



**PREMATIX SOFTWARE SOLUTION PVT. LTD.,**

**EMPLOYEE HANDBOOK**

**Version 2.1**

**June 28, 2021**

**Revision History:**

Version Number	Date	Author	Reason for Revision
1.0	7 <sup>th</sup> Jan 2015	Prematix	Initial Version
1.1	27 <sup>th</sup> Dec 2018	HR	Content restructured as per standards need
1.2	26 <sup>th</sup> Feb 2019	HR	Level of employee, Level based allowances included and uploaded Employee Hand Book in OMS for employee reference
1.3	29 <sup>th</sup> Apr 2019	HR	Work hours and working days defined for Hosur and Bangalore branch employees
1.4	9 <sup>th</sup> Aug 2019	HR	Update to Leave Policy, Loss of Pay, Attendance Grace Time, Missed Punch, Manual Attendance, Comp Off and Income Tax Declaration. Also, the entire content ported to Prematix new document template. Fuel price is removed.
1.5	24 <sup>th</sup> Aug 2019	HR	SL policy update for Bangalore branch and update in LOP calculation
1.6	30 <sup>th</sup> Sep 2019	HR	CL credit logic update based on previous month minimum worked days
1.7	8 <sup>th</sup> Jul 2020	HR	Work From Home Request - Section 5.7 – included and Sick leave Section (6.2) update on eligibility
1.8	9 <sup>th</sup> Sep 2020	HR	Work Place Safety (Section 2.5) and Probation Period (Section 3.5) are included. Section 6.6 and 7.14 updated for correctness of wordings.
1.9	25 <sup>th</sup> Jan 2021	HR	Hours of Work (Section 5.2) updated for “Half a day”
2.0	9 <sup>th</sup> Apr 2021	HR	Updated Section 8.1 regarding last working day and knowledge transfer
2.1	28 <sup>th</sup> June 2021	HR	Based on 5 days working days for Hosur office as well effective 1 <sup>st</sup> July 2021, changes have been included – Section 5.2, 5.6, 6.2, 6.4 and Bangalore is considered as part of others in Section 11.9, 11.10 and 11.11

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## 1. Welcome

### 1.1 History, Goals, Vision & Mission

The foundation of the PREMATIX was laid back in 2009 by Sri. C. Muruganandam, the Managing Director of the Company. He has more than one decade of experience in IT sector. He is responsible for overall working of the company and also instrumental in making strategic decision for the company. He is a Great Visionary; also, he is one among the growing entrepreneur.

Our corporate philosophy of "Novelty Always" signifies our objective to abundant care and attention to our customers and employees. This fundamental ideology is our core MOTTO, which fosters a passionate environment to deliver high performance, better results and fruitful outcomes. Here are just a few ways by which we convert our philosophy into action on a day-to-day basis.

Prematix is certified with **ISO 9001:2015** (Quality Management System – QMS) and **ISO 27001:2013** (Information Security Management System - ISMS).

#### **Vision:**

To achieve 100% customer satisfaction; Deliver top class product & services at an economical cost. Remain A - Proven & trusted partner for public & private sector.

#### **Mission:**

To establish our reputation as a provider of Next Gen quality, high reliability, optimized best in class technology solutions & services.

### 1.2 Purpose

This handbook has been prepared to inform new joiners, about policies and procedures of this company and to establish the company's expectations. It is not all inclusive or intended to provide strict interpretations of our policies; rather, it offers an overview of the work environment. This handbook is not a contract, expressed or implied, guarantying employment for any length of time and is not intended to induce an employee to accept employment with the company.

The company reserves the right to unilaterally revise, suspend, revoke, terminate or change any of its policies, in whole or in part, whether described within this handbook or elsewhere, in its sole discretion. If any discrepancy between this handbook and current company policy arises, conform to current company policy. Every effort will be made to keep you informed of the company's policies; however, we cannot guarantee that notice of revisions will be provided. Feel free to ask questions about any of the information within this handbook.

## 2. Workplace Commitments

### 2.1 Equal Opportunity Employment

This company is an Equal Employment Opportunity and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual's race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. This policy applies to all terms, conditions and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline and termination.

### 2.2 Non-Harassment Policy / Non-Discrimination Policy

This company prohibits discrimination or harassment based on race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and is free from discriminatory practices, including without limitation harassment. Consistent with its workplace policy of equal employment opportunity, the company prohibits and will not tolerate harassment on the basis of race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. Violations of this policy will not be tolerated.

Discrimination includes, but is not limited to: making any employment decision or employment related action on the basis of race, color, religion, creed, age, sex, disability, national origin, marital or veteran status, or any other status protected by applicable law.

Harassment is generally defined as unwelcome verbal or non-verbal conduct, based upon a person's protected characteristic, that denigrates or shows hostility or aversion toward the person because of the characteristic, and which affects the person's employment opportunities or benefits, has the purpose or effect of unreasonably interfering with the person's work performance, or has the purpose or effect of creating an intimidating, hostile or offensive working environment. Harassing conduct includes, but is not limited to: epithets; slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group based on their protected characteristic.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature, when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of sexual harassment include: unwelcome or unsolicited sexual advances; displaying sexually suggestive material; unwelcome sexual flirtations, advances or propositions; suggestive comments; verbal abuse of a sexual nature; sexually oriented jokes; crude or vulgar language or gestures; graphic or verbal commentaries about an individual's body; display or distribution of obscene materials; physical contact such as patting, pinching or brushing against someone's body; or physical assault of a sexual nature.

Reporting: Any company employee who feels that he or she has been harassed or discriminated against, or has witnessed or become aware of discrimination or harassment in violation of these policies, should bring the matter to the immediate attention of his or her immediate manager. The company will promptly investigate all allegations of discrimination and harassment, and take action as appropriate based on the outcome of the investigation. An investigation and its results will be treated as confidential to the extent feasible, and the company will take appropriate action based on the outcome of the investigation.

No employee will be retaliated against for making a complaint in good faith regarding a violation of these policies, or for participating in good faith in an investigation pursuant to these policies. If an employee feels he/she has been retaliated against, the employee should file a complaint using the procedures set forth above.

## 2.3 Drug-Free / Alcohol-Free Environment

Employees are prohibited from unlawfully consuming, distributing, possessing, selling, or using controlled substances while on duty. In addition, employees may not be under the influence of any controlled substance, such as drugs or alcohol, while at work, on company premises or engaged in company business. Prescription drugs or over-the counter medications, taken as prescribed, are an exception to this policy.

Anyone violating this policy may be subject to disciplinary action, up to and including termination.

## 2.4 Open Door Policy

The company has an open-door policy and takes employee concerns and problems seriously. The company values each employee and strives to provide a positive work experience. Employees are encouraged to bring any workplace concerns or problems they might have or know about to their supervisor or some other member of management.

## 2.5 Work Place Safety

Follow the safety procedure in work place without fail, as instructed by HR with respect to Covid-19 situation, like social distancing, wearing mask, washing hands, using sanitizer and daily monitoring of body temperature / oxygen level. In case of any health issues / symptoms, please connect with HR for further assistance.



## 3. Recruitment Policy

The purpose of Recruitment Policy is to provide guideline regarding the process of recruitment at all levels across Prematix group.

### 3.1 Human Resource Planning

The purpose of Human resource planning is to provide guidelines regarding the process of recruitment at all across PREMATIX group

- To fulfill the human resource requirements arising from the present vacant positions.
- To fulfill the human resource requirements arising from the business expansion plans. Such as Placement Increase / Capacity Increase / Expansion plan etc.
- To fulfill the additional human resource requirements on need basis for existing operations.

#### Course of action

- Identification of the human resource requirement by the concerned Head of the Department.
- Submission of the human resource form through proper organogram to the respective Department Head
- Review of the requisition form by the Department Head with CEO and on approval of CEO, the Department Head will forward it to HR Head.
- On receipt of the approved form the HR Head will originate the recruitment process.

### 3.2 Human Resource Sourcing

- Internal Resources
- Internal references
- Internal Database
- External sources
- Recruitment Agencies
- E-Recruitment portal
- Advertisement
- Campus Recruitment

#### Course of action

- **Internal Resources**

The HR Department should first exercise the option of sourcing the human resources internally by way of transfer of eligible and suitable existing employees from other departments within the same grade and scale of pay and region with the approval of CEO. For vacancies existing at higher levels the HR department

should exercise the option of promoting suitable existing employees either from same region or from another region

- **Internal reference**

Sourcing of eligible candidates may be filled from the references given by existing employees.

- **Data Bank**

The HR department shall maintain a database of resumes grouped grade wise. The same will be maintained in hard and soft copies. Candidates short-listed from the database will be called for an interview.

- **External sources**

Another option of sourcing is the suitable candidates referred by external sources like traders, suppliers based on the written declaration about the recommended candidate's conduct and reliability shall be considered for employment only with proper qualification and exercise as per manpower standards.

- **Placement Agencies**

The services of reputed placement agencies may be utilized for addressing manpower requirements.

- **E-Recruitment portal**

The service of reputed e recruitment portal such as Naukri, Monster etc. may be utilized for filling up vacancies in Management levels.

- **Advertisement**

Depending on the nature of the Human Resource requirement the HR department with budgetary approval from CEO, may also advertise in widely circulated newspaper.

- **Campus Recruitment**

Based on fresher recruitment forecast and plan, final year students from the reputed institutions will be screened, short listed and offered

### 3.3 Selection Process

- Identifying right personnel in accord with human resource requisition.
- Ability to select personnel who possess the requisite skill set, qualification, experience and competence to shoulder responsibilities.
- Ability to select personnel with the perspective of enabling them to charter their growth within the organization.

## Course of action

- Short listing the relevant resumes and presenting them to MD.
- CEO further shortlist the applicants who will be interviewed.
- HR will be coordinating with the candidates and fix up interviews.
- Outstation candidates attending interviews will be reimbursed as mentioned in the interview call letter. Such reimbursement will be based on designation and travel rules.
- Reimbursement will be made only for travel and not for lodging and boarding.
- Candidates participating in the interview are required to fill up the Application form for Employment

## 3.4 Interview Process

- A committee subject to a minimum of three members will be involved in the process of identifying and selecting the right candidate as per job description.
- HR Head/ HR Manager, Concerned Head of Department and CEO will constitute the committee.
- The selection will be on consensus of the committee members. All the committee members should sign in the interview evaluation form with their comments.

The selected candidate will meet the HR Head to finalize the terms and conditions of appointment and joining formalities.

## 3.5 Probation period

- Campus or Off-campus (without any prior experience) selected candidates will be considered as freshers and will undergo a period of 6 months' probation period
- Lateral hire with less than one-year IT experience or any amount of experience in Non-IT field (including BPO, KPO, ITO) will also be considered as fresher and will undergo a period of 6 months' probation period
- Lateral hire with more than one-year IT experience will be considered as experienced employee and will undergo a period of 2 months' probation period

## 3.6 Level of employee

This is horizontally same across all the departments. For eg., Level 7 is Manager in Software Development as well as in Accounts department

Level	Designation
0	Worker
1	Any Trainee (Fresher)
2	Associate Developer / Associate Executive of all other departments
3	Developer / Executive of all other departments
4	Senior Developer / Senior Executive of all other departments
5	Assistant Team Lead, Team Lead, Senior Team Lead / Lead of all other departments
6	Assistant / Deputy Manager of all departments
7	Manager of all departments
8	Senior Manager of all departments
9	Associate Vice President
10	Vice President
11	<< For Future Use >>
12	Managing Director, Director – Finance, CEO

## 4. Induction Policy

### 4.1 Joining Formalities

The candidate will be required to handover the photocopies of below mentioned documents along with the original document for verification to HR Manager

- Copy of school leaving certificate.
- Copy of Diploma/ Degree/Post Graduation certificate.
- Copy of certification acquired on completion of Professional courses.
- Copy of service relieving letter from previous employer/s.
- 3 recent color passport size photographs in an attire manner.
- Proof of Identification: Ration Card/ Passport/ Voter ID/ PAN Card / Driving License/Aadhar Card.
- General Medical Report with blood group examination from Regd. Medical Practitioner.
- Proof of last drawn salary with detailed breakup.
- Form 16 from previous employer only for IT assesses.

### 4.2 Statutory Forms

- PF Nomination form
- ESI nomination form

### 4.3 Induction

- The objective of the induction is to make new employee feel at home in the new environment assist new recruit to develop a sense of belonging that helps him/her to identify with the way of life & tradition of PREMATIC GROUP.
- This will assist the new recruit to imbibe the code of conduct and values of Prematix Group at the earliest. It also facilitates cordial working relationships with colleagues across departments.

### 4.4 General Topics to be covered in Employee Induction Program

#### Organizational facts

- History of our group
- Organization of Employer
- Names and titles of key executives/Managers
- Layout of physical facilities
- Overview of Production Process
- Company Policies and rules
- Disciplinary Regulations

## Employee Benefits

- Pay Scale & Pay Day
- Leave and Holidays
- Work Hours
- Insurance Benefits

## 4.5 Income Tax Declaration

- Employee has to fill the IT declaration form every year on or before 25<sup>th</sup> April
- Newly joining employees has to submit the IT declaration form while joining
- If no IT declaration from employee and IT is applicable, the applicable IT amount will be deducted automatically from the salary every month as per government norms
- Employee has to submit the proofs for the declaration given by end of December. If not, the applicable income tax will be deducted in the next three months (Jan to Mar) salary.

## 5. Service State of Affairs

### 5.1 Policy Guidelines

Employee will follow the basic principle of punctuality and report to duty on time. Each employee is requested to mark his/her attendance by giving the Finger Impression in Biometric maintained at the office or swiping thru ID card etc.

### 5.2 Hours of Work and Weekly Off

- Office Hours: 9 AM to 7 PM
- Break Hours: 11:00 AM to 11:15 AM, 1:00 PM to 1:30 PM and 4:00 PM to 4:15 PM
- Weekly Off: All Saturdays and Sundays
- Half a day: Minimum of 5 hours work

### 5.3 Marking of Attendance

- Everyone in Prematix should punch their attendance while entering the office for work as well as leaving the office from work for the day
- Employee should ensure that he/she is working for the duration as per his/her branch work hours as mentioned in section 5.2

### 5.4 Missed Punch

- Missed punch request is not encouraged as employee has to punch on-time without fail every day
- On exceptional cases, employee has to raise the request in OMS by next day after getting the required mail approval from his / her supervisor and manager
- Request has to be approved by either HR Head or by the approving authority, which is having Super Admin rights in OMS

### 5.5 Manual Attendance Request

- Manual attendance is applicable only for the employees who are not working at Prematix office, working at client location and not having access to Prematix attendance device to punch their attendance
- Employees cannot raise Manual Attendance Request until it is validated from the approving authority
- Manual Attendance Request raised by approving authority will be approved by either HR Head or by the approving authority, who has Super Admin rights in OMS

## 5.6 Attendance Grace Time

- 30 min grace time is allowed only for in-time punching (i.e. up to 9:30 AM)
- Attendance will be considered as “Present” only if the employee works in office for the minimum required duration (Refer Section 5.2). Which means, the out time should be 30 minutes later (For ex: If someone punches in time at 9:25 am, then he/she should work till 7:25pm to get his/her attendance as “Present”)
- If the worked duration is less than the minimum required duration, it will be considered as “Half a day”. If the worked duration is less than “Half a day” minimum required duration, it will be considered as full day “Absent”
- If the employee punches after grace time (i.e., after 9:30 AM), it will also be considered as “Half a day”. If the worked duration is less than “Half a day” minimum required duration, it will be considered as full day “Absent”
- Late punch “Half a day” / “Absent” will be considered as Loss of Pay

## 5.7 Work From Home (WFH) Request

- Work From Home is applicable only for the employees who cannot come to Prematix office work location due to valid reasons and got the required approvals from his/her manager and HR
- Co-ordinate with HR for Laptop (if you are not having already), Data card and ensure that all the required software are installed and working fine for your planned work with the help of Prematix Technical Team. In case of non-availability of lap top, desk top will be allocated based on feasibility.
- Team members Lead / Manager will track their work allocation, worked hours and outcome closely during their WFH.
- In case of any reasons the outcome / performance of the team members is not up to the expectation during WFH, the team member will be asked to come back to office and work
- Employees cannot raise WFH Request, it will be raised by approving authority based on the employee’s worked hours / days as per the input from the lead / manager and will be approved by either HR Head or by the approving authority, who has Super Admin rights in OMS



## 6. Leaves and Holidays

### 6.1 Casual Leave (CL)

- Already working employee is eligible for total of 12 days CL in a calendar year (January to December). One day per month, will be credited into employee leave balance on 1<sup>st</sup> of every month, if he/she has worked minimum of 10 days in the previous month.
- For newly joining employees,
  - **Lateral hire (IT Experienced) with more than 1-year experience:** Employee is eligible for CL only after successful completion of 2 months' probation period at Prematix.

If the employee DOJ is on or before 15<sup>th</sup> of a month, CL will be credited from 1<sup>st</sup> of the month, after one month of DOJ. For ex: if someone joins on 5<sup>th</sup> January, then one day CL will be credited only from 1<sup>st</sup> March onwards.

If the employee DOJ is after 15<sup>th</sup> of a month, then the CL will be credited from 1<sup>st</sup> of the month after two months of DOJ. For ex: if someone joins on 16<sup>th</sup> January, then one day CL will be credited only from 1<sup>st</sup> April onwards.

- **Campus and off-campus recruitment without experience / Lateral hire (IT Experienced) with less than 1-year experience / Lateral hire (Non-IT) with any amount of experience are considered as fresher:** Employee is eligible for CL only after successful completion of 6 months' probation period at Prematix.

If the employee DOJ is on or before 15<sup>th</sup> of a month, then the CL will be credited from 1<sup>st</sup> of the month, after five months of DOJ. For ex: if someone joins on 5<sup>th</sup> January, then one day CL will be credited only from 1<sup>st</sup> July onwards.

If the employee DOJ is after 15<sup>th</sup> of a month, then the CL will be credited from 1<sup>st</sup> of the month, after six months of DOJ. For ex: if someone joins on 16<sup>th</sup> January, then one day CL will be credited only from 1<sup>st</sup> August onwards.

- Employees can utilize their available CL for either full day or half a day by applying in OMS. For any particular day only one leave request is allowed
- Need to apply CL in advance, on or before the availing date. It cannot be applied after availing
- No manual request / approval / adjustment for CL in OMS
- CL should not be clubbed with Sick Leave (SL)
- CL Cannot be carry forward, balance CL's will lapse after the current year i.e., by the end of December of the respective year

## 6.2 Sick Leave (SL)

- Already working employee is eligible for total of 6 days SL in a calendar year (January to December), 0.5 day per month. Three SL will be credited on 1<sup>st</sup> of Jan (for first six months) and the balance Three SL will be credited on 1<sup>st</sup> of July (for next six months), based on the employee's worked days (minimum of 10 days per month) in the last 6 months.
- For newly joining employees,
  - SL will be credited on pro-rata basis of the respective 6 months cycle (Jan to Jun or Jul to Dec) as below
  - **Lateral hire (IT Experienced) with more than 1-year experience:** Employee is eligible for SL only after successful completion of 2 months' probation period at Prematix.

If the employee DOJ is on or before 15<sup>th</sup> of a month, pro-rata SL will be credited on 1<sup>st</sup> of the month, after one month of DOJ. For ex: if someone joins on 5<sup>th</sup> January, then two days SL will be credited on 1<sup>st</sup> March for the duration till June.

If the employee DOJ is after 15<sup>th</sup> of a month, then the pro-rata SL will be credited on 1<sup>st</sup> of the month after two months of DOJ. For ex: if someone joins on 16<sup>th</sup> January, then one-and-a-half-day SL will be credited on 1<sup>st</sup> April for the duration till June.

- **Campus and off-campus recruitment without experience / Lateral hire (IT Experienced) with less than 1-year experience / Lateral hire (Non-IT) with any amount of experience are considered as fresher:** Employee is eligible for SL only after successful completion of 6 months' probation period at Prematix.

If the employee DOJ is on or before 15<sup>th</sup> of a month, then the pro-rata SL will be credited on 1<sup>st</sup> of the month, after five months of DOJ. For ex: if someone joins on 5<sup>th</sup> January, second cycle of three days SL will be credited on 1<sup>st</sup> July.

If the employee DOJ is after 15<sup>th</sup> of a month, then the pro-rata SL will be credited on 1<sup>st</sup> of the month, after six months of DOJ. For ex: if someone joins on 16<sup>th</sup> January, then the second cycle of SL, pro-rata two and a half day will be credited on 1<sup>st</sup> August.

- Employees can utilize their available SL for either full day or half a day by applying in OMS. For any particular day only one leave request is allowed.
- Need to inform the supervisor while availing and raise the request in OMS as soon as come back from sick leave.
- Medical certificate and prescription need to be produced, if the SL is taken for more than one day.
- No manual request / approval / adjustment for SL in OMS
- Casual Leave (CL) and Sick Leave (SL) should not be taken together
- SL Cannot be carry forward, balance SL's will lapse after the current year i.e., by the end of December of the respective year.

## 6.3 Absent

- Absence of staff due to any emergency reasons without any prior approval or intimation to the HR department will be treated and marked as absent in the attendance system. However, when employee submits an approved leave request from his/her HOD on reporting to work, the absence marked will be converted to the respective leave and the same should not become regular practice.
- Continuous absence for more than 3 consecutive days and habitual absenteeism shall attract strict disciplinary action.

## 6.4 Loss of Pay

- Any absence, without the required leave request (CL / SL) and approval in OMS, will be treated as "Absent" and loss of pay
- If an employee takes three or more than three loss of pay leaves during the week days (Monday to Friday), then the respective week end days will also be included into the loss of pay days. If an employee takes previous day and next day of any holiday / week end as LOP (sandwich), then the respective holiday(s) / week end days will also be included in LOP days.

## 6.5 On Duty

- For carrying out official duties the employees may have to leave the premises of the office. In such cases the absence will be treated as on duty.
- Employees leaving on official duty shall fill up the on-duty form in accordance with format and hand it over to the HR department / nominated employee for the same. This should be completed on securing an approval from the HOD.
- If, due to unavoidable circumstances as on-duty slip has not been issued before, the same shall be submitted immediately on arrival back to the office. However, it is the responsibility of the employee's superior will inform the HR department; else the employee will be treated as absent.
- HR department should properly record and maintain the on-duty forms.
- The register will be verified and signed by the Head HR/MD.

## 6.6 Permission

- The department head can grant permission to the employees to stay away from work while on-duty on a need basis
- Permission can be availed by the employee after informing the lead / manager, take approval and then send a mail to lead / manager with copy to HR
- Permission should not be clubbed during half a day leave
- For attending local functions, the CEO / HOD / HR may selectively permit maximum of two employees to attend the same. This permission for 2 hours will be treated as ON-DUTY.

## 6.7 Compensatory-Off (Comp-Off)

- Comp-off cannot be claimed for the regular, planned and assigned work.
- It is applicable only for any ad-hoc additional and urgent work; given by the respective supervisor and the employee need to work after office hours or on week end / holidays to complete the same.
- Employee should have prior approval to do any such additional work on non-office hours / weekend / holidays.
- Supervisor should inform the HR Head or the approving authority, who has Super Admin rights in OMS, before any such ad-hoc additional work need is to be done additional effort and comp-off.
- Only approving authority can raise comp-off request in OMS and it has to be approved by HR Head or the approving authority, who has Super Admin rights in OMS.

## 6.8 National Holidays

- HR will declare the list of Public Holidays during the last week of December for next Calendar year in OMS.
- The total numbers of National Holidays are four and shall be uniform across Zonal / Regions.
- The following four National Holidays are declared as common holidays for all Zonal / Region.

Republic Day	26 <sup>th</sup> January
May Day	1 <sup>st</sup> May
Independence Day	15 <sup>th</sup> August
Gandhi Jayanthi	2 <sup>nd</sup> October

- If any of the above holidays happens to fall on a Sunday, one day compensatory holiday will be selectively given state wise considering other festival.

## 7. Code of Behavior

### 7.1 Identity Card

- All Regular Employees will be issued an Uniform Identity Card across regions mentioning their Name, Employee Number, Designation, Blood Group, Permanent contact Address and Telephone Number.
- All employees should wear the ID card while on duty.
- Loss of the ID card shall be reported to HR department immediately. The HR department will issue a fresh card to the employee by charging Rs. 50/- (Fifty) from the concerned individual.
- The ID card will be issued with the signature of CEO.
- In the event of resignation, the Identity Card should be surrendered to the HR Department failing to which full and final settlement will be kept pending.

### 7.2 Misconduct

- Employees are governed by the Model Standing Order under Industrial Employment Standing Order Act.
- If an employee is guilty of misconduct, the respective Department Head should report the incident in a detail manner in writing to the HR head.
- Among the several misconducts enumerated by the order, few of them are mentioned below:

#### Category A

- Habitual absence, Habitual late coming without intimation.
- Negligence or neglect of work.
- Any other habitual assault as per company policy from time to time.

#### Category B

- Misuse of office equipment's, Communication system, Computers and other assets belonging to the in the possession of the employee or given in trust to the employee.
- Willful insubordination.
- Theft, fraud, misappropriation or cheating.
- Money lending or collection of money within the premises.
- Undertaking employment with any other employer in any capacity without the permission of the management.
- Conviction of any court of law for any criminal offence involving moral turpitude.
- Contravention of provisions stated in the employment form.
- Falsification of records.
- Any other serious misconduct as per company policy from time to time.

## 7.3 Process to be followed for any misconducts

- On identifying any misconduct in Category A, Warning Memo must be issued & signed by HR Manager on consultation with HOD & MD.
- On identifying any willful insubordination mentioned in Category B, show cause notice must be issued & signed by the HR Manager in consultation with HOD/MD.
- On receipt of such notice the concerned should reply within 48 hours with valid reason mentioned therein.
- If the reason mentioned is not valid, HR will be issuing enquiry letter mentioning the Enquiry Officer name/ date/ venue of the enquiry.
- HR should have valid documents before proceeding into any legal action and should not be on personal biases / fault finding/ converting a simple thing into a big boom/ forcible way.
- Enquiry should be conducted through an outside labor advocate in a professional ethic way. Based on the enquiry proceedings further legal action will be initiated against him/her.
- Advocate will be finalized by HR after discussion with CEO/ MD.
- Before proceeding into an enquiry notice HR should review the problem and the legal stand on it should be thoroughly verified. If needed advocate services shall be utilized.

## 7.4 Engaging in Business

An employee of PREMATIX GROUP shall not, involve in any business inside his/her workplace or elsewhere individually, with fellow employees or with outsiders. Any violation of this policy will be viewed with seriously including termination.

## 7.5 Concurrent Employment

An employee of PREMATIX GROUP shall not, without the prior written approval of the management, accept employment or a position of responsibility such as consultant or part time employee or by any other means with any other company, nor provide “free-lance” services to anyone.

## 7.6 Utilizing Company Funds/Petty Cash

Prematix Group employee should not utilize directly or indirectly the funds collected or in credit by the creditors for personal grounds. If such misconducts been found and proved will leads to direct termination.

## 7.7 Securities Transaction and Confidential Information

- An employee of PREMATIX GROUP and his immediate family shall not derive any benefit or assist others to derive any benefit from the access to and possession of information about the company or the group which is not in the public domain and this constitutes information.
- An employee of PREMATIX GROUP shall not use or proliferate information which is not available to the investing public and which therefore constitutes insider information for making or giving advice on

investment decisions on the securities of the respective PREMATIX GROUP on which such information has been obtained.

- Such insider information might include the following:
  - Acquisition and divestiture of business or business units.
  - Financial information such as profits, earnings and dividends.
  - Announcement of placement details and or developments.
  - Asset revaluations.
  - Investment decisions/plans.
  - Restructuring plans.
  - Major supply and delivery agreements.
  - Rising finances.

### 7.8 Protecting Company Assets

The assets of PREMATIX GROUP should not be misused but employed for the purpose of conducting the business for which they are duly authorized. Those include any tangible assets such as equipment and machinery, systems, facilities, materials, resources as well as intangible assets such as proprietary information, relationships with customers and suppliers, etc. For maintaining the security of Intangible assets, it should not be Shared or Communicated with outsiders (Other than our company employees').

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(Signature of Employee with Name)

### 7.9 Everyday work attire/ moral responsibility

It is responsibility of each and every employee to follow certain basic principles in office:

- Greet each other
- Respect other's human values and dignity
- Staff members in all grades are strictly advised not to read newspapers or magazines during office hours
- Guests and clients who visit office should be treated with dignity and hospitality

### 7.10 Intimation of change

Employee shall intimate the following changes through inter mailing system/ written letter to the HR department through the respective HOD

- Change of address
- Change of Mobile number
- Change of nominee name
- Marriage intimation

- Child birth intimation
- Qualification up gradation
- Obtaining new PAN card
- Any other changes deemed to be informed to HR should be intimated in time by the concern individual and he himself is morally responsible for the same

### 7.11 Business Card Provision

- Business Cards will be provided to employees in Officer and Managerial grade staff members on need basis. It will be provided to staff members if the nature of duty justifies the requirement of business cards. Such authorization will be from the CEO.
- Employee who requires business card shall send written request to their respective HOD
- A uniform card has been designed by HR with stipulated color, size, pattern etc. and the same shall be followed across Group
- Printing of Business Cards by the respective staff members in a private manner is strictly prohibited.
- Staffs who are relieving from the services will be surrendering the unused Business Cards genuinely to HR department

### 7.12 Letter Head

- A uniform pattern of letter head will be designed by the HR with stipulated color, size, logo, pattern, paper quality etc.
- Stock of letter pads will be with HR custody, on need basis Head of the Department alone is empowered to collect the required number with proper justification of letter head from the HR from time to time.
- Printing of letter pads by the respective sales offices / zonal offices in a private manner with local address is strictly prohibited.

### 7.13 Print outs / photocopying in workplace

- Print out should be used truly by the individuals; wastage should be strictly avoided by the concerned individual. One sided paper should be reused for draft printing. Personal print out's / photocopying (Xeroxing) should lead to strict disciplinary action by HR Department.
- HR will be responsible for the expenses related to Printing and entering into AMC for the same.

### 7.14 Mobile Phone usage

- Employees are not encouraged to use mobile at work location unless otherwise it is critical
- Ring tones / Caller tones / Volume should be very well-mannered
- Conversation should not disturb other fellow colleagues
- Mobile phone must be in a switch off / silence mode during meetings / conferences and any other important discussions.



## 8. Resignation / Retirement / Separation

### 8.1 Resignation

An employee who is desirous of resigning from the services shall do so after giving due notice as per term mentioned in the Appointment Order to respective HOD and it should always come through proper channel, failing which it will be forwarded to the concerned. In accordance with the terms of conditions mentioned as in his/ her appointment order

Non confirmed employee's resignation is subject to a minimum notice period of fifteen days.

On submission of the resignation letter the same shall be forwarded by the HOD concerned to their reporting

- HR department will conduct an EXIT Interview.
- No Dues certificate should be obtained from concerned HOD in accordance with the format mentioned.
- Clearance certificate should be obtained from the National / Zonal / Regional Sales Manager in case of Marketing Staff
- Clearance certificate should be obtained from the HOD for surrendering the responsibilities entrusted to him.
- The HR department will prepare the Full & Final settlement form
- Last working day (LWD) will be decided based on the applicable notice period, employee to plan knowledge transfer (KT) with manager and complete the same before last working day, no leaves allowed after resignation / during KT, LWD will be extended in case of KT is not completed

The following things to be settled during Full and Final Settlement

- Unpaid salary for the working days.
- Gratuity calculation.
- Excess expense / personal/ Travel Advance / Incentive should be worked.
- Notice pay on either side will be worked out.
- Provident Fund / ESI (if under coverage) / Professional Tax / Income Tax deductions.
- Damages claim.

### 8.2 Retirement

The normal retirement age for all employees is **60 years**.

## 9. Departmental Responsibilities on Separation

### 9.1 Transport

Vehicle keys (if provide) with supporting documents such as Petro Cards, Registration Certificate/ Insurance etc. should be surrendered.

### 9.2 Computer

Computer as its condition/ Laptop as it conditions with charger/ bag/ data card should be surrendered to respective reporting authority. While surrendering documents / data/ should not be removed or shifted elsewhere. All passwords must be notified and respective HEAD should take responsibility for the same.

### 9.3 HR Responsibility

- Identity card.
- Unused business cards.
- Mobile Phone as its conditions with charger/ extra battery and sim should be surrendered. Such phones should be immediately deactivated and to be kept under safe custody.
- Stationeries viz calculator.
- All keys of Alma rah / drawer/ cabin etc.

On submission of all above HR will prepare the Full and Final settlement and issue relieving order, salary certificate and service certificate.

The Personal file of the outgoing employee with all relevant records including the Exit interview form and papers will be closed and kept at HR department.

Resigned / Left employees at their own discretion entering to Offices freely inside premises should be avoided.

### 9.4 Exit Interview

- Exit interview is a conversation between a departing employee and a representative of the preferably from the functional head.
- Employees who voluntarily leave the company are sources of valuable information. They can give ORGANISATION an honest feedback, constructive criticism etc. this is beneficial for the employer as it an eye opener and a significant review to see how the company is doing.
- Exit interview reports to be consolidated and forwarded to the CEO/MD.

When termination of employment is initiated by the employer, it is known as separation/ dismissal or discharge which is a drastic step and should be taken after careful thought. Dismissal needs to be supported by just and sufficient reasons as follow

## Employee Hand Book

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- Excessive absenteeism
- Serious misconduct
- False statement of qualification / salary/experience/ employment at the time of employment
- Theft/ misuse of company's property/ funds etc.

## 10. Performance Appraisal and Promotion

Detail progression guidelines on establishing performance management culture in PREMATIX GROUP

### 10.1 Performance Appraisal System

- Organizations are run and steered by people, it is through people that goals are set and objectives realized. The performance of an organization is thus dependent upon the total sum of the performance of its members.
- An organization is like a tune; it is not constituted by individual sound but their synthesis. The success will therefore depend on its ability to measure accurately the performance of its members and use it objectively to optimize them as a vital resource.
- The performance of an employee is his resultant behavior on task which can be observed and evaluated.
- The performance refers to the contribution made by individual in the accomplishment of organization objectives.
- Performance can be measured by sum of quantity, quality, time, and cost.
- People do not learn unless they are given feedback on the results of their actions. For learning to take place, feedback must be provided regularly and it should be register both Positive and Negative. It should be implemented immediately to achieve relevant positive result.
- Performance appraisal system provides HOD and Management an opportunity to recall as well as feedback to people as to how they are doing, so that they can correct their mistakes and acquire new skills.
- Performance appraisal refers to all those procedures that are used to evaluate the personality, the performance, and the potential of its group members.
- Performance evaluation deals with achievement goals.

### 10.2 Objectives of Performance Appraisal

- Enhancing Employee's effectiveness
- Identifying training needs
- Tool for designing training module
- Removing work alienation
- Providing basis for Annual Increment/ Promotions

### 10.3 Appraisal Process

- Performance factors will be selected on job description and standards to be set for achievement
- Set the Performance review period
- Measuring actual performance
- Comparing performance with set standards and rating with a suitable scale
- Communicate the rating to the appraiser

## 10.4 Criteria

- The formal appraisal process falls annually during April to May
- The performance review period will be April to March.
- Those employees who are confirmed / will be confirmed on March 31<sup>st</sup> will be considered for the appraisal process

## 10.5 Promotion

PREMATIX GROUP Management strongly believes to grow from within by identifying the track performers to groom to higher positions with an improvement in pay, position, and responsibility/ accountability.

Purpose of promotion may be outlined as follows:

- To motivate employees to higher productivity and results
- To attract and retain the services of qualified and competent people.
- To recognize and reward the efficiency of an employee
- To increase the effectiveness of the employee and the company.
- To fill up higher vacancies from within the Company
- To build loyalty, morale and sense of belongingness in the employees
- To impress upon others that opportunities are availing to them too in the company, if they perform well.

At end of the performance reviews MD will be discussing with the department heads and finalize the promotion and increment structure during May

After due approval from the Management it will be effective from April month to employee's monthly salary

Promotional Orders will be signed by MD and issued by respective Head of Department

## 10.6 Eligibility Period

Minimum qualifying years of service to be considered for promotion to next grade will be as follow:

- Employees who are exceptionally good in track record and consistently efficient may be considered for promotion
- Employees in Mid management level with perquisite professional qualification shall be promoted after a minimum period of **TWO** years to the next higher-grade subject to their performance. Executives without professional qualification will be promoted after a minimum period of four years to next higher-grade subject to their performance
- The same procedure will be followed for the staff in Officer Category. However, experience and qualification will not be a hindrance to mid management and Officer Category staff for promotion by virtue of their exemplary performance.

## 10.7 Training and Development

- Detailed progression guidelines on the nature and process of Training and Development in PREMATIX GROUP
- Successful candidates placed on need training to perform their duties effectively
- Workers/ Supervisors /Officers/Executives/ Managers everybody in the organization need to be developed in order to enable them to grow and acquire maturity of thought and action
- Training and Development constitute an ongoing process
- Training and Development refer to e imparting of specific skills abilities and knowledge to an employee
- It is continuous attempt to improve current or future employee performance by increasing employee's ability to perform through learning, usually by changing the employee's attitude or increasing his/her skills and knowledge.
- Training refers to the process of IMPARTING SPECIFIC SKILLS
- Education is confined to THEORETICAL LEARNING IN CLASS ROOMS
- Development refers to that LEARNING OPPORTUNITIES DESIGNED TO HELP EMPLOYEE GROW.

Training needs of the employees are identified by the respective HOD and sent to HR department. HR will consolidate the training needs and forwards to CEO/ MD for approval.

After approval from Management, HR will prepare the training module with following factors.

- Faculty List
- Place
- Internal faculty or external
- Predetermined Login Hours
- Subjects covered etc.

HR will be governing body for the whole training process across Group.

## 11. Administration

### 11.1 Travel Rules and Allowances

Travel Allowance provides all economic reimbursement to the employee who is officially traveling across Zone, Regions for Business Promotion, and Sales Follow up, meeting Customers. Halting at any outstation in night on official duty for more than 16 hours, it shall be claimed according to the category or as per terms of Appointment Order.

Staff that is travel on routine basis on field should refer to the daily fixed allowance policy.

### 11.2 On Duty

- The concern employee should submit the on-duty form to his HOD and the tour program should be approved by the immediate superior and also be intimated by the superior to the Functional Head or Regional Head.
- If the is to be extended for an official duty then employee should orally inform to his superior over phone about his work progress and his return plan.

### 11.3 Travel Advance

- By viewing the nature of travel and anticipating the expenses the traveler shall avail travel advance requisition with due sanction from his HOD.
- Travel advance amount is only for traveling and accommodation expenses, it should not mingle for any official expense such as purchase of commodities, Consultancy fees, repairing expenses etc.
- In such case the traveler should avail Official Expense advance for such work and travel advance separately and the advance settlement should be made separately.
- No travel advance will be granted if any previous advance is unadjusted on his account

### 11.4 Travel Bills Approval

- Immediately on return from the travel the employee should submit the travel expenses claim form.
- All travel allowance should be claimed or settled (if any advance is already taken) within seven working days from the date of return along with the day wise official activity made.
- Such travel bills should be verified and approved by respective HOD and forward to HR for arranging payment

### 11.5 Boarding and Lodging Allowance

- The employee cannot combine both Boarding and Lodging Allowance limits and claim as combined limit.
- Lodging allowance includes room rent, laundry, Tips, Luxury tax as a combined limit.
- Boarding allowance includes Food & Beverages, Mineral Water, Tips and tax as a combined limit

The above travel allowance is applicable for only 16+ hours of overnight stay. Below this Daily Allowance will be applicable as Daily Field Travel Allowance

### 11.6 General Provision

- On entertaining the official guests like Traders, suppliers, etc. should give name reference and number of persons with justification on the Travel expenses statement and claim shall be made separately on actual with appropriate bills with approval of HOD/MD.
- Entertaining fellow colleague's food expenses at respective offices should compulsorily avoided.
- Any other expenses not mentioned in the above policy will not be paid under any circumstances.

### 11.7 Food Allowance

The staff members those are commuting on official duty are eligible for Daily Field visit food allowance as mentioned below.

The above food expense is worked out on providing an economic reimbursement for the spending to their meal outside the place of origin.

Employees must be genuine in the following aspects.

- Claiming honestly only when going to Field Visits
- Field visits must be justified with the place visited and the necessitate
- Claiming for other staff accompanied
- Claiming in duplication

The above field visits reimbursement should compulsorily within the permissible limit and the bills are also compulsory and such approvals should be getting from HOD.

### 11.8 Meeting Food Expenses

Meetings are held at different and on different occasions

- Branch Meeting
- Zonal Meetings
- Monthly Review meetings
- Department meetings

In order to streamline the meeting expenses, the following guidelines and budget are fixed based on the number of staff participating in the meeting

- Short Meeting
- Half a day Meeting (up to 4 hours)
- Full day Meetings (up to 8 hours)



- For short meetings only Tea with snacks will be provided
- For Half a day meeting Lunch / Dinner will be provided in addition to Tea & snacks
- For full day meetings up to 8 hours Tea and snacks will be provided twice in addition to Lunch / Dinner
- For extended meetings during monthly, Zonal review meetings

The meeting agenda should be sent to all participants at least 3 days prior to meeting date

Staff who attends the meeting and subsequently he should not claim his per day boarding allowance in full at the respective place.

## 11.9 Travel Allowance

Type	Mode of travel	Employee Level	Allowance Type (with receipt)	Maximum Limit (with receipt)	Own Arrangement (without receipt)
Within Tamil Nadu	Public Transport (Bus/Train)	0 to 6	On Actuals	10 Rs. Per 10 KM (Min. 500 KM)	5 Rs. Per 10 KM
		7 to 10	On Actuals	13 Rs. Per 10 KM (Min. 500 KM)	8 Rs. Per 10 KM
		Above 10	On Actuals	On Actuals	On Actuals
All other places (including onsite)	Company decides with MD's approval	All	Company to book the ticket and issue		
Own Vehicle	Two-Wheeler (Local travel - within 50 KMs)	0 to 6	On Actuals	30 KM / Litre *	2 Rs. Per KM
		7 to 10	On Actuals	30 KM / Litre *	2 Rs. Per KM
		Above 10	On Actuals	On Actuals	On Actuals
	Car	0 to 6	On Actuals	15 KM / Litre *	4 Rs. Per KM
		7 to 10	On Actuals	15 KM / Litre *	4 Rs. Per KM
		Above 10	On Actuals	On Actuals	On Actuals

## 11.10 Accommodation Allowance

Type	Location	Employee Level	Allowance Type (with receipt)	Maximum Limit (with receipt)	Own Arrangement (without receipt)
Within Tamil Nadu	Any City / Village	0 to 6	On Actuals	700 Rs.	400 Rs.
		7 to 10	On Actuals	900 Rs.	500 Rs.
		Above 10	On Actuals	On Actuals	On Actuals
All other places (including onsite)	Company decides with MD's approval	All	Company to book the room and issue		

- If the client takes care of the accommodation, employee cannot claim the accommodation allowance.
- Company accommodation has to be booked only through OYO B (<https://www.oyorooms.com/business>).
- If no booking is available in OYO B, send a mail to your Supervisor / Manager / HR and Accounts to avail the accommodation allowance.

### 11.11 Food Allowance

Type	Location	Employee Level	Allowance Type (with receipt)	Maximum Limit (with receipt)			Own Arrangement (without receipt)		
				Break Fast	Lunch	Dinner	Break Fast	Lunch	Dinner
Within Tamil Nadu	Any City / Village	0 to 6	On Actuals	50 Rs.	60 Rs.	50 Rs.	30 Rs.	40 Rs.	30 Rs.
		7 to 10	On Actuals	60 Rs.	80 Rs.	60 Rs.	40 Rs.	60 Rs.	40 Rs.
		Above 10	On Actuals	On Actuals	On Actuals	On Actuals	On Actuals	On Actuals	On Actuals
All other places (including onsite)	Company decides with MD's approval	All	Company decides with MD's approval						

### 11.12 Mobile Phone

Mobile phones are provided to the staff members who play a pivotal role

The job performed by the employee entails extensive outstation travel in different locations and there is need for him to stay in touch with his superiors at other locations.

Nature of job is that there is significant external contact with vendors, agencies, individuals which impacts speed, efficiency and where employee needs to be available to the internal and external stakeholders at all times in Marketing and sales.

No reimbursement shall be made if an employee procures mobile on their own.

The allottees of mobile phones should take utmost care for maintaining this company's property.

The replacement of hand set will be done in case of any irreparable damage to the instrument: the same can be replaced with proper examining and approval of HOD /CEO

While replacement of new hand set, the old hand set should be returned to the company irrespective of the old mobile phone.

Any loss / theft of the mobile instrument, the following will apply

- On first occasion within one year of allotment, loss / theft of instrument, the concerned employee has to procure the mobile instrument. The mobile will be treated as company's property and should be returned to the company on demand.
- After one year of allotment, loss/ theft of instrument, the company would bear 50% of the replacement cost as per entitlement and remaining 50% would be borne by the concerned employee.
- Other than one occasion, no replacement will be provided by the company and instead the concerned employee has to procure the mobile instrument, which will be treated as company's property should be returned company on demand.

On resignation or separation from company, the employee should return the hand set provided to him by the company.

### 11.13 General

- Mobile phone should not be switched off under any circumstances without informing superiors.
- Users should not interchange their mobile phones
- Mobile phone conversation during riding of any vehicle is strictly prohibited
- In case of any dispute over the interpretation of any rules, the Management's decision is final and binding.
- Mobile phone facility will be withdrawn as and when the concerned employee moves on to another role, which does not need a company mobile on account of the new role / work.

## 12. Foreigner Employment in India

A foreigner is a Person born in or coming from a foreign country.

- The entry of foreigners, stay, movements and departure are regulated by the Acts passed by Central Govt. from time to time

All foreigners desirous of visiting India should have valid

- Passport
- Accredited travel documents
- Valid Visa granted by Indian Mission in the country of their residence
- Foreigner should enter India through authorized check post or airport only.
- Foreigner is subject to immigration check at airport
- When enter or depart, foreigner shall furnish true statement of particulars as per inform 'D' embarkation card

### 12.1 Business Visa

A foreigner can obtain one from an Indian Embassy abroad a multiple entry visa for business. The Indian High Commission / Embassy issues the visas in the applicant's country of residence.

An applicant must present the following documents:

- Passport (valid for a minimum period of six months)
- Non-immigrant visa application signed by the applicant
- Recent photographs
- Proof of intent to return to his country of residence
- Any supporting document to prove bonafide purpose i.e. letter explaining the nature of business and duration from the foreign company and letter of invitation from an Indian Company
- Visa Fee

### 12.2 Employment Visa

Foreigner desirous of coming to India for taking up employment should apply for an Employment Visa or a Work Permit, which is issued by Indian Missions abroad. Initially granted for a period of ONE year, it can be extended in India up to period of contract.

### 12.3 Registration of Foreigner

All foreigners are required to register themselves with the concerned District Foreigners Registration Officer (Dist. Superintendent of Police) within 14 days of their first arrival in India, if they hold a visa for a period which is valid for more than 180 days.

Registration is required to be done only once during the validity of a visa irrespective of times the Foreigner leaves / re-enters India on multi entry facility.

Only if he enters India on a new Visa he is required to register again.

The following documents are required at the time registration with FRO in India

- Photocopy of Passport and initial Visa
- Four photographs of applicant
- Details of residence in India
- HIV test report, if the foreigner is visiting India on a visa for more than one year
- Terms and conditions of Appointments and copy of contract or agreement, in case of Employment visa
- Undertaking from the concerned Indian Company.

Registration officer would issue a Certificate of Registration and residential permit up to the validity of the visa period.

All Foreigners holding Registration Certificate have to obtain, before departure, exit endorsement from RO of the District in which they are registered.

Every Foreigner who is about to depart finally India shall surrender his Certificate of Registration to RO of respective Dist. Supt. of Police.

## **Acknowledgement of Receipt for Employee Handbook**

I acknowledge that I have received a copy of the Employee Handbook. I understand that I am responsible for reading the information contained in the Handbook.

I understand that the handbook is intended to provide me with a general overview of the company's policies and procedures. I acknowledge that nothing in this handbook is to be interpreted as a contract, expressed or implied, or an inducement for employment, nor does it guarantee my employment for any period of time.

I understand and accept that my employment with the company is at-will. I have the right to resign at any time with or without cause, just as the company may terminate my employment at any time with or without cause or notice, subject to applicable laws.

I acknowledge that the company may revise, suspend, revoke, terminate, change or remove, prospectively or retroactively, any of the policies or procedures of the company, whether outlined in this handbook or elsewhere, in whole or in part, with or without notice at any time, at the company's sole discretion.

\_\_\_\_\_  
(Signature of Employee with Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Company Representative)