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## **RULE BOOK**

## ***Late Arrivals***

**Inform the Reporting Manager** - Please avoid any late arrivals and be strict to your shift timing. It is preferable to report 15 minutes early in order to maintain punctuality. However, if you have an emergency and will report to the office late, then it should be properly conveyed to your reporting manager along with a valid reason for getting late on the same day.

**3 Grace Time for any Urgency** - We have been given a grace period of three times late in a month (If any exigency, not purposefully Late). For any subsequent late marking, a half days' worth of leave will be withheld from the wage for the same month.

**With Reference to the previous example** In case you report after 10:15AM thrice a month then from the 4th time it will be considered as half day and there will be deduction from salary.

**9 hours RULE** - In regard to your arrival time you must complete 9 hours in office on a daily basis. For instance, you came at 10:10AM then you are supposed to leave at 7:10PM.

**IMPORTANT Employees must mark biometric attendance and also maintain a record in PMT Tool.**

Note - All the employees are responsible for rigorously/meticulously adhering to the office's schedule. Any employees who come into the office late or leave early will have their tardiness documented and remarked upon throughout the performance review time. It will also have an effect on performance over the course of a month, so it is in associate's best interest to be punctual.



## ***Leave & Attendance Policy***



### **Leave Application**

All leave must be planned and requested at least two months in advance whenever feasible. Any leaves decided upon and requested on an immediate basis will be considered as unplanned leave and subject to approval based on exigencies and organizational requirements.

### **Earned Leaves**

In one FINANCIAL year an employee will get 15 days' leaves. These are earned leaves.

Every month 1.25 days' leaves are credited to the employees leave balance. ( $1.25 \times 12 = 15$ )

**Note - After 2 years of continuous services with Tech2globe, paid leaves credited each month will increase to 1.75 days from 1.25 days which is 21 in total.**

## Types of Leaves

- ✓ **Scheduled Leaves** -These are the once which are planned and hence the employees are expected to apply for the same with prior information. Before taking any prearranged time off, employees must provide advance notice to their managers or team leaders. The Reporting Manager or TL will approve leave on the basis of “**First come first served**” and hence those who will inform about leaves first will get the advantage.
- ✓ **Unscheduled Leaves** - These are those leaves which are applied suddenly without prior notice and are considered as unplanned leaves. It is best to avoid unscheduled absences from work because this will leave a negative impact of employees on the TL/ Manager.
- ✓ **Sandwich Leaves** - In the context of employment law, the term "**Sandwich Leave**" refers to a period of time consisting of one or two days off between two leaves that an employee has voluntarily taken. For example, if an employee takes leave for Friday till the following Monday, then it will be considered as 4 days leave, it will be considered as Sandwich leaves and hence there will be deducted from the employee's leave balance for both Saturday and Sunday (Holiday) since it counts as leave.
- ✓ **Carry Forward Leaves** - 10 Leaves from one financial year can be carried forward to next financial year any extra saved leave will be lapsed and cannot be carried forward. **Note** - At the end of the March month leaves saved more than 10 days will be lapsed.
- ✓ **Medical Leaves** -These are unplanned leaves. To avail medical leaves an employee must provide a Medical Certificate from MD MBBS certified doctor stating that the employee is not well and would need certain leaves to recover from the illness and rejoin the organizations.
- ✓ **Leave During Notice Period**: Except any medical leave, an employee is not allowed to take any other leave during Notice period. If any Employee takes any leave during notice period, it will result in extension of Notice period.
- ✓ **Maternity Leaves**: Female employees must be working for Tech2globe Web Solutions LLP for a minimum of 2 years at the time of delivery. Female employee can avail 12 weeks of paid leave (including pre- and post-delivery leaves)
- ✓ **Paternity Leaves**: Employees must be working for Tech2globe Web Solutions LLP for a minimum Two year at the time of birth of child/children.

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- ✓ **Absent:** An employee is considered absent if he or she isn't at work when he or she is supposed to be and the time off wasn't planned or approved ahead of time, as required by the department's notification procedure.

## Holiday Master

SR. NO.	HOLIDAY TYPES	HOLIDAYS LIST
1	Festive Holidays	Holi
2		Dussehra
3		Diwali or eve
4		Christmas or eve
5		New Year or Eve
6	Gazetted Holidays	26th January (Republic Day)
7		15th August (Independence Day)
8		2nd October (Gandhi Jayanti)

### Note:

- All the available or saved leaves are lapsed on the very first day of resignation.
  - If an employee takes leave during the notice period, then there will be a double pay cut from the salary.
  - Even for 1-day medical leave, associate needs to submit Medical Certificate.
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## ***Performance Bonus Policy***



### **Performance Bonus**

- ✓ The bonus is payable to a specific group of professionals.
- ✓ It will be defined either in Percentage or in Accurate Numbers accordingly. Bonus will be payable Semi-annually (After every 6 months) based on the performance evaluation and analysis.
- ✓ No one who does not complete probation period with Tech2globe will not be eligible for any Bonus amount.
- ✓ If an employee resigned before completing a tenure of 6 Months with Tech2globe he /she will not be eligible to get any bonus, even if they would complete their 6 Months after serving their notice then also no bonus will be payable.
- ✓ We have transitioned the Bonus payment frequency from quarterly to bi-annual. This change aims to enhance efficiency and align everyone under a unified payment cycle.
- ✓ Subjected date addition

Moving forward, bonuses will be disbursed twice a year according to the following schedule:

- ✓ The first payment will be processed between June 15-20.
- ✓ The second payment will occur between December 15-20.

### **For Example,**

XYZ joined Tech2globe on 1st January and resigned on June 15<sup>th</sup>, or before June 15th he/she will serve the notice period of 1 Month after resignation but would not be eligible for the bonus.

## ***Referral Bonus***



A referral bonus is given to an employee who helps the company to recruit new talent by referring someone for an advertised, hard-to-fill vacancy (i.e., after the vacancy has been announced for open competition through proper channels that is formal e-mail sent to all employees through HR Manager).

### **Referral Bonus Eligibility**

An employee who meets the company's -established criteria for such a bonus, whose official duties do not include recruitment, and who is not involved in any way in the selection of the referred individual is eligible for a referral bonus. Also, an employee cannot refer to a relative. (Depend on employer to accept and relative referral or not)

A referral bonus may be paid after that person is hired by the company and has completed the probation period.

Referral bonus can be a specific amount as per the referral position or company may provide any suitable gift as a referral present.

One such condition is that the preferred candidate must explicitly mention your name or the referral program when applying for a position with us.

This means that we will only provide the referral bonus when we receive a formal communication (email or otherwise) from the referred candidate indicating that they were referred by you and expressing their interest in a position within our company. Without this explicit referral, we are unable to attribute the candidate to your referral and therefore cannot provide the bonus.

To illustrate this policy with an example, let's say you refer a former colleague, John Doe, to apply for an open position at our company. In order for you to receive the referral bonus, John must mention your name or the referral program in his application email or during the interview process. Once we confirm this referral, you will be eligible for the bonus as per our standard referral bonus structure.

**Note - If you are in the process of serving notice period, you will not be eligible for any of the bonuses.**

**In the case of Lay Off:** Till the end of previous month incentive will be cleared.

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## ***Conflicts of Interest & Outside Employment Policy***



Employees of Tech2Globe Web Solutions LLP are not permitted to engage in outside employment; Employees' employment outside the Company conflicts or appear to conflict with the company's interest and sometimes also adversely affect the employee's ability to fulfil all of his or her responsibilities to Tech2Globe Web Solutions. At no time are employees permitted to conduct outside- employment business.

As an employee of Tech2globe, it is imperative to adhere to our company's policies and standards, including those regarding employment with other organizations. We want to emphasize that dual



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employment, meaning holding a position with another employer while being employed by our company, is strictly prohibited in Tech2globe.

This policy is in place to ensure that employees can fully dedicate their time, energy, and focus to their roles within our organization, without any conflicts of interest or potential legal issues arising from dual employment arrangements. If any employee is found engaging in dual employment the company reserves the right to take the necessary legal action and terminate their services without the dues being cleared.

As an employee of Tech2Globe Web Solutions, you are bound by certain terms and conditions regarding the use of proprietary code, tools, and client relationships. We want to reiterate these restrictions for your reference and compliance:

- **Restricted Use of Code and Tools:** You are strictly prohibited from using any code or tools developed or utilized during your employment at Tech2Globe for any other purpose outside of Tech2Globe. This restriction applies for the duration of your employment and even after the termination of your employment with us.
- **Design/UI Restrictions:** You are not permitted to replicate or recreate the same design or user interface (UI) elements that you have developed or used for Tech2Globe for any other company or project. This restriction is in place to protect our intellectual property and maintain the uniqueness of our offerings.
- **Client Non-Solicitation:** You are prohibited from approaching or soliciting any clients of Tech2Globe with whom you have interacted or worked during your employment with us. This includes any attempts to conduct business with them on behalf of another company or for personal gain.
- **Code Protection:** You are required to maintain the confidentiality and security of all code and proprietary information belonging to Tech2Globe. Under no circumstances should you download or transfer any code or sensitive information from the company's systems without proper authorization.

These restrictions are in place to safeguard the interests of Tech2Globe Web Solutions and to uphold the trust and confidentiality we share with our clients. Failure to adhere to these restrictions may result in disciplinary action, including termination of employment.

As per company policy, any employee found to be running a freelance business while employed with us will face serious consequences, including but not limited to:

**Immediate Termination of Employment:** Engaging in freelance business activities while employed with Tech2Globe Web Solutions LLP is a violation of our employment agreement and can lead to immediate termination of your employment without any prior notice.

**Seizure of Dues:** In the event of termination due to engaging in freelance business activities, the company reserves the right to seize all pending dues, including salary, benefits, or any other entitlements.

**Penalty Charge:** Additionally, the company may impose a penalty charge of INR 5,00,000/- for violation of this policy. This penalty is intended to deter employees from engaging in freelance work and to uphold the integrity of our employment agreements.

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## **Performance Improvement Plan**



A PIP, in a business or contractual context, typically stands for "Performance Improvement Plan." It's a formal process used by employers to help employees whose performance doesn't meet the expected standards.

The purpose of a Performance Improvement Plan is to:

- Clearly outline the areas where an employee's performance is lacking.
- Set specific and achievable goals for improvement.
- Provide support, resources, and guidance to help the employee meet those goals.
- Establish a timeline for improvement, usually within a certain period.

As per our company's guidelines, if an employee is currently undergoing a Performance Improvement Plan, resigning during this period is not an available option. The purpose of the PIP is to provide dedicated support and resources to help employees enhance their performance to meet their established standards. If successful, this would allow them to continue in their current role and contribute positively to the team.

However, should an employee choose to resign while under a PIP, it would be considered as not meeting the requirements of the improvement plan, resulting in the conclusion of their employment with the company as outlined in our policies.

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## **Appraisal Evaluation Clause**



"Appraisals" refer to the systematic evaluation and assessment of an employee's performance, skills, achievements, strengths, and areas needing improvement.

Tech2globe follows two appraisal cycles, one in May and another in November, suggesting that the company conducts evaluations twice a year to assess employee performance. The mention of a "pro rata amount" likely indicates that the appraisal outcomes or associated benefits (such as salary increments, bonuses, or other rewards) will be prorated or calculated proportionally based on the time an employee has spent within the appraisal period.

**For instance**, if an employee joins the company after the May appraisal but before the November one, their appraisal for that year might consider the period between their start date and the November

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appraisal date. The pro rata amount ensures that employees are fairly evaluated and rewarded based on the duration they have been with the company during the specified appraisal cycle.

This approach ensures that employees who join or leave the company mid-year are not disadvantaged or unfairly treated in comparison to those who are present for the full appraisal cycle. It helps in maintaining fairness and equity in the appraisal process.

## **Payroll Schedule**



- For new employees joining our organization, the first salary will be released between the 10th to 12th of every month. This slight variation in the general salary cycle is due to the necessary administrative procedures required for new hires.
- The general salary cycle for all employees falls between the 7th to 10th of every month, mostly by 7<sup>th</sup> only. (Tech2globe Account Holders)

- Employees who have joined the company after the 20th of the month will receive their first salary in the next-to-next pay cycle.

## **Overtime**



Overtime is the period for which an employee has worked in excess of their working hours.

When employees work more than a standard accepted number of hours in a week, extra hours are referred to as overtime. Pay for extra hours worked must be higher than when working standard hours.

Overtime payment for hourly employees is the additional payment rate paid for working extra hours in a workweek. The federal and state minimum paid to hourly employees must be equal to standard pay increased by 1.25 times.

### **Overtime Calculation**

**OT calculation for Employee:** - One Hour Salary \*1.25 (125% of per hour Salary) \*No. Of OT hours (OT hours should be in number not in minutes form)

**One Hour Salary** = ((Monthly Compensation – (Employer PF portion +Employer ESIC Portion))/ No. of Days in month /No of working Hours in a day (9 Hours)

Respect to the Approval by Manager.

Note: Varies as per the business requirement.

## **PF, Medical and Gratuity (EPF)**

PF deduction, or Provident Fund deduction, is a contribution made by both the employer and the employee towards the Employee Provident Fund (EPF), which is managed by the Employees' Provident

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Fund Organization (EPFO) in India. The EPF scheme is a retirement benefit scheme for salaried employees in India.

Typically, the contribution towards PF is calculated as a percentage of the employee's basic salary and dearness allowance (if any). The current contribution rate for PF is 12% of the employee's basic salary and dearness allowance, each from the employer and the employee. However, for certain establishments or sectors, the contribution rates may differ as per government regulations.

Gratuity: It's a statutory benefit provided by the employer to the employee upon meeting certain conditions like completion of five years of continuous service. It's calculated based on a formula defined in the [Payment of Gratuity Act](#).

Insurance Policy: Insurance policies are contracts between the insured and the insurer. They include terms, conditions, and clauses that outline coverage, premium payments, benefits, and exclusions. These vary widely based on the type of insurance, such as life insurance, health insurance, or property insurance. Insurance policies can vary significantly based on their type, such as life insurance, health insurance, or general insurance. Insurance policies often contain specific clauses detailing the terms and conditions of the coverage, premium payments, benefits, exclusions, and other relevant information.

Tech2globe also provides Mediclaim, PF and Gratuity to Employees:

Mediclaim Details:

- ✓ [Click Here](#)
- ✓ [Click Here](#)

- **Coverage Limits:** 3 LPA (Still varies according to situations)
- **Exclusions:**
  - Maternity related hospitalization
  - Hospitalization less than 24 hours
  - Out-Patient Expenses
  - Other general exclusions of the group health insurance policy
  - Treatments related to cosmetics and dental, unless necessitated due to accidental injury
  - (Still Varies on Annual Renewal)
- **Premium Payments:** Every Month
- **Policy Renewal:** Annually or varies according to Market.

## **Separation**

## **Resignation**

### **Resignation Process and Early Release Clause:**

**Resignation Notification:** Upon deciding to resign from their position, the Employee shall first inform their Reporting Manager verbally of their intention to resign. This notification should be followed by a formal written resignation letter.

**Notice Period:** The Employee needs to serve the notice period as per the company's policies and the terms outlined in their employment contract.

- **Early Release Request:** In the event that the Employee seeks an early release from their responsibilities, they must adhere to the following procedure:
- The Employee shall formally request an early release from their duties to their Reporting Manager.
- The request should include the desired date of release and the reason for the request.
- The Reporting Manager, in consultation with Human Resources, will review the request and assess its feasibility based on business needs and operational requirements.

**Early Release Conditions:** If the request for early release is approved, the Employee shall adhere to the following conditions:

Serve a minimum handover period as determined by company rules and regulations to ensure a smooth transition of responsibilities.

Pay an amount equal to the notice period as specified in their employment contract or company policy. This amount shall be calculated based on the Employee's salary and the duration of the notice period (Pending).

**Confirmation of Early Release:** Upon fulfillment of the handover period and payment of the required amount, the Employee shall be released from their duties and obligations to the company.

- Make sure to hand over all company materials given to you viz., Laptop, Mobile, relevant files, any other physical assets and get an acknowledgement.
- If you have taken any loan from the Company, make sure to repay the same or the settlement amount must be sufficient to take care of the loans.
- Send a proper email of handover after giving proper download to your back up and take your manager's consent on email.

**Note** - Unless & until you have been issued an appointment letter you are not eligible, or the company is not bound to provide you any relieving documents or salary in lieu of the notice.

Tech2globe has all the right to put an employee negatively if he/she breaches the contract or in any other situation which is not acceptable to the organization. All the feedback of that employee will be given negatively to the employers and third parties.

## **Layoff and/or Downsizing**

Being laid off refers to a separation when the employer has let an employee go because their services are no longer needed. Layoffs occur when employers experience a reduced volume of business or funding, or when a reorganization occurs which renders a job unnecessary.

**Layoff Notice Can be Issued to the Employees due following reasons.**

- Process Ramp Down
- Relocation
- Business Takeover
- And More.....

**Employees will receive an official Layoff Notice email from the HR department. Both parties will reach an agreement on the layoff notice, which will consist of an agreed schedule time to serve the layoff notice period. Alternatively, depending on the circumstances, the parties may have an immediate layoff.**

## **Absconded**

If an employee fails to report to work for multiple consecutive days without informing reporting managers/TL, peers, or superiors in the organization and is deemed an absconder and does not respond to HR with a valid reason, the company may ethically decide to terminate the employee without notice or proper exit procedures.

In the event that an employee has an emergency, we want them to notify their reporting manager so that they can plan properly.

Then, at the end, HR will send the final official Absconding email to the employee on his / her personal email ID asking the person to report back to the organization with a valid cause. Alternatively, we may take steps to fire the employee on an instant basis.

If in case HR do not receive any response, then the hard copy of Absconding letter will be sent to the permanent address of the employee consecutively for 2 weeks.



## *Fired*

A Firing takes place when an employer severs ties with a worker due to poor performance or violations of company policy.

An official mail will be sent to the Employee after discussion with the reporting Manager, stating that his services with Tech2globe are terminated due to N issues. (Mostly the performance issues).

Then, accordingly handover process will be done by Manager and HR will update about last w/d and full and final settlement date.

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## *Zero Tolerance Policy*



A Zero Tolerance Policy typically refers to a set of rules or guidelines that dictate the immediate and severe consequences for certain types of behavior within the workplace. These behaviors often include actions such as harassment, discrimination, violence, theft, fraud, substance abuse, or any other misconduct that directly violates company policies or legal regulations.

Under a Zero Tolerance Policy in a corporate setting, there is no room for leniency or discretion when it comes to enforcing consequences for these behaviors. Employees are made aware that engaging in prohibited actions will result in swift disciplinary action, which could include termination of employment. The term "zero tolerance" indicates that violations of these rules will result in predetermined and often



severe consequences, without exceptions or excuses including termination of your services with Tech2globe without any dues cleared.

The primary goals of implementing such policies are to foster a safe and respectful work environment, protect employees from harm or discrimination, uphold ethical standards, and safeguard the company's reputation and legal liabilities.

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**Note: Please note that this document is subject to revision every time.**