

NetSutra Company Policies

Below please find the policies pertinent to all the employees

LEAVES

(a) Holidays

The Employee will be entitled to paid holidays each year as listed in NetSutra's Employee portal.

(b) Paid Leaves

The Employee shall be entitled to

One (1) day Informed Leave (IL) for every month effective from the date of joining if the experience of the employee is less than 2 year.

One Informed Leave (IL) and One Casual Leave (CL) for every month effective from the date of joining if the experience of the employee is more than 2 yrs or 1 yr in Netsutra.

If new employee join with NetSutra on or before date of 10th in month so he/she will be eligible for monthly leave on first month also.

(I) Informed Leaves (IL)

- The Employee shall apply atleast 7 working days to take two (2) or more day leaves and excluding day of apply & holidays.
- In case of Leaves less than 2 days the employee should take two (2) working days prior approval, excluding day of apply & holidays.
- **In case of Leaves taken, inspite of disapproval shall be treated as two unpaid leaves.**
- The Leaves if not used can be carry forwarded to the next month / next year in case of completion of the year or can be encashed.

Note: Leaves are subject to approval by Reporting Head.

(II) Casual Leaves (CL)

- The Employee shall be entitled to 12 paid Casual leaves only after the submission of Medical certificate. To avail Casual Leaves employee should have completed atleast twelve (12) months from the date of joining or the experience of the employee should be more than 2 yrs or 1 yrs working in NetSutra.
- If the employee is availing the Casual Leave, you have to inform in the morning to your reporting officer and **fill up the application form in the portal with in 3 days of coming back.**

(c) Unpaid Leave of Absence

- Must Intimate the respective Reporting Manager beforehand incase of arriving late to office or urgent leave or else subject to disciplinary action.
- Any Leave by Employee, which was not approved in advance by Reporting Manager, shall be treated as unpaid leave of absence except Casual Leaves.
- Excessive leaves without approval or Excessive late comings will lead to termination of the employee.

(d) Compensatory Off (CO)

- If the employee is working on non-working day, he can compensate it by taking a day off on any working day but with prior approval of the authority.
- In case of informing the authority in the morning the leave will be adjusted against Casual Leave (if eligible) or shall be marked absent.
- Company will adjust leave with Compensatory Off only in that situation if employee already has this CO and against Informed Leave (provided conditions for availing Informed leave are followed).
- If Employee work for 8hr or more will be treated as Full CO. But if work for more than 4hr & less than 8hr will be treated as half CO.

(e) Late Arrival (LA) and Leaving Early (LE)

- LA will be considered maximum 2:30 hrs in morning time but employee must complete his/her 9 hours in company premises. If an employee leaves from work early by no sooner than 2:30 hrs with respect to his/her regular hours it would be marked as LE in the attendance register.
- NetSutra employees shall be entitled of not more than 4 days late arrival or leaving early in a month with approval of reporting head. Employee can take any combination of Late Arrival and Leaving Early, but total upto 4. Can not take LA and LE on the same day.
- Failing of above point shall be considered as half day unpaid leave.

(f) Late Stay beyond 2:30 hour

- If employee had to stay beyond his/her normal working hours beyond 2:30 hour, then next calendar day, if working day, he/she is eligible for 'free' LA. The employee is eligible for 'free' LA, only if next day is working day, if it happens to be non-working, then eligibility will lapse.

(g) Saturday Hours

- Working hours on Saturday are less by one hour comparing to normal working hours for all employees.

Discipline/Dismissal

- All employees are required to maintain satisfactory work performance and conduct suitable and acceptable to the work environment.
- Failure to maintain these standards may constitute good cause for disciplinary action, up to and including dismissal
- Employees are not permitted to go outside more then 15 min. the company premises without intimating the reporting heads.
- Leaving office before completed 6.30 hrs. will be considered as absent.

CONFIDENTIALITY

- The Employee shall not disclose, divulge, furnish, provide, reveal, or otherwise make available to any third person, company, firm, corporation or other organization (including but not limited to customers, competitors or government officials) any trade secrets or other confidential information concerning NetSutra or any of NetSutra's clients or licensees or the business of any of the foregoing. Individuals who engage in such behavior will be subject to disciplinary action.

Note

- Once you apply online, make sure to ALSO connect with your respective PM to get approval for the same, like before.
- If you just apply on the portal and did not connect with your PM for approval, the leave will be considered NOT APPROVED, which is then subject to double deduction.