

POLICIES & GUIDELINES

TRUST ON YOU

STAY CURIOUS

Ask Why, search more, Dig, Create. Don't ever think you've got it all figured out. Keep looking ahead to what's next with a perspective that challenges the way things have always been done.

TRANSPARENCY

Speak openly. Contribute authentically. Share knowledge. Build trust through pure motives.

CREATIVE SWAGGER

Leverage the power of creative thinking and collaboration. Push the boundaries. Explore alternative paths, emerging technologies and new ways to deliver brilliant, standout ideas.

OWN SELFLESSLY

Take ownership, then celebrate as a team. The work and the team come first! Be willing to jump in or out as needed. Expect the best of yourself...

Mistakes are part of experience. Don't be afraid if there has been a mistake, take ownership of it and learn from it.

GENERAL GUIDELINES

Email and Internet

Internet access is intended for business use only. Employees should not access chat room or social networking sites or gaming sites. Each employee will be allocated a company Email address for inner communication with colleagues, you should stay active on it.

Personal Harassment

As an employer, it is the Company's responsibility to protect its employees from bullying, harassment, intimidation and threatening or aggressive behavior. Any incidences of such will be reported to the management and the Company's action plan will be activated.

If you are the victim of minor or more serious incidents of harassment, whilst on Company premises, or whilst involved in Company activities, it is your right to bring it to the attention of the manager.

Political & Religious Activity

Under no circumstances must any staff member participate or encourage political or religious activity whilst on Company premises or undertaking activities on behalf of the Company.

CONFIDENTIALITY

Customer and colleague information is private and confidential. Under no circumstances should contact information be given to any third parties without the express permission of the person concerned.

Personal Telephone Calls

Make sure you're not disturbing colleagues by silly phone calls or louder ringtone. Try to avoid call during working hours, and If it's an emergency call, then receive it, but outside of the premise.

LEAVE POLICY

The employee is entitled to, **15** paid leaves per year, after his/her successful completion of the probation period.

Employee is entitled for 15 leave in a year after probation. If the employee fails to utilize paid leave within a year, then 3 paid leaves will be carry forwarded from the remaining leaves and the remaining will expire after completion of year (cycle will be followed from April to March). A paid leave of more than 7 days in a row or individually will not be permitted.

Sandwich rule will be applicable on the leaves of more than 4 days.

LEAVE APPLICATION

The employee must submit a request with appropriate reason(s) and valid document(s), to the HR Manager and his/her supervisor/team leader, for the leave(s) in advance according to specified minimum period below, via email or Report System only.

Advance intimation period for the leaves:

1. Leave for less than one day, you should inform before 2 days.
2. Leave for 1-3 days, you should inform before 3 days
3. Leave for more than 3 days, you should inform before 10 days

The HR team may ask the employee to submit **valid document(s)** for leave request approval process, failure of submission of required material may result in disapproval of leave(s).

MARRIAGE LEAVE

On the occasion of your marriage, you can apply maximum for 14 days of leave including week-offs, holidays in-between. Leave extended after 14 days will be subject to deduction according to the rule.

LEAVE ADJUSTMENT

Any leave adjustment request on week-offs, will not be entertained without written letter signed by your team leader/supervisor or top authority person.



HALF DAY LEAVE

There are two sessions in a day considered for half-day leave as below:

Session 1: 10:00 AM - 02:00 PM Session 2: 2:00 PM - 07:00 PM

When you apply for half day leave, then you must make the mention of the session.

MOST IMPORTANT

Your managers (TL) have rights to either grant or disapprove the leave on valid grounds. The final authority is in hand of **HR Manager** for approval of all leave request(s).

ABSENCE

When an employee takes off from duty without prior leave approval, then those day/days will be treated as absence from duty.

If you are unable to attend work for any reason you must inform to the HR Manager immediately. If this is by text or email and you do not get an immediate response, then you must make telephone contact. If the HR Manager is unavailable, then you must inform the most senior member of staff on duty at the time. If you cannot give a definite date for your return to work, then you must keep the HR Manager informed as soon as possible before each shift you should be working.

The days of absence will be treated under Loss of Pay.

The employee has to report to his / her department head on rejoining duty from absence and provide valid reasons for absence in writing before taking up work again. You must submit valid document(s) to the HR Manager on the day you return back on duty, as a proof for the reason(s) of your absence. In case of failure of intimation or genuine reason or submission of required document(s) within mentioned period for any absence day(s), penalty clause(s) mentioned later on this page, will be applied on you.

If an employee is absent from duty continuously for more than 7 days (including any National / Festival / Declared / weekly off days which may fall in- between), an official correspondence from the HR department will be sent to him/her asking to report to duty and to provide explanation. Based on the enquiry any action deemed fit will/would be taken by the management.

If there were no response from the employee within the time mentioned in official correspondence, it would be that the employee has withdrawn his/her service from the company on his/her own accord and recorded accordingly.



WEEK OFF CALL

Don't worry, we also love weekends and respect your personal life. But in case, if company needs your services on weekend, then you might have to switch your plans.

Week-off calls mean the company calls you for the work on week- offs/weekend.

Whenever the company calls you for any client's work on week offs you need to remain present in the company.

About the Excuses?

No such excuses will be entertained or permitted such as

My health is not good

My wife/husband is not feeling well, and I need to remain with him/her at home.

Tickets are booked and need to travel hometown with family

My in-laws or family has arrived and need to go with them as they are new in town

Above reasons which will not be considered valid in any situation unless relevant paper proof is given.

If you remain absent on a week-off call, then salary will be deducted for that single day.

SALARY INCREMENTS

To encourage the performance of the deserving employees, the company has an increment policy.

Salary increments are scheduled at an interval of **12 (Twelve) months**, from your joining month.

FOR EXAMPLE

If your joining date falls between 1st January 2018 to 15th January 2018 then you're liable to get benefit from 1st January 2019. If your joining date falls between 16th January 2018 to 31st January 2018 then you're liable to get benefit from 1st February 2019.

Increments in wages may vary according to industry standards, based on your performance and position.

At **Ecomnext**, our annual review or Salary increments is not designed to compare one employee to another. It is not a way of deciding who gets a promotion over another.



Your value to the company is determined entirely on your own merit, and not on how they compare to somebody else's - if you're doing good and deserve recognition, this does not mean you'll be taking that privilege away from somebody's else.

FESTIVE HOLIDAYS

- Raksha Bandhan: 22nd August 2021
- Independence Day: 15th August 2021
- Dhanteras half day: 2nd November 2021
- Diwali: 4th November 2021 – 8th November 2021
- Uttarayan: 14th January 2022
- Republic Day: 26th January 2022
- Dhuleti: 18th March 2022

POLICY CHANGE

Keeping in view the expansion and future requirements of the people, above company rules will be applicable from 1st April, 2021.

In case of any confusion about company policies, feel free to discuss with Sanket and Manmeet.