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1. Purpose of the handbook

This Employee Handbook establishes policies, procedures, benefits, and working conditions that will be applicable and followed by all the employees as a condition of their employment with Decisionminds in India. The code of Conduct and standards describe the expected actions and behaviors of employees while conducting day to day business and interactions.

This Employee Handbook is not a contract of employment nor is it intended to create contractual obligations of any kind.

The policies and procedures outlined in this handbook will be applied uniformly as standard business practice and the management reserves the right to revise modify and deviate from the policies, procedures, benefits, and working conditions as described in this handbook. Furthermore, the Company reserves the right to withdraw or change the policies, procedures, benefits, and working conditions described in this handbook at any time and employees will be informed of any such change.

The Company will make every effort to notify employees when any change in policy or procedure has been made but employees are responsible for their own up-to-date knowledge about company policies, procedures, benefits, and working conditions.

No provision in this employee handbook and expected Standards, Code of Conduct can be waived or exempted by anyone official without written permission from the Company's CEO, or any authorized official.

We shall always strive to provide an employee-friendly and culture of discipline and self-managed conduct and personal leadership environment in which goal focused and performance-oriented individuals thrive as they achieve demanding challenges.

Our first commitment is to delight the customers and to provide quality services and products at competitive prices is unwavering.

These policies, procedures and working conditions are designed to provide a culture and work environment in which both customer interests and employee-interests are best served.

We value the talents and abilities of our employees and seek to foster an open, cooperative, and dynamic culture in which employees and the company alike can realize the vision to be the best in our class.

Please review the policies, procedures, working conditions, and benefits described in this handbook. You will be asked to affirm that you have read, understood and agree to abide by. Please acknowledge receipt of this employee handbook and Standards of Conduct.

2. Welcome Message from the CEO

On behalf of all the colleagues, I welcome you to Decisionminds and wish you the success and long rewarding career. We believe that each employee is committed to contribute directly to our exponential growth and success and we hope you will take pride in being a member of our team.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees.

I urge everyone to familiarize yourselves with the contents of the employee handbook as soon as possible. It is our guiding document and will answer many questions about employment with Decisionminds.

We hope that your association with us will be challenging, enjoyable, and rewarding. Once again, welcome.

Balaji Rajagopalan

3. Company History.

We are Five-year-old but have the collective capability of decades of Technical and Technology Competence and experience.

4. Company Vision.

Best NewGen Company for Analytics, Digital and AI Solutions. Leader in AI & Robotic Process Automation

Our Mission

2018 – We will transform from strategic services firm into solutions firm

5. Company Values.

Values guide our actions and we will be guided by these core values in establishing our culture.

These are our core values.

Our core values are:

- Strive for **excellence**
- Drive **creativity**
- Demonstrate **ethics and ownership**
- Change people's lives-**make a difference**

6. Our Commitment to Employees

This section addresses the company's commitment to providing a safe, high-quality work environment for our employees including management and staff and contract labour. We will ensure the following:

Payment of salaries and benefits as agreed in the appointment contract and provide standard benefits.

Provide for training, skill upgradation and career progression.

Work/life balance and provide flexible/part time working opportunities.

7. Our ethics, principles and code of conduct that define the culture

Our culture will be strictly based on these principles and anyone who cannot subscribe to these principles which guide our conduct may find it difficult to align with us.

- Honesty

We expect everyone to be truthful in all dealings with managers and coworkers and customers. Do not intentionally mislead or deceive others by distorting information, exaggerating or giving partial truth. Do not discriminate against people by doing or abstaining from doing something required to be done.

- Integrity

Exhibit their personal integrity and courage to uphold the values by doing things in line with core values.

- Trust worthiness

Disclose and provide information, as well as correct any misunderstanding on facts. Do not abuse technical or legal interpretation as an excuse not to cooperate or comply with contractual obligations.

- Loyalty

Exhibit the loyalty to the company by dedicating self to the duties and to people by providing support and assistance whenever required. Do not use or disclose confidential information for personal advantage. Avoiding inappropriate conduct and conflict of interest, besides being faithful to the company.

- Fairness

Managers are required to be fair and just towards all people. They cannot not use their position power deliberately, neither should they resort to threat or intimidation. Fairness include treating everyone equally, be open to disagreements, willing to admit the mistakes.

- Concern and respect for others

Our culture demands to be considerate, sympathetic, kind, and well intentioned to others. Our Culture demands mutually respectful behavior respecting privacy, legal and human rights, as well as the interests of stakeholders. In making their decisions, managers and executives are required to be gentle and treat everyone as equal without discrimination by gender, class, or race.

- **Commitment to Excellence**

The value driven culture demands striving for excellence in the performance. Striving to equip with knowledge, and technology upskilling is demands of our business be prepared and should work hard to enhance knowledge and skills to cope with every issue under one's responsibilities.

- **Leadership**

All people who have responsibility to lead are to seek and comply with code of conduct models. Managers must attempt to create an environment in which principles and ethical decision-making are given utmost importance.

- **Reputation and Morale**

Everyone must create and defend company's reputation, as well as employees' morale, by singly and collectively avoiding any action that would hurt the inter personal relation. All employees must do everything necessary to correct and prevent any wrongdoing committed by others.

- **Accountability- Our culture demands everyone to be accountable towards delivery of agreed goals /KRAs.**

- **Compliance with the Law and Relevant Rules and Regulations**

The Company is committed to complying with all relevant Government laws, rules and regulations.

Directors, executives and staff must comply with local laws, rules, regulations as well as customs and traditions of the country in which the Company operates.

8. Confidentiality of Information.

Employees must not use information they receive from their clients or from the employment for personal benefit or for conducting business or other activities in competition or conflict with the Company's business. Everyone is urged to use company email id and not the personal email ids for work related activities. Forwarding or backing up any work-related data is breach of confidentiality. If in doubt, verify with senior managers or the CEO.

No one including directors, executives and staff must disclose business secrets to any third party especially to competitors even after leaving the company.

9. Employment with Decisionminds

We follow at will and nondiscriminatory employment policy. We will not discriminate because of religious, ethnic or any other faith as grounds for employment.

10. Employment Eligibility.

No person below the age of 18 is eligible for working in the company. Similarly, anyone with any previous convictions in court are ineligible.

The minimum educational qualification, skill set and experience that is required for being eligible for employment will be as per job demand.

The minimum qualifications statement on the job announcement informs the applicant of the education, experience and other requirements for the position. Thoroughly document your education, training and experience, demonstrating that they meet the requirements as posted. Only those applicants whose applications demonstrate that they meet the minimum qualifications and other criteria in the job announcement are verified to compete in the examination process.

11. Joining Information.

Every employee at the time of joining is required to fill in the Joining Report provided by the Human Resources Department.

Make sure that the resume submitted contains true and correct information. Any false information can lead to instant termination

Along with the Joining Report, the employee is required to submit clear self-attested photocopies of the following documents:

- Residence Proof- passport copy
- Birth Certificate
- Educational Certificates
- Appointment, Relieving and Experience Certificates of Previous employers
- Salary slips of the last 2 months
- PAN card
- Passport Size Photographs
- Copy of the valid passport.

All the above Documents are to be verified with the Original Documents by HR/Admin

12. Internal Application Process

We are dedicated to enabling employees to reach their professional goals through internal promotion and transfer opportunities. One of the tools the company makes available to employees in managing their career is internal job posting. This procedure enables current employees to apply for any available position either before or at the same time the position is advertised outside of the company.

To apply for an opening:

Ensure that you meet the skill and eligibility requirements.

You are a current, regular full- or part-time (your company) employee.

Been in your current position for at least six months. (Exceptions to this six-month requirement can be made by your current supervisor and should be consistent with company business needs.).

The job performance meets standards or established work standards in the current position.

One is not under a performance improvement plan for your current position. Apply by e mail Application to the concerned hiring manager.

13. Probation/Transfers/Promotions

Every appointment would fall under one of the following categories

New Hire: all those who accept an appointment are considered a new hire. As a new hire, one will be required to serve a probationary period of six months. Probation can be extended for reasons of unsatisfactory performance or conduct up to maximum of one year.

The immediate supervisor or the authorized manager can extend or reduce the probation period for reasons of performance. If performance is below acceptable level decision to extend probation will be made by the reporting manager and communicated to the employee.

Transfers: Transfers and relocations to the other establishments or overseas /subsidiaries is part of the employment contract. Based on business demands India employees may be required to travel abroad for short or long periods.

Promotions: Promotion is advancement to a vacant position in a higher grade. When one accepts a promotion, one will be required to serve a trial period of either six months or one year. If the performance is not up to the job requirement in new position one will be reverted to the previous position.

14. Employment Categories

Each employee will belong to one other employment category given below:
Regular full-time employees

Contracted employees
Part time employees
Trainees

Regular full-time:

Employees are those who are not hired for short periods on contract. Generally, they are eligible for company benefit package, subject to the terms, conditions, and limitations of each benefit program.

Probation employees

Probation is those whose performance is being evaluated to determine whether further employment in a specific position or with company is appropriate. Employees who satisfactorily complete the probation period will be notified of their confirmation.

Contractual Employees

Contractual employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply permanency of employment status. They are ineligible for all of company other benefits.

All people engaged as contractual employees must execute the agreement, and NDA. (Non-disclosure agreement.)

Casual employees.

Casual employees are those who have established an employment relationship with company but who are assigned to work on an intermittent and/or unpredictable basis. While they receive all legally mandated benefits, they are ineligible for all of company other benefit program

Management Trainees.

Management Trainees are those who are recruited for a period of 1 to 3 months from Management colleges.

Under Graduate Students from leading management /Engineering schools may be hired for a period of 1-6 months based on needs. Such recruitments would be project based. A stipend to such recruits will be paid and the trainees maybe absorbed if the training has been completed successfully.

Rehiring Policy.

A former employee who has been in service for more than one calendar year could be considered for rehire provided the past performance and conduct had been satisfactory.

The benefits may not be continued from the point of their last tenure unless specifically agreed.

15. Personnel Record.

A personnel file is maintained for each employee. These personnel files contain confidential documents. These are managed and maintained by Human Resources. Typical documents in a personnel file include at least the following. Resume copy, a family emergency contact form, address proof, emergency contact person's formation, and verification reports, reference checks, photographs, appointment letter duly accepted.

Payroll information are also maintained; payroll files contain a history of the employee's jobs, departments, compensation changes, and so on.

An employee may view his or her personnel file by contacting Human Resources during normal business hours. No employee may alter or remove any document in his or her personnel.

All employees, former employees, and representatives of employees may view certain contents of their personal file with notice to Human Resources staff. Documents that relate to the employee's qualifications for hire such as the application, promotion, disciplinary action, and transfer may be viewed. Additionally, the employee may review policy signoff forms and training records.

Documents that the employee may not review include: references or reference checks, records of any investigation undertaken by management, medical records, documents related to a judicial proceeding, any document that would violate the confidentiality of another employee, and documents used for employee planning.

Procedure

An employee who wants to review the allowable contents of their personnel file should contact Human Resources with 24 hours' notice.

16. Off Duty Conduct.

While the company does not seek to interfere with anyone's off duty conduct, certain types of off duty conduct may interfere with the company's legitimate business interests.

Employees are expected to conduct their personal affairs in a manner that does not adversely affect the company's integrity, reputation or credibility. Discussing company or its officials in public places is strictly not permitted.

Off duty conduct that adversely affects the company's legitimate business interests or an employee's ability to perform his or her work will not be tolerated and may result in discipline, up to and including termination.

17. Personal Involvement and conflict of interests.

Personal involvement with a competitor, customer, vendor or supplier may impair an employee's ability to exercise good judgment on behalf of the company.

An employee should immediately disclose any relationship of this type to his or her supervisor. The company will determine if any actual conflict of interest exists. If a conflict is determined to exist; the company will take whatever corrective action it deems to be appropriate.

18. Attendance at work.

Punctuality in attendance is must. Professional conduct demands the culture of discipline. Therefore, be on time to attend to your work both at DM's office and customer locations. Failure to come on time and be on duty for the entire work hours may attract disciplinary actions.

The regular working hours are as follows at the DM's office.

9:30 am to 6:30 pm

Certain employees or teams may be assigned to different schedules and/or shifts other than the regular office hours. If an employee has to be outside of the office for non-business-related reasons during their normal work schedule, they should inform their manager and obtain permission.

To maintain discipline and decorum in the office every employee to maintain punctuality and be on time. Habitual late arrival by more than 15 minutes will be seriously viewed and appropriate disciplinary action may be taken. If there are more than 3 late marks in a week it would be considered as a half day leave. Any flexible work schedule or staggered timings will have to be approved by the manager.

19. Break and Lunch Hours.

Lunch time at the office is between 1:00 pm to 1:30 pm. All employees are required to follow the lunch time. Taking frequent breaks during working hours affects the discipline.

20. Company's Assets.

Computer /laptops /mobiles.

Company might issue a Laptop /I pad or notebooks as per the job need. The same must be used only for official purpose. Must be returned at the time of end of employment. In case of loss/damage please inform the HR/Admin and recovery of the cost is solely at the discretion of the management depending on the circumstances.

We expect everyone to utilize the Company's resources and assets in a most efficient manner, to increase corporate competitiveness and to provide the best possible service to its customers in accordance with the following guidelines:

Do use the Company's resources and assets in a cost-efficient manner.

Do protect the company's properties and assets from improper use or loss.

21. Cell Phone - Company-Issued Cell Phones

The Company may issue cell phones to employees if the role demands for making official calls.

Cell phones issued by the Company are the Company property. Employees must make the cell phones available for any reason, including upgrades, replacement, or inspection. The employees upon exit must turn in their Company-issued cell phones.

Cell phones are to be used only for business purposes, though occasional, brief personal phone calls are permitted. Cost of excessive personal use will be recovered from pay roll.

Finance Department will have the right to decide for the usage, and the charges for personal use and the same will be recovered from the employee.

Dos and Don't

Dos:

Protect the Phones. Employees are responsible for the security of Company-issued cell phones and the information stored on them.

Always keep your cell phone password protected; never leave it unattended in your car or hotel room. If cell phone is lost or stolen, notify and File FIR with police and obtain a copy and submit to the IT department.

Never store confidential Company information on a cell phone.
To protect the confidentiality of Company information (and avoid annoying others), please make cell phone calls in a safe private place and not a public place.
Do not conduct highly sensitive or confidential conversations by cell phone. If you have any questions about what types of conversations are appropriate, please avoid doing it.
Do keep personal conversations to minimum.
Turn off the cell phones or leave their phones elsewhere while in meetings, presentations, or trainings.
Turn off the cell phones while meeting with clients or.
It is inappropriate to interrupt a face-to-face conversation with a coworker to take a personal phone call.
Talk in low tone always.
Sign the form while receiving and surrendering phones

Professionalism -workplace conduct and dress code.

It is management's intent that everyone displays utmost professional approach towards colleagues, vendors, customers in our official dealings. The work attire should complement an environment that reflects an efficient, orderly, and professionally operated organization. We expect appropriate "business attire" during normal business operations.
We are not averse to "casual business attire" on Fridays at the office.
Employees at customer site will be following the local customer site policy.

Decision Minds recognizes the growing popularity of casual business dress and the positive effects of this shift to boost employee morale, improve quality, encourage more open communication and increased productivity, therefore, creating a more comfortable work environment. Therefore, casual business attire will be permitted on Fridays. Decision Minds reserves the right to continue, extend, revise or revoke this policy at its discretion.
Enforcement of this guideline is the responsibility of Decision Minds management and supervisory personnel.
The key point to sustaining an appropriate casual business attire program is the use of common sense and good judgment, and applying a dress practice that Decision Minds deems conducive to our business environment. If you question the appropriateness of the attire, it probably isn't appropriate.
Appropriate Business Attire Business attire is to be worn Monday and through Friday. Appropriate business attire for employee include formal trousers, shirts and shoes.

22. Official Travel/Expenses Claim

The is the reimbursement guidelines for employees, consultants and contractors incurring business travel and entertainment expenses and other business-related expenses on behalf of the company.

To meet business objectives, Decision Minds employees, consultants and contractors will be required to travel, entertain, and/or incur expenses on behalf of the Company. The Company agrees to reimburse them for costs incurred while engaged on such activities.

The main objectives of this policy are:

Ensure employees, consultants and contractors have a clear and consistent understanding of the processes and requirements established for reimbursement of travel, entertainment and other business-related expenses.
Provide business travelers with an acceptable level of services and comfort within reasonable cost.

Ensure that all authorized expenditures meet and comply with all requirements for the most favorable tax and expense treatments for Decision Minds.

This policy applies to all expense reimbursements for Decision Minds India Employees, Consultants and Contractors.

RESPONSIBILITY

The Finance department and Operations in charge own this policy and are responsible for the creation, establishment, maintenance, revision and publication.

Entire Leadership team of Decision Minds India is accountable for ensuring compliance with this policy when approving business travel and expenses.

All employees and consultants are responsible for reading, understanding and complying with this policy.

Finance Team shall audit expense reports for compliance to company policies. Non-compliant transactions are subject to short pay, additional review, and may require additional management approval.

Consequence

Activities which are fraudulent, or not in compliance with policies are subject to individual liability and local laws. Consequences apply to direct offenders as well as those who collude or through negligence fail to detect false claims.

Basic rules & terms to be followed by all Decision Minds India Employees, Consultants and Contractors.

1. All Expense reimbursements require that Original Receipts are attached for expenditures above of Rs.100.00 or greater. Tear tabs should not be submitted as receipts.

2. Expense Reimbursement Reports need to be submitted within 30 days of completion of any business reimbursable activity. Expense reimbursement claims should always contain a description outlining purpose of trip or purpose of the expense incurred.

3. Expense Reimbursement Reports older than 60 days of completion of any business reimbursable activity requires CEO approval.

4. Expense reports must be submitted in local currency. For international travel, the exchange rate should be clearly stated on the receipt.
5. Expense Reimbursement claims should NOT be used for the acquisition of capital equipment. Purchases of goods and services over Rs.5,000 should be placed on a Purchase Order. Finance Team will prepare and issue the Purchase Orders.
6. Expense reimbursement claims should NOT be used to procure expenses for events or one-time large purchases that should be procured through a Purchase Order process where applicable.
7. Employees have the discretion to allow expenses under special circumstances that are not specified within the policy or that are not in line with the policy with respect to their personal expenses; however, such exceptions shall require an additional third-party approval by either the VP Finance or CEO.

The key components of the Expense Reimbursement Policy.

Expenses.

All reimbursable expenses are categorized into 2 sections, Employee/Consultant onboarding expenses and Other official expenses.

Onboarding Expenses.

Onboarding Expenses are incurred by the Company for the New Hires. Below are specific areas of expenses that could be considered.

Joining Bonus, the amount to be paid to New Joinee to join is to be discussed and finalized before onboarding and must be a part of the offer letter.

The amount will vary from candidate to candidate. If the new hire joins by agreed joining date only this is payable.

Payment must not be made in anticipation.

There should be a mail communication between HR and candidate regarding the joining date and the joining bonus. Delivery Manager can approve.

Notice Period Buyout The reimbursement of notice period salary paid by new Joinee to his existing employer.

- Finance should approve.
- Joining Bonus / Notice period Buyout to be paid only after completion of 30 days service with the Company.

One Week Accommodation Hotel accommodation expenses for New joinee coming from places outside of Bangalore.

- Company provides 7 days hotel accommodation.

- Maximum amount to be paid is Rs 10,000/- inclusive of all taxes.
Non - admissible are all personal expenses like laundry, cell phone etc.
- All reimbursements should have original bill.
- Admin Team would book the hotel.
- There should be written request and approval between candidate & HR before incurring this expense.
- There should be approval from Delivery and Finance Team before the joining date.

Relocation Allowance Relocation expenses paid to outstation new joinee employees.

- Company provides relocation allowance for out station employees to meet the cost of shifting /Travel
- Maximum amount to be paid is INR 25,000/- inclusive of all taxes.
- All reimbursements should have original bill.
- There should be written request and approval between candidate & HR
- There should be approval from Delivery and Finance Team before the joining date.

Business / Operational Expenses

Need based business Expenses / Operational expenses incurred by employees towards his official duties.

Nature of Expense Description Policy Guidance Mobile Expenses

Reimbursement bills, Prepaid SIM of card pre-approved Mobile

To be paid in the following months reimbursement cycle.

Need written / Email approval from Finance for reimbursement of every bill.

- Reimbursement is subject to a cap which varies as per organization level and approval.
- The reimbursement facility should be pre-approved by CEO

Food Expenses Reimbursement of food expenses

incurred for team meeting, individual expenses, client entertainment, office snacks etc.

- Reimbursed only on actual basis.
- Expense should have been incurred for a valid business purpose.
- To be approved from VP Finance

Local Conveyance Expenses Reimbursement of expenses incurred for visiting client, attending external meeting, travel for official purposes

- Approval given on case to case basis
- To be approval by Finance

Internet Expenses Reimbursement of internet bills, initial set up cost, board band and dongle charges.

- Approved on case to case basis only.
- Need prior approval from CEO.
- Finance approval required for every transaction.
- Maximum cap up to Rs. 1000 per month

Office Expenses This is residual section wherein expenses not covered specifically herein are to be reimbursed.

- The expenses should have been incurred for business purpose.
- Prior intimation should be given to leadership team or finance.
- Expenses reimbursement is subject to approval; CEO approval may require.

Software Licenses Reimbursement of Purchase

Software license either through the vendor or download from internet.

- License installation to be approval by the Delivery head
- Payment receipt to be submitted in original.
- Approval by Finance

System Up gradation / Hardware purchase

Expenses incurred for upgradation of laptop/PC by purchase of any software, hardware, cables etc.

- Allowed only on case to case basis
- If asked by Client, written requisition required
- To be approved by Delivery head
- Original bills to be submitted.
- Approval by Finance

Expenses pay out.

- All expenses incurred and eligible for reimbursement shall be submitted with original receipts.
- The approval can be obtained over e-mail and such mails should either be attached to receipts or shared immediately after submission to finance team.
- The point of contact for all expense's payment is Lakshmi K,
- The attached expense forms should be filled in with details and submitted to finance team along with receipts and approval.
- Soft copies of form and receipts are not allowed and shall not be paid.
- Finance team makes the payment through 3 different channels:
 - o Petty cash payment, wherein the payment will be made through cash.
 - o Online transfer, wherein the funds will be transferred to employee account.
 - o Payment through salary payment cycle.
- The payment frequency is as follows:
 - o Petty cash- mostly once in week but can be done frequently on need basis.
 - o Online payment- mostly once in week but can be done one more time on need basis.
 - o Salary payment happens once in month- end of every month.

Ownership and revision authority

The policy is owned and controlled by finance and all suggestions, modifications.

23. Bench Policy.

Meaning of Bench Resource:

Bench Resource means that an employee is currently non-billable/who are not allocated to any project or on an active assignment.

Purpose of Policy:

This policy enables business to take a well-informed decision on Benched resource. This policy is applicable to a/those employees who is not involved/not assigned to any billable projects for the preceding three months. The bench policy covers a period of maximum of three months only.

Process:

Account Managers/Tech lead must inform HR if any of his resource(s) is on bench due to below points: 1. Project completion 2. No extension of Project 3. Performance Issues if any 4. Not allocated to any projects and the reason for the same

Procedure:

An employee can be on bench for preceding 3 months. During the bench period it is expected:

1. Organization is committed to support employees in long term for their career based on their term of employment, realization, learning and development, accomplishments demonstrated.
2. Bench Employee needs to have an Account owner, must accept a bite size project or stages of a project (that has 2-3 weeks' timeline) working with the owner which is based on their skills and what they can do.
3. It can be building practice, labs, building collateral, case studies, company internal systems, writing blogs or training others or training them self.
4. That an employee on bench must enhance his skills through trainings so he can be mapped to projects.
5. The employee can attend the internal /external interviews based on line manager's approval.
6. The employee on bench should be made aware that by end of third month that an employee should be on a billable project or a practice/lab which will form part of the future business requirements.
7. At the end of third month if an employee is not part of project/billable then and employee can be relieved from the organization subject to the Management's Approval.

Bench Employee should produce weekly status on the progress

Exception:

1. In the event if any project is identified for the employees in bench, the bench policy will be revoked and will be placed under normal employment.
2. Or any other project/practice which is of significance for building the business capability/offers for future. This is subject to Management's approval.

We will consider the realization, employee profitability, Skill category, Longevity, Contribution.

Note: DMI reserves the right to alter, change this policy at management's discretion, which when done will be intimated accordingly.

Compensation & Payroll

Secondary Responsibility

- Checking the entry – exit of the employees with the help of access cards
- Preparing entry - exit report for All employees

Attendance and Leave Management

- Updating the leaves of employees in Leave Tracker at regular intervals.

- Adjusting leaves for employees returning from onsite (if any).
- Raising the leave related issues with Delivery head and Head-HCM

- Do the market survey for various benefits & compensation Strategies.

Perform annual increments.

- Provide help to employees on Salaries & reimbursement basket.

Compensation & Payroll Management

- Collating the payroll inputs from the business unit & process it Ahead for processing.

- Payroll checking & approving.

- Update & maintain the employee Details in Master data.

[24. Compensation. -Salary /benefits](#)

Compensation Philosophy:

Decision Minds believes in the philosophy of “PAY FOR PERFORMANCE”.

Hence the compensation might consist of Fixed pay, variable pay and certain benefits.

Scope & Purpose: All employees, this document is made with an intent to provide brief on the current compensation structure & it's components.

Payroll Components:

Basic:

Basic Salary means monthly fixed salary excluding all the allowance, perks and benefits payable to an employee. It would be fully taxable in the hands of the employee.

House Rent Allowance:

Fixed amount would be paid to employees towards HRA. Tax exemption can be availed on this component as per rules of HRA in the Income tax act.

Conveyance:

Conveyance amount of Rs 19200/- per annum is paid to all levels of Employees. Conveyance is non-taxable to the employee as transport facility is not provided by the company.

Medical:

This Component can be opted as Taxable or reimbursement. Bills towards spouse, children, parents, brothers or sisters who are wholly or mainly dependent on you can be submitted. As per Income tax act, annually 15,000/-.

Food coupons -Sodexo Vouchers:

Company provides meal coupons 26,400/- annual which is a part of CTC.

Variable Pay:

Variable Pay is paid Semi-Annually and will be determined based on the individual performance, project performance and the organization performance. Variable Pay will be decided by respective delivery head. Please note that it is not a committed draw .

25. Health Benefit-Group Medical insurance:

To provide for Hospitalization expenses we have the Group medical insurance coverage. At present the coverage is from Religare. The policy covers both planned and unplanned Hospitalization. The policy covers, self, spouse, and by choice children and dependent parents for the expenses claim to be honored without delay, be aware of the coverage for type of disease, claim limits etc. The premium is fully contributable by the employee.

Please refer to the insurance document for complete details.

26. Other benefits.

PF

Employer's contribution towards PF would be Rs 1800/- per month. Employer PF contribution is a part of CTC.

Statutory Deductions:

Provident Fund:

Employee's Contribution towards PF would be maximum 1800/- per month for the employees who has more than or equal to 15000/- basic compensation. For the employees who has less than 15000/- basic, PF will be 12% of basic from employer side and same amount from employee side. This would be paid to the PF authority monthly.

Legal Deductions

Professional Tax:

Professional tax would be deducted monthly from the employees as per rules of Karnataka State Tax on Professions, Trades, callings and Employments Act. and paid to the authority monthly.

Income Tax:

Income tax would be deducted as per the applicability and rules mentioned in the Income tax act. Income for the year would be projected and accordingly tax would be calculated and deducted monthly and paid to the authority monthly.

27. Employee Referral bonus Policy

As part of improving our sourcing strategies for recruitment and because we need reliable individuals with commitment for a long-term association with us, we are introducing the Employee Referral Policy for Decision Minds India Employees.

We will look at candidates under 4 slabs, considering total years of relevant experience.

1. Less than Two years: NIL
2. Two to Six Years: INR 20,000/-
3. Six to Ten Years: INR 25,000/-
4. Ten to Fifteen Years: INR 30,000/-

Successful referrals of senior candidates with more than 15 years' experience would be considered on case to case basis.

The Referral amount will be paid after completion of 3 months from the date of joining of the candidate and will be released through the pay roll. The referral amount will be taxable as per Income Tax Guidelines.

To qualify for referral bonus, existing employees should send the profiles to indiahr@decisionminds.com.

If the referred candidate leaves within three months, the bonus is not payable. This program is not applicable for the employees working in HR department, Business Development.

28. Leave Policy.

Decision Minds recognizes the legal and moral obligation of employees who may require absence from normal or usual work hours/days.

These circumstances, as identified below, may require management discretion in granting or extending certain types of leave. Merit, reasonableness, travel issues, seriousness, operational requirements, past practice, may contribute to the granting of leave and decision. Leave without pay may also be considered where the Company incurs no additional costs or where there is clear benefit to the Company.

The holiday year in the company runs from 1st January to 31st December each year. If you are in the service of the company, you are entitled for 6 days of Sick Leave and 10 days of Earned leave.

Leave principle

Leave benefit is for all permanent fulltime employees on the payroll. We follow the principle of "Earn and Avail". If the joining date is in the middle of the year, then one will be eligible for proportionate casual and earned leave.

Every month the Earned and Sick leave will be credited to each employee and the employees are supposed to avail the leave on earned basis. This means advance leave cannot be granted unless for extreme emergencies more by way of exception.

Procedure for availing Leave

Employees must apply to their Supervisor /Reporting manager for grant of leave indicating reasons for and duration of leave.

The employee is required to give at least one-week prior notice to their manager before availing any long leave. Leave approvals are based on operational requirements, merit, reasonableness and past practice.

Paid Leave can be availed only after the employee has completed 3 months of continuous service.

Failure to do seek approval with application will result in leave being treated as Loss of Pay leave.

Sick Leave

All full-time permanent employees will be entitled for 6 days of sick leave in a calendar year.

If the employee is unable to attend his/ her duties for two continuous days or longer, on grounds of sickness he/she will be required to produce a sickness and fitness certificates on his/her return to duties.

Earned Leave

All employees will be entitled for 10 days of Earned Leave in a calendar year. A maximum of 5 Unused Earned leave days can be carried forward to the next year.

Any non-working day/days (National Holidays/Festival Holidays/ Week Ends) falling during the period of leave (excluding the prefix and suffix) will be treated as part of your earned leave. For example, if you take leave from Thursday to

the following Wednesday, this is regarded as seven days of absence. No Earned leave can be granted in units of half day.

Encashment of Unutilized Earned Leave on end of employment of service will be paid based on the basic salary last drawn and a total of 20 days of unutilized Earned Leave. This amount is fully taxable.

Leave without Pay (LOP)

‘Leave without pay’ is granted only in exceptional circumstances approved by the Department Head and only after all annual leave entitlement has been used up. Week-ends and national holidays in between the leave are included in the calculation of number of days of absence as Loss of Pay (LOP).

Unplanned Emergency Leave

Employees are urged to avoid taking unplanned Leave. If employee is taking unplanned leave due to unavoidable circumstances,

they are advised to call the reporting Manager and inform him/her of the circumstances.

Failure to do above, will result in the availed leave being treated as absence days with LOP.

Maternity Leave

Full time confirmed female employees are eligible for paid maternity leave as per Maternity Benefit Amendment Act 2017

To be eligible for Maternity Leave, Employee should be in service for a minimum of 80 days in the preceding 12 months.

It is granted for period of 26 weeks to cover pre and post-natal period. 8 weeks prior to delivery and 18 weeks after delivery. Those who are expecting third child, can avail 12 weeks of maternity leave (6 weeks pre and 6 weeks post-natal.)

Employee is required to submit a request for maternity leave at least one month before taking leave. Work from home is an enabling legal provision which may be considered after 26 weeks depending on the exigency.

Employee is required to submit the medical certificate and the necessary documents upon joining.

Paid Time off -List of Holidays

There are Ten official holidays (eight mandatory and 2 optional) which will be observed in India. A list of holidays will be published at the beginning of the year.

There will be two optional days for employees to choose

29. Use of Social media.

Policy This policy provides guidance for employee use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

The following principles apply to professional use of social media on behalf of Decision Minds as well as personal use of social media when referencing Decision Minds. Employees need to know and adhere to the Company's Code of Conduct and other company policies

When using social media about Decision Minds. Employees should be aware of the effect their actions may have on their images, as well as Decision Minds image. The information that employees post or publish may be public information for a long time.

Employees should be aware that Decision Minds may observe content and information made available by employees through social media.

Employees should use their best judgment in posting material that is neither inappropriate nor harmful to Decision Minds, its employees, or customers. Although not an exclusive list, some specific examples of prohibited social media conduct - include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.

Employees will not publish, post or release any company information that is considered confidential. If there are questions or doubt what is considered confidential,

should check with the Senior managers or Human Resources Department and/or supervisor.

Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions.

Employees should refer these inquiries to authorized Decision Minds spokespersons. If employees encounter a situation while using social media that threatens to become antagonistic, employees should disengage from the dialogue in a polite manner and seek the advice of a supervisor.

Employees should get appropriate permission before publishing company information in social media.

Additionally, employees should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.

Social media use shouldn't interfere with employee's responsibilities at Decision Minds computer systems are to be used for business purposes only.

When using Decision Minds computer systems, use of social media for business purposes is allowed (ex: Facebook, Twitter, Decision Minds blogs and LinkedIn),

but personal use of social media networks or personal blogging of online content is discouraged and could result in disciplinary action.

Subject to applicable law, after-hours online activity that violates the company policy may subject an employee to disciplinary action or termination.

If employees publish content after hours that involves work or subjects associated with Decision Minds, a disclaimer should be used,

such as this: "The postings on this site are my own and may not represent Decision Minds positions, strategies or opinions."

It is highly recommended that employees keep Decision Minds related social media accounts separate from personal accounts.

All employees are required to sign a declaration.

I understand and will abide by this Social Media Policy. I further understand that any violation of this policy is unethical and may constitute a criminal offense.

Should I commit any violation, my access privileges may be revoked, disciplinary action and or appropriate legal action may be taken.

Full Name _____

Designation _____

Date:

30. Work from Home

As a first rule note that employees cannot decide to work from home arbitrarily based on their personal convenience. Our nature of business is all about data and security of data. Hence Remote working has to be pre authorized if need be by the manager.

Clients who are fine with their resources working from home can connect to the network using VPN. It cannot be provided for all the resources, because few clients demand for security and don't want to compromise with their data. Decision Minds India will ensure that all employees who work remotely are aware and accept Work from home policy.

Portable computing devices and remote working are provided to assist employees to conduct official business efficiently and effectively.

This policy should always be adhered to whenever any employee makes use of Remote Working. When working on official business away from Decision Minds India premises (i.e. working remotely).

Reasons could be.

There are few instances or reasons to be considered to Work from Home.

Bad weather Emergencies and complete breakdown of transport.

Medical reasons or Parenting

Bundh / Strike

Unexpected Social protest or violence.

It is always the employee's responsibility to ensure adherence to the following. Employee should file a request through email or a Human Resource Information System (HRIS) at least one day in advance. Their managers must approve their request. Any concession without approval will be treated as violation of code of conduct.

In case of Unavoidable circumstances like personal and family sickness, employees can inform the manager for work from home. However, it will be manager's discretion and responsibility to validate productivity and nature of circumstance and approve after employee resumes work from office.

Employees can work maximum 2 days in a month from their home with justified reasons.

Work from Home will not be considered, if taken along with weekend /long weekend/Non-working days, until and unless it's emergency and pre-approved Work from Home will not be considered for interns /Bench resources.

Work from Home cannot be considered for continuous period and more than two days unless its employee's health issues and proper medical proofs are submitted.

Employee needs to ensure that they are accessible via phone and instant internal messenger throughout the work day.

Unproductive days may be treated as Leave. It is the employee's responsibility to ensure their awareness and compliance with these.

31. Grievance /Conflict Resolution:

Any employee with a grievance of any nature, especially of harassment, bad treatment can file a written complaint in confidence with the CEO.

The same shall be dealt with in two working days. For any conflicting situation with colleagues, one may approach the manager /HR directly for resolution

32. Misconduct/Mis behavior

Misconduct can be acts including willful violation of rules/policies, Habitual unauthorized absenteeism, fraud, mis representation of facts for obtaining the job, insubordination, misuse of internet, unauthorized access and use of customer's data, installation of unauthorized software and abuse of internet hacking, downloading or watching pornography.

All these will lead to disciplinary action and consequent termination after proper enquiry into the facts

33. Redressal of Harassment issues:

Harassment of female colleague is serious misconduct and serious offence and will be dealt with at highest level. Harassment includes seeking sexual favors indecent comments, use of pornography etc. We will strictly abide by and follow The sexual harassment of women at workplace Prevention, Prohibition, and Redressal Act 2013.

Any employee, especially women employee can file harassment complaint with the CEO. The process of enquiry will follow.

Harassment complaints must contain brief description of the incident, time and dates, the name of the harasser.

34. Performance management.

All employees are required to set their Key Result areas, and strictly execute it. As part of our culture to drive excellence, the KRAs are the drivers and will be

reviewed and actions to revise salary. promote demote will be based on the review.

35. Termination /Separation:

Anyone wanting to separate from employment voluntarily is required to give the notice of separation as indicated in the employment contract and serve the notice period.

No leave or absence is permitted during notice period. Upon giving notice of termination, employees are required to handover all the assets to the company and ensure to handover of all documents, and the work in consultation with the manager.

36. Exit Interview:

Your feedback is valuable. Therefore, please fill this exit form and feel free to discuss with any senior manager or HR about your suggestions for improving policies systems, policies and procedures.

Annexure-1

Please fill up the exit interview form which will serve as valuable input to improve our policies

Name
Date

joining date
Exit Date

what was one top reason for your exit

boss

role

project

pay

policies

other

if you were to improve things here what would they be?

Will you rejoin the company in future for any different role?

YES

No/never

may be

what did you like about the company?

Signature

Annexure-2

Social media policy -Compliance

I understand and will abide by this Social Media Policy. I further understand that any violation of this policy is unethical and may constitute a criminal offense.

I fully understand that if I commit any breach /violation, while on or off duty my access privileges may be revoked, disciplinary action and or appropriate legal action may be taken.

Full Name _____

Designation _____

Date:

Annexure-3

I Mr./ MS _____ have read and fully understand the HR policies outlined in this document. I understand that it is my personal responsibility to keep myself up to date with amendments/changes as and when made. I confirm to conform to these polies /Rules/Regulations

Name:

Date: