



67/68 Daulat Ganj near Canal Road Kanpur-208001

LEAVE POLICY

- Any intern requesting leave must fill out the leave form through HRM and get it approved by their respective seniors or the manager at least a day before the date or the period of leave mentioned in the leave form. (No verbal authorization of leave will be considered). If such a case occurs the leave will be considered as paid leave.
- Probationers are not allowed to have any casual leaves within the first 20 days (including the dates before they are promoted as permanent interns).
- All permanent interns will be entitled to have one casual leave in a month. If leave is authorized for more than one day then the intern will not be paid for that time.
- A full day of work will be counted only when the intern has worked at least 4 hours and 30 mins.
- In case of a medical emergency sick leave of 1 day will be entitled to the intern but a medical certificate in support must be provided at the time of joining the office again.
- A total of 6 Casual leaves and 2 medical leaves are allotted to interns More than 2 leaves (either casual leaves or sick leaves or in combination) cannot be taken continuously.
- Casual leave and Sick leaves cannot be forwarded to next month.
- Unused leave of any type will not be forwarded in the next financial year.
- In case of an emergency, the management can refuse, revoke or reduce any kind of leave.

UNSCHEDULED LEAVE POLICY

- A warning will be issued against the intern who avails the unscheduled leave and for three consecutive days of unscheduled leave the internship will be paused and strict action will be taken against the intern. The internship will be called off if unscheduled leave continues for 7 or more days.



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GRACE LEAVE POLICY

- A total of 7 grace leaves are provided to the interns throughout the entire duration of the internship.
- The leaves are subjected to the need of the employer and will be at sole discretion of him/her.
- These leaves are only granted to the permanent interns.
- Leaves granted under this clause will be added to the last day of working of the duration of the internship

PROBATION PERIOD

- For the first 20 days intern will be considered a 'probationer' from the date of joining.
- After 20 days intern will be promoted as the 'permanent intern'. Your confirmation is also subject to your submitting the documents required by the Company and a successful background check.

INCENTIVE POLICY

- We provide incentives for the successful sale of the products. The incentives will be provided on the basis of your performance. The incentives will be calculated against the number of products sold or the type of product sold. Incentives will be figured out at the end of every month and will be provided along with the salary of the intern.

FULL AND FINAL SETTLEMENT POLICY

- All dues including salary will be cleared after the completion of the notice period.
- The settlement is expected to be completed within 45 days after the last day of working.
- The company will not provide any relaxation in the full and final settlement (including relieving letters, experience/reference letters, any leave encashment or etc) if the intern does not serve the notice period.

- If any intern is found in debt (money lent by the company). NO final settlement will be done until all the debts are cleared.
- In case of sudden death, the company will carry out the process with the guarantor or the spouse or children or dependents.

TERMINATION POLICY

- All the interns are expected to maintain a good atmosphere and integrity in their respective workplaces while dealing with other interns or any customer. Any issue arising due to indiscipline and misconduct by anyone will create backlogs in their profile. Strict actions will be taken by the HR department against that intern as per the sensitivity of the issue. This may include the following actions:
 1. Written warnings.
 2. Temporary suspension for three weeks.
 3. Termination from the company without any prior notice.
 4. Legal actions (may include filing of a case against the intern).

PERIOD OF NOTICE

- If any intern finds that he/she won't be able to work for the company or willingly gives up the employment, then he/she is free to do that. A resignation letter with appropriate reasons mentioning details as mentioned in HRM will be provided to the manager. A period of 7 days will be served by the respective intern as the notice period. During this period the intern is expected to work in the same way as he/she was doing in the normal days.

PERFORMANCE MANAGEMENT PROCESS

- After every 2 weeks intern will get a review from the company.
- The process will be carried out at the end of every two weeks. On the basis of last two weeks performance, the intern will be rated by the HR Department in consultation with the Manager of the Branch or Head of the department. The higher the rating more will be the areas of promotion.

Performance	Rating
Excellent	5
Good	4
Meets Expectation	3
Needs Improvement	2
Below Expectation	1

DRESS CODE OF INTERNS

- Intern is advised to wear formals during the office meetings. They should also carry company's authorized Id cards with them.
- The above laid dress code is flexible with the special occasions like festivals (Diwali, etc.)



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ZERO TOLERANCE POLICY AT WORKPLACE

- We respect everyone's sentiments therefore every intern and employee from the very basic to the extreme level shares common respect and a sense of freedom. At the same time, we follow a code at the workplace. They are mentioned below:

1.NO HARASSMENT

- All actions that remark any kind of harassment against any person are strictly prohibited. This includes all the verbal, nonverbal, or written transmission of a message that shows hate or hostility for someone based on age, sex, financial status, disability, caste, creed, race, color, custom, profession, or belief. Any intern found guilty of promoting such action will face severe consequences. This may include the imposition of a fine of Rs 10,000 or termination from the company.

2. NO ALCOHOL/DRUGS

- All illegal substances like unprescribed drugs, heroin, cocaine, or alcohol are strictly prohibited during interaction with other interns or during official meetings. Any intern found guilty of such kind of activities will be terminated with immediate effect without any notice or warning and will face a police case. In case an intern finds it important to have such substance during interaction with other interns or during official meetings then it must be certified by a doctor.

3. NON-DISCLOSURE OF DATA/INFORMATION

- Every intern who is part of the company whether full-time or part-time is infested with certain private and personal data (of both company and the intern). Therefore, it is advised to the interns not to share their data with anyone. It should be utilized only in the official works. the intern should also maintain confidentiality with the customer and associated partners. Disclosure of such data may harm the reputation of the company and our trust in the customer.
- We expect that even after separation from the company an intern will not use data to harm us or get any unauthorized benefit from it. If someone is found doing, involved, or promoting such action will face legal actions against him/her by the company.



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IT POLICY

1. All office work should be done through an authorized platform and personal data must not be merged with any other kind of data.
2. Security and protection of personal data like HRM Id and password is the responsibility of the intern and must not be shared with others.
3. Don't download data from any doubtful/unreliable sources.

Tushar Trivedi
(Founder & CEO)

