their time and are available on an accumulative concept. Casual leaves are credited on a half yearly or pro-rata basis.
3. Employees shall plan/avail at least minimum 2 days of CL in every quarter. The approval of this leave shall be based on project priorities.

Take into account the following issues before taking any CL:

- If you foresee the need to take a CL, please discuss it first with your Reporting Manager/Delivery Head to ensure that it shall not affect your assigned work.
- It is suggested that you apply for the CL as soon as you are aware of your leave needs.
- All CL applications for a single day's absence need to be made with at least 2 working days of notice while CL applications for absence greater than a day shall be made with at least one working week of notice.
- Reporting managers can approve emergency CL of employees considering the genuinity.
- The company reserves the right to reject a CL application if your absence will affect the day to day work of the company.
- It is not advised to take more than 3 days as CL at a stretch. If you have a special requirement which may need a longer stretch of absence, please discuss it directly with the Reporting Manager/PM/Delivery Manager/Director and HR department.
- Casual Leave shall not be clubbed with other types of leave. If you have a need to combine CL with any other leave, please contact the Delivery Head/HR for deviation approval.
- Casual Leave that is unused at the end of the year can be carried forward to 1st month of next year (January) with a maximum of 3.
- Pending leaves carried forward at a maximum of 3 , if not availed by 31st January will lapse and the balance will be reset to that of the subsequent year.

5B. Medical Leave

1. All regular full-time employees of Opentrends shall have 8 days of paid Medical Leave per year. This leave is calculated annually for the calendar year (January – December).

If you have joined after the year has started, the ML available will be calculated on pro-rata Basis from the date of joining.

2. Medical leave shall be made available in case of injury or illness. The balance is set to 8 days at the start of the year (or proportionally from the time of joining) and is available immediately.

Take into account the following guidelines for the proper use of medical leave:

- If your health does not allow you to work, you must intimate (via email/phone call/sms/whatsapp) the same to your Reporting Manager/Delivery Manager/PM//HR Department so that work schedules are rearranged in your absence.
- If you want to leave the office before business closure hours due to illness, intimate the same to your Reporting Manager/Delivery Manager and HR Department.
- A maximum of 6 unused Medical leaves shall be encashed along with January month payroll every year subjected to yearly management announcement.
- Employees are encouraged to plan their leaves, Incase of any scheduled ML (e.g., for non-emergency surgery or for a doctor's appointment), Inform your Reporting Manager/Delivery Manager/PM/HR department as soon as possible so that alternate arrangements can be made to minimise work impact.
- Employees availing more than 2 days of ML shall present a doctor's certificate in prescribed format. In case of an extended absence where your ill health prevents you from carrying out your duties, you should consult the RM/Delivery Manager/PM and HR Department and plan the leaves (LOP) accordingly to recover the health.
- Employee situations shall be reviewed periodically and necessary medical prognosis will be sought. If the absence continues over an extended period and affects the company's operational requirements, the situation should be discussed between the employee and the company and take other options into consideration.
- Each case shall be examined on its own merits with due regard to the medical report that is received.
- MLs are subjected to employee health and other medical emergencies , hence prior intimation may not be possible in all cases, but it is recommended that leave information is conveyed to RM/Delivery Manager/ HR as early as possible so that there will be minimum impact to planned work due to employee absence.

Sickness Benefit under ESI (only applicable to those employees covered under Employee State Insurance Scheme)

- Sickness signifies a state of health necessitating medical treatment and attendance and abstention by the Insured Person from work on medical grounds.
- Sickness Benefit represents periodical cash payments made to an employee during the period of certified sickness occurring in a benefit period when the employee requires medical treatment and attendance with abstention from work on medical grounds. Prescribed certificates are; Forms 8,9,10,11 & ESIC-Med.13.
- Sickness benefit is 70% of the average daily wage and is payable for 91 days during 2 consecutive benefit periods.
- This benefit is paid for the period of abstention (Minimum 3 consecutive days and above), duly certified by the Authorised Medical Officer.

The eligibility criterion for availing sickness benefit as defined by ESI are as follows: -

- Employee/Employer should have paid contributions for not less than 78 days in a contribution period of 6months.
- Employees under ESI are eligible for 91 days Sickness Benefit annually. (January to December)
- The benefit is not paid for an initial period of two days during the certified period of illness known as Waiting period. Sickness Benefit is payable @ 70% of the daily wages of the Insured Person only if the employee avail ML for 3 consecutive days or more than 3 consecutive days.
- For Example: If an Employee avail ML for 3 consecutive days Company will permit to take ML for first 2 days, but on the third day as per ESI scheme employee can claim 70% of their daily wage from nearby ESI Office and remaining 30% will be paid from Employer. and balance Medical leave count will be reset to 9.
- More Info on ESI benefits @ <https://www.esic.nic.in/information-benefits>
Claims to get the relief can be made online at website www.esic.in along with submission of the physical claim with an affidavit, photocopy of Aadhaar Card and Bank Account details to the designated ESIC Branch Office by post or in person. ESI claims shall be owned by the employee and the HR department shall provide required support.
<http://www.ims.kerala.gov.in/faq1>
- Single day of Medical leave will be paid by Employer.

5C. Annual Leave

1. All regular full-time employees who completed one year of service with Opentrends, shall have 12 days of paid Annual Leave which can be used for vacations/Short vacations. This leave is calculated annually for the calendar year (January – December) and accrues at the rate of 1 day of AL per month of service. At the end of the calendar year, the AL accrued during that year is added to your AL account balance.
2. Annual Leave that is unused at the end of the year (the year after which it was accrued during) can be carried over to the next year subject to a maximum of 24 days that can be carried over. Any AL balance above 24 days will automatically be lapsed.
3. All employees can utilise their annual holidays after one year from the date of joining.
4. Employees shall be able to encash their balance annual leaves on exit from the services of the company and are subjected to a maximum of 24 days of Annual Leave encashment.

These are the main points for the proper use of Annual leave:

- Annual Leave shall not be clubbed with any other leave type.
- All AL applications for less than 3 days need to be made with at least 2 working days of notice.
- All AL applications for more than 3 days shall be made with at least one month prior notice.
- Employees shall check with the respective Reporting Manager/PM/Delivery Manager/HR Department, on the schedules before making any annual vacation (more than 3 days at a stretch) arrangements. The company reserves the right to decline AL applications if regular operations are affected by their absence.

5D. Compensatory Leave

Purpose

To provide guidelines for claiming a Compensatory off for working on a listed holidays/weekends.

Coverage

All employees of Opentrends.

Policy

- Compensatory Leave is provided to employees for their extra work in order to meet Project/Delivery or any other Issue which is having high priority and business impact.
- Compensatory off, shall be proportionate to the number of hours an employee worked on a given holiday . If the employee had worked for a half day (4hrs) on a holiday, his/her Comp. off shall also be for half day.

- All such work should require prior Reporting manager/Delivery Head/PM/Director approval and intimation to the HR Department. The compensatory leave shall be approved by the Delivery Head/Director after assessment of the work done by the employee during said holiday.
- An employee should work for a minimum of 4 hrs extra to that of normal working hours to claim for compensation. Less than 4 hrs of extra work shall be treated as work commitment from the employee side. Compensatory Leave approval is the sole responsibility of the respective team members Reporting manager.
- Compensatory Leave for employees shall be approved by the concerned Reporting Manager/Delivery Head/Director within 3 days from the date of such extra work.
- Employees shall avail said compensatory leave within 3 months of approval date and the same will lapse/expire after 3 months.
- Compensatory Leave validity deviations are handled by the HR Department only after the approval from the Director/Delivery Head.

5E. Employee Birthday or Spouse Bday or Child's Birthday or Employee Wedding anniversary Leave.

1. All regular full time employees of Opentrends Technologies Pvt Ltd are entitled to get 1 day leave either on their Birthday or wedding anniversary day or Child's Bday to allow them to spend time with their family.
2. This leave can be availed only on the dates as per HR Record and will be lapsed at the end of December.

5F. Public Holidays

1. 12 public holidays shall be granted in the course of the calendar year and the dates of the holidays shall be obtained from notified government holiday lists.
2. Opentrends Technologies Pvt Ltd. reserves the right to ask an employee to work on any day previously declared as a holiday if it feels that the absence of the said employee will affect the normal operations of the company. The Reporting Manager/Delivery Manager/HR Department shall authorise working extra hours and official holidays.
3. In case of a Public Strike and an employee was not able to work on that day, He/She shall work on next coming Saturday of the same/next week to compensate for the leave with prior approval/permission from Reporting Manager/Delivery Manager/HR
4. Employees are requested to verify the business calendar for the year 2022 as per the link shown below.

https://redmine.opentrends.net/projects/human-resources-kerala/wiki/Business_Calendar_-2

5G. Maternity Leave /Miscarriage/Hysterectomy Leave

All Female employees of Opentrends Technologies Pvt Ltd. are entitled to avail maternity benefits as per the provisions of state law.

Female employees who have completed a minimum of 80 days of service with the company shall be entitled to maternity leave of:

- a) 26 weeks in case of delivery
- b) 6 weeks in case of miscarriage
- c) 45 days in case of hysterectomy

- All female employees who have completed 80 days of service are entitled to avail maternity leave with Basic salary for a total period of twenty-six calendar weeks.
- Excess leave shall be sanctioned by HR on request and shall not be entitled for any payments
- To avail this leave employee has to send the leave application along prior 1 month to the Head of the Team/Director and accordingly to the HR with the approved note from the concerned head. This application shall be accompanied by a medical certificate from an authorised medical practitioner.
- All female employees are eligible for Basic Salary during the Maternity Leave.
- Employees shall submit the Fitness certificate at the time of resumption of their duties.

5H. Paternal leave

- Male employees are entitled to avail 3 days of paternity leave on account of his child birth (Two Times in their Career).
- Leaves can be availed within 3 months after the child birth.
- Paternity Leave cannot be accumulated or en-cashed but can be clubbed with Casual Leave.
- One month advance notice is required to avail paternity leaves for continuous 3 days.
- Employee shall follow a leave approval process as indicated above to avail this facility.

5I. Leave without pay

- Requests for leave without pay are considered individually and granted at the sole discretion of the HR department in consultation with the Reporting Manager/Delivery Manager/PM. The reason for the request, the employee's length of service, the employee's work record and the demands of the individual's job will be considered while evaluating such requests.
- A request for a personal leave of absence without pay shall be considered only if the employee does not have any other leave type in his leave account.

5J. Leave during Notice period

- All employees working with opentrends shall serve 3 months of notice period on submission of resignation from their post to the HR Department.
- Notice Period is termed as the duration for Knowledge Transition to the next successor employee.
- Employees are not entitled to avail any type of leave while serving the notice period.
- All leaves (Casual Leaves, Medical Leaves, Compensatory Leaves) accumulated/accrued till the date of resignation shall be frozen and won't be available for its use.
- Annual Leaves till the date of resignation are subjected to encashment as per HR policy and notice period is excluded from AL considerations.
- Any leaves availed during notice period shall be on loss of pay mode.
- Employees are permitted to take a maximum of 3 days of emergency leave, one each for a month subjected to approval from Reporting Manager/Delivery Manager/PM/HR on any critical cases.
- Knowledge Transfer signoff by successor employee is a mandatory requirement for employee relief.

6. OFFICE CLEANLINESS

Although cleaning the office is the duty of cleaning staff, each of us is individually responsible for keeping our workstation and shared spaces clean.

- Keep your workstation clutter-free by throwing away old wedding invites, used notepads, and any materials that you no longer need.
- Avoid consuming food at your workstation. Use the pantry instead.
- Following these guidelines will ensure we work in a clean and comfortable environment.
- Employees shall clean their sitting space and shelf provided to them inside office while relieving from the Company and the shelf key should be submitted to the HR/Administration Department as part of Relieving procedures.

7. EMPLOYEE CONDUCT & DISCIPLINE

Purpose:

All employees shall serve the company honestly, faithfully and diligently, always act in the best interest of the company, abide by the rules and regulations, maintain good conduct and character, maintain discipline and integrity in line with this HR policy.

Coverage:

All employees of Opentrends.

Policy: Some examples of breach of discipline are:

- Smoking within the office or restricted areas.
- Theft, fraud or dishonesty in connection with the company.
- Taking or giving bribes or any illegal gratification whatsoever in connection with the company or in the person's own interest.
- Wilful insubordination or disobedience of any reasonable order of a superior.
- Habitual late attendance and habitual absence without leave or without sufficient cause.
- Drunkenness, fighting or riotous, disorderly or indecent behaviour while on duty or at the place of work.
- Habitual neglect of work.
- Use of foul language/indecent gestures.
- Disrespectful behaviour to the organisation/ fellow employees.
- Misuse/ damage of the company property.
- Public conduct detrimental to the company image.
- Continuous absence without permission.
- Giving false information at the time of employment.
- Non -Legitimate usage of company assets and tools provided for the work.
- Disclosing confidential business information to competitors.
- Non adherence of company policies and procedures.
- Default on business meetings/non punctual business behaviours.
- Any action causing damage to the Company's reputation.

Outside employment:

Employees shall not undertake any part/full time/consulting/voluntary assignments outside of Opentrends environment while in company's full-time service. Any such violation shall lead to the termination of employment at Opentrends.

8. MEDICAL INSURANCE & ACCIDENT INSURANCE

- Opentrends is providing Family Health Insurance (ICICI Lombard) and to all employees including their dependent spouse and up to 4 children.
- Employees shall have their Health Insurance renewed yearly, according to his/her age and following the standard pricing and coverage agreement of Opentrends with the insurance supplier company.
- Opentrends and the insurance supplier company shall request the employee to undergo a medical examination (If Needed) prior to granting such insurances. Insurance shall be delivered to those employees for whom the insurance supplier

company has no objections about the risk coverage and employee/spouse/family are within the limits of the insurance agreements at Opentrends.

- Employees shall receive a guide book detailing the terms and conditions of insurance policy along with the Insurance card.
- Using the link below, employees can find nearby hospitals for cashless services and reimbursement procedures.

[:https://redmine.opentrends.net/projects/human-resources-kerala/wiki/Employee_Medical_Insurance](https://redmine.opentrends.net/projects/human-resources-kerala/wiki/Employee_Medical_Insurance)

9. DRESS CODE

At the office, all employees' dress code must live up to Opentrends's professional standards.

- Employees are free to choose any decent, formal /casual, neat, wrinkle-free and modest dress while coming to Office.
- Employees shall come clean shaved or can have a moustache & beard well shaped/trimmed and tidy.
- Employees are free to dress in appropriate attire in consideration of each workday's activities including meetings, presentations, customer contact, etc.

9.A DRESS DOWN FRIDAY

- On Every Friday, Employees are free to choose any decent attire as per their choice .

Guidelines for an acceptable standard of business casual dress are as given below.

Formal Dress (Monday-Thursday)

- **Acceptable Dresses:** Business Suits Blazers, Polo Shirts, T-Shirts, Jeans, Formal pants, Oxford Shirts, Casual Shirts, Sweaters, Culottes, Black/Brown leather shoes, Salwar Kameez, Saree etc.

10. LEARNING AND DEVELOPMENT POLICY

COVERAGE

This policy is applicable to all employees of Opentrends Technologies Pvt Ltd.

PURPOSE

The purpose of this policy is to ensure that all employees of Opentrends Technologies Pvt Ltd

have been provided with adequate learning, training and certification opportunities which would enable them to perform and excel in their work in line with their career aspirations which would mutually benefit the company's business.

POLICY

Learning

- All Employees are provided with Udemy business accounts to enable and enrich their skills in order to perform and excel in their work assigned. Udemy helps employees to select and schedule their learning at their own pace without affecting their normal day to day work.
- Senior Employees at Opentrends have already created learning plans for commonly used technologies at Opentrends in Udemy and the same plan can be followed by junior level employees.
- Specific syllabus /training plans shall be followed by Trainers/Senior Employees to skill their junior team members.
- Employees are provided with learning opportunities to cross-skill in existing/new technologies through internal training programs. Learning and Development Team shall share such email intimations to all the employees and accordingly they can enroll in the program.
- Every program shall have its learning objective followed by evaluation. The evaluation report of participants shall be shared with Team Lead/Director/HR for their records
- The efficacy of training shall be assessed during a new client project or by executing a proof of concept or applying it in R&D, innovations, implementing employee ideas etc.
- All employees should mandatorily attend at least one such training program in one quarter and the same shall have due weightage on their performance appraisal.
- Opentrends encourages all its employees to organise training programs on their topic/technology interest. This shall help not only in learning new skills but also in improving interpersonal skills of employees.
- Employees can also participate in webinars organised by Creative Team.

Training and Certifications

- External Training and Professional Certification are also an essential part of employee

skill development. Such Training and Certifications shall be initiated as part of business or project or an individual career aspiration needs.

- All above said needs of employees shall be handled by the Talent Development Team in coordination with Barcelona/Kerala Delivery/Business Teams.
- Opentrends has partnered with major Technology Companies to provide training and skill development in emerging digital technologies for their employees and also to enhance/meet company's business objectives
- The Training and Certification needs can be broadly classified in to two
 - Business initiated as part of Partner/Project Engagements
 - Employee initiated as part of their career aspiration/interest in Technology/Management

Business initiated Certifications/Trainings

- The training/certification needs shall be identified by the Learning and Development Team in discussion with the Business/Project Delivery Team for every quarter.
- The Learning and Development Team will identify the best candidate who is ready to pursue training and certifications requirements from the team. Necessary assistance/guidance required for the candidate to pass the certification will be also shared.
- The costs/expenses related to certifications shall be borne by Opentrends after the execution of a mutual agreement between selected candidate and the company.
- The company shall pay the amount only for Course certifications excluding training fees.
- The mutual agreement will ensure that company benefits out from such certifications and training to achieve its business objectives
- The mutual agreement confirms the candidate's service availability within the company for a minimum period of one year.
- In case if the employee decides to quit from the services of the company before the completion of one year, the cost of such training and certifications incurred shall be recovered from employees' full and final settlement.

Employee Initiated

- Employees are free to identify their professional certification needs and Opentrends promotes such career development initiatives.

- Employees shall obtain prior permission from the Learning and Development team before proceeding with such Training/Certification needs and this will help to align with overall business objectives of the company.
- In case if the employee wishes to receive reimbursement for the cost/expense incurred for training/certification he/she may need to follow the last four steps briefed under business initiated certifications and training above.
- The cost/expense reimbursement in this case is subjected to successful completion(pass) of exam certifications.
- Employees are free to attempt such training/certifications of their own if they are not looking for any such cost/expense reimbursement from the company. They also need not execute any such mutual agreement too.

On Successful Completion of Training /Certification

- Employees shall submit the soft copy of Certificate to the Learning and Development Team. Also need to update their achievements in the company CV too.
- For reimbursement of Cost/expenses - original invoice copy of exam fee payment needs to be submitted to the Accounts Department with recommendation from Learning and Development Team.
- The reimbursement of cost/expenses of certifications and training will happen within a maximum window period of one month.

11. DOMESTIC TRAVEL POLICY

Coverage:

This policy is applicable to all employees of Opentrends Technologies Pvt Ltd.

PURPOSE

To defray reasonable expenses incurred during Domestic Travel on the Company's Business needs.

Mode of Travel :

- a) The employees shall be eligible for mode of travel as detailed below :

For 01 KM - 150 KM(Own Vehicle)

- 2 Wheeler - 5 INR/ KM

4 Wheeler -

- Less than 2000cc - 14 INR/KM
- More than 2000cc - 17 INR/KM
- Taxi / Bus (with prior approval from Admin Dept) - Actuals on production of bills.

For 150 KM Above:

Distance	Travel Modes	Class	Fare
150 km-500 km	Bus	AC Sleeper/Sitting	Actuals
Above 500km	Air	Economy	Actuals
	Rail	03rd AC/02nd AC	Actuals

Other Expenses

Designation	Food Expenses	Conveyance Mode	Incidental Expenses
Directors	Actuals	Actuals	Actuals
Managers/TL	Metro- 850 INR (3 Meals per day)	Auto/Taxi -Actuals	100 per day
Developers			

Procedure

- The employees shall forward their travel requirements to the admin Department in the Travel Requisition Form with approval from Reporting Manager/Delivery Head in advance.
- The admin department shall assist team members in the bookings on accommodation/Ticketing and other related services as required.
- The admin shall have the authority to accept/deny any claim at any point of time .if actual bills are not produced / for any reason for discrepancies observed/ deviation approval from Concerned Reporting Manager.

12. INTERNATIONAL TRAVEL POLICY

Coverage:

This policy is applicable to the employees who are part of Opentrends Technologies Pvt Ltd and plans to travel abroad for business purposes.

Policy:

12.1. WORKING HOURS WHILE ABROAD

- Employees have to work 40 hours a week. If the project has no special requirements your weekly time distribution will be 8 hours 30 minutes a day from Monday to Thursday and 6 hours on Friday.
- From Monday to Thursday your daily schedule will be from 09:00AM to 06:30 PM with one hour for lunch.
- On Friday your daily schedule will be from 08:00 AM to 03:00 PM with one hour for lunch.
- The Company will not pay for AL/CL while the employee is on his/her onsite deputation. Only medical leave is granted based on the medical emergency subjected to consent from onsite Project Manager and Director from Opentrends India team.
- Incase if an employee needs to stretch for additional hours (more than 40 hours) in a week, or to work on a public holiday, he/she shall inform this risk to onsite

Project Manager and Director from Opentrends India and request for appropriate solution or compensation.

12.2. ACCOMMODATION

The Company shall provide accommodation for all the Employees travelling onsite. The following facilities are provided.

- A furnished flat with cooking facilities.
 - Induction Kitchen totally equipped with dishes, pots, mixer, etc.
 - Dishwasher, Washing machine and Dryer.
 - Bed sheets, blankets, towels.
 - Calefaction facility.
 - Cleaning service once a week.
 - TV & Internet. (Unlimited Wi-Fi)
 - Mobile SIM with internet(4GB) along with 500 minutes of international call to India/month. (Excess charges incurred has to be paid by the employee)
- Any damage/non working condition (Washing machine, Induction etc) has to be intimated via an email to adminlaboral@opentrends.net and cc to HR Opentrends India. Immediate action/support (as per office hours) will be extended from the company side to resolve the issue.
 - In case if the problem is not solved within the specific time ,the employee can pay for such services from his pocket and the same will be reimbursed from the company side.

12.3. ONSITE PAYMENTS

All employees shall receive Offshore Salary (Kerala) + following amount in INR / day to meet their daily food and travel expenses.

Case 1. 4500 INR. per day if employees are provided with a house/flat with kitchen and washing machine facilities.

- **Case 2. 6200 INR** per day , If the employees are not provided with a house/flat with kitchen and washing machine facilities.
- If the employee may have to return to Home Country due to personal exigencies, without completing assigned duration or days, Reimbursement of extra paid amount must be initiated by the employee after reaching home country.
- Employee shall do the repayment of advance amount paid from the Company for the Visa purpose (if any) once they receive visa in hand or maximum within 2 days after reaching onsite.
- All Business Travels meant for Project/Knowledge Transfer/Training /Customer Interaction purpose which involves gaining expertise and knowledge from onsite has to be fully made beneficial to the project/company by assuring respective employee

association with the company either for assigned project duration or for a minimum period of one year whichever is higher. Else onsite travel expenses along with other related charges are fully recoverable from the employee.

12.4. ONSITE EXPENSE REIMBURSEMENT

Reimbursable/Non-Reimbursable Expenses

Company will be reimbursed for the following miscellaneous expenses:

Reimbursable

- Visa process fee.
- Travel Insurance.
- Flight tickets.
- Airport taxi charges in the home country and on site.
- Laundry service.
- Visits/Travel to Client facilities are reimbursable on production of travel bills, but prior PM authorization required.
- All reimbursable expenses must have Bill or proof, if you haven't please report HR Opentrends India as required.
- The rate change that we apply is always the first day in your flight ticket.
- In case the Employee travels to a client location and cafeteria facility is not available at the client's place, Company shall provide an additional 1200 INR extra for food charges with onsite PM authorization.

Non-Reimbursable Expenses:

- Loss/theft of company paid airline tickets.
- Loss/theft of personal funds or property.
- Lost baggage.
- Personal entertainment (including sporting events, concerts etc)

12.5. LEAVE WHILE ABROAD

- Leave quantum is categorised as "Casual Leave", "Medical Leave".
- Leave is made available in case of injury, illness or any emergency situation, Employee shall contact respective onsite PM or seek /intimate someone at Barcelona office as early as possible so that work schedules are rearranged on employee absence.
- AL/CL are not applicable while employees are at onsite. ML's are applicable on medical emergencies subjected to consent from onsite Project Manager and Director from Opentrends India team.
- Employees can avail holidays as per Barcelona business calendar.
- Arriving late at the office needs to inform your PM or HR via mail and call.
- Employees shall avail one day paid leave after reaching Barcelona in case he/she reaches during weekdays. But If Employee reaches there on Friday/

Saturday/ Public Holiday on next day after reaching such leave are not applicable.

- Employees shall avail one day paid leave after returning to their home country in case it is on weekdays. But If Employee reaches Kerala on Friday/ or Saturday/Public Holiday on the next day after reaching extra leave won't be applicable.
- For availing more holidays /leaves after reaching Kerala, employees can use their pending CL/AL/ML after discussing with their concerned supervisor/Director in Kerala Office.
- HR will inform about the eligible Public holidays via mail after reaching the Home country in case if any applicable.
- You will not be eligible for any extra CL or ML. Leave policy will be the same as the Home company.

12.6. VISA PROCESS AND TRAVEL INSURANCE

- Company will support and provide all the documents for Visa processing .
- VISA expedition expenses to travel will be provided by the company.
- Employees will be covered under the Company travel insurance plan. It is mandatory that every employee fully understands the insurance policy before onsite travel.
- If there is any change in the travel dates, it is mandatory that you must update the travel records accordingly.

13. EMPLOYEE REFERRAL BONUS

Purpose:

- To encourage and reward employee involvement in actively sourcing potential candidates for Positions inside Opentrends.
- To attract talent and shape the best “trustworthy” human team and to recruit new professionals with Employees recommendation.
- “For Opentrends, Employees involvement in the process from the start, is the best guarantee to succeed with people selection”.

Coverage:

All employees of Opentrends.

Policy:

- Every employee who refers a potential candidate under the program shall forward the details of the candidate in mail to the HR Department along with the updated resume of the candidate.
- First-come-first-served principles will be followed by HR for recording referrals under this program (whether from employees or from agencies or by direct application).

- If a referred resume is rejected or a candidate not selected, no intimation will be given to the Referrer concerned.

Profile Standard:

- We can find current vacancies in the Infopark “Work” section - <https://infopark.in/companies/job-search>.
- The HR department will share the Advertisement by circulating the mail with all Employees.
- Requirements will be shared by HR in Formal & informal channels. (Linkedin, Facebook, Job Portals, Twitter, Company Sites)

Procedures:

- Employees or candidates can share the CV to: careers@opentrends.net giving the job reference Number.
- If the candidate “fits into” the requested profiles, HR will start the usual recruitment process.

Condition for Incentives:

1. Only serving employees of Opentrends are eligible to refer any new candidate.
2. Not applicable to employees in the HR department (including HR shared services).
3. The reward shall be a gift card/coupons valued at Rs 10,000/-.
4. Employees shall be paid the incentives only after the referred employee completes his probation period and gets confirmed with Opentrends. (6 months)
5. If the referral employee quits the job on or before 6 months, then the Employee shall not be eligible for the reward.
6. Referral bonus shall be validated on yearly basis (from January 2021 to end December 2021).
7. Terms & Conditions shall vary as per Management decisions.

14. EMPLOYEE FREE MEAL CARD**Purpose.**

Foodplus card benefit is provided to Opentrends employees to meet food expenses in Office working duration.

Coverage

All permanent employees of Opentrends.

Procedure

- Food plus card is a gift for all permanent employees.
- Food plus card will be recharged on the last day of every month in advance along with the salary payment.
- For new joiners - Food plus card will be recharged based upon their number of working days in their first month.
- For a relieving employee -Food plus card will be recharged based upon their number of actual working days in their last month of relieving.
- Food plus card won't be recharged, If the Employee is on leave for more than 15 consecutive days.
- Terms & Conditions shall vary based on Management decisions.
- HR is responsible for issuing and loading the Food Plus Card to Employees.

15. GIFT FOR NEW BORN BABY**Purpose.**

To provide the employee a gift/voucher for the birth of a new born baby ,this gift emphasises that Opentrends cares for its employees and their family .

Coverage

All permanent employees of Opentrends.

Procedure

- Entitled for gift or voucher worth 1500 INR.
- Terms & Conditions shall vary based on Management decisions.

POLICY REVIEW:

This policy will be reviewed from time to time for effectiveness, or changes in the legal framework and any change including termination of the policy will be at the company's sole discretion.

.....Thank You.....