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## 1 Notice policy

The notice period for termination of your services is **60 Days** by either side and/or salary in lieu of notice period on part of the Employer only.

In the event of any breach of the code of conduct or non-performance of contractual obligation or the terms and conditions laid down in this document or if you are guilty of any negligence or misconduct relating to or affecting the business or affairs of the Employer, your services in the Employer could be terminated without any notice or payment in lieu of notice notwithstanding any other terms and conditions stipulated herein.

Misconduct will include but is not limited to:

- Going on or abetting a strike in contravention of any law
- Causing damage to the property of the Employer or its employees
- Continued discharge of work functions that do not meet the standards reasonably expected from you
- Breach of confidentiality/secretary provisions
- Wilful insubordination or disobedience, whether in combination with another, of any lawful and reasonable instructions of any member of management
- Engaging in outside employment or an outside business unconnected with your duties and obligations
- Neglect of normal duties and functions
- Disclosing to any unauthorized person any Proprietary Information or PII
- Falsification / manipulation of time & expense
- Falsification / manipulation in Background Verification
- Engaging in any illegal activities

The Employer further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests and to claim the actual damages it has suffered through any breach.

Absence from work for a consecutive period of five days, without prior approval, including overstay of leave, will be treated as abandonment of services and you would be subject to immediate termination.

Upon termination of your employment with the Employer, you shall forthwith return to the Employer all the assets, software, code, protocols, manuals, programs, compilations of technical data, client or prospective client lists, Work in Progress and property of the Employer (including leased property), documents, files, books, papers, memos or any other property of the Employer or Connected Entities or their respective clients in your possession or under your control.

During the probation period, your services can be terminated within 30 days of notice on either side depending upon the management discretion. If employee receives any amount as Joining Bonus, in case of employment termination for any reason or leaving the company before six months, employee need to refund joining bonus back to the company.

In case of employment termination for any reason, the year-end performance incentive (if applicable) as part of your compensation structure would not be processed as part of full & final settlement.

## **1.1 Exit Interview**

The completed questionnaire should not be returned to the supervisor but marked "CONFIDENTIAL" and forwarded to the HR Personnel Officer in the enclosed stamped and self-addressed envelope. The Personnel Officer will contact the employee by phone upon receipt of the completed questionnaire to provide an opportunity for the departing employee to share additional comments through a confidential interview. This questionnaire is for soliciting constructive feedback about the employee's work experience. This feedback may allow SupraES to provide better work experience to other Supra employees.

This process is used to obtain information about the employee's experiences at the company and will assist in analysing the factors attributing to turnover. This information will be analysed by the HR Personnel Office and used to identify trends and issues that need to be addressed to enhance the working environment within the Company.

This questionnaire will not become a part of the employee's personnel file and will not be seen by the former supervisor. The answers will in no way affect the employee's re-employment.

## 2 Dress policy

### 2.1 Dress Code

An employee is the face of the organization and, hence, the way we dress is not only a reflection of us, but also of the organization we work for. Since we provide professional services to our clients, a professional presentation of our organization via professional dress up will not only have a better impact on our clients, but it will also subconsciously have a positive effect on the way we carry ourselves, interact and conduct our day to day activities.

As our appearance forms the first impression within and outside the organization, especially in the service sector; being well dressed will help us in establishing credibility and respect with your clients, vendors, and others that we interact with.

To create a more professional outlook, environment, and mindset; we would be adhering to the following dress policy:

- We are not required to wear suits and formal business attire always.
- Dress smartly and comfortably, to a standard that is professionally acceptable.
- Dress code for male employees:
  - Formal Shirt – either plain or with horizontal and vertical strips. Loud and big checks and prints of any kind are to be avoided. Some recommended colours which most appropriate office attires are white, off white, blue, cream, beige, baby pink, and pale–n–light yellow
  - Formal Trousers – The length of the trouser must not be so long as to fall in folds over shoes.
  - Tie (not mandatory and if worn) should complement the Shirt /Suit. Front end of the tie should touch the tip of the belt and back end should be tucked in well. Avoid ties with cartoons, huge prints etc.
  - Appropriate leather shoes in black or brown leather, clean and polished.
  - If you want to keep moustache or beard, it should be neat and well-trimmed.
  - Employees are also encouraged to wear business suit depending upon weather and climate. Colour of the suits should be appropriate such as dark blue, grey, and black.
  - During winters employees are advised not to wear leather or denim jackets.

- Dress code for female employees:
  - Sarees, Salwar Kameez, Kurtas, Western business dresses are suggested professional attires.
  - Saree should be draped neatly in a professional manner.
  - Avoid Large Prints, Cartoons on the dress.
  - Formal skirts should be knee length.
  - Loud colours should be avoided
  - Only conservative business shoes or low heel sandals may be worn as footwear.
  - Makeup should be subtle.
  - Sleeveless should be avoided.
- Fridays are casual dressing days. You can wear jeans, t-shirt, sleeveless and anything that is acceptable.

## 2.2 I Card Policy

I Card is to be worn by the employee always especially in all offices and should be displayed properly for the verification by security guards.

# 3. Leave policy

## 3.1 Objective

The objective of the policy is to define what are the different categories of leaves, and the eligibility criteria. The policy also aims to define the leave application and administration process for SupraES Pvt Ltd. (the “Company”).

### Categories of Leaves

LEAVE TYPE	TOTAL AVAILABLE
Paid Time Off	16 Days  20 Days for Mgrs. & above positions
Maternity Leave	180 Days
Bereavement Support Leave	3 Days

### 3.2 Leave Definition

#### 3.2.1 Paid Time Off (PTO)

- (i) The total PTOs available in a calendar year for each permanent employee would be 16 Days, At the start of each quarter 4 PTOs will be credited to your leave account. 5 PTOs will be done for the Managers & above positions.
- (ii) Weekends/holidays that fall at the beginning /end/in-between the leave period will not be counted as PTO for less than 10 consecutive holidays.
- (iii) Based on the tenure with the company a permanent employee can apply for a maximum total consecutive PTO as under:

<i>TENURE WITH COMPANY</i>	<i>TOTAL CONSECUTIVE PTOs ELIGIBILITY</i>
< 18 months	5 Days
≥ 18 months	10 Days

In case of marriage, the eligibility for 10 consecutive PTOs is relaxed to 12 months of tenure with the company.

#### The notice period requirement for leaves:

<i>LEAVE DURATION</i>	<i>NOTICE PERIOD REQUIRED</i>
≤ 2 Days	No notice is required but still must apply. Within 2 working days after availing the leaves.
≥ 3 Days & ≤ 5 Days	10 Days
>5 Days	15 Days

For the first quarter after joining, prorated Quarterly PTO will be credited at the start of the quarter.

In case of separation or termination before completion of a quarter prorated PTO will be credited for encashment. PTO cannot be accrued from the date of the resignation. The effective date for calculation of the prorated PTO for the quarter will be the date of resignation.

PTO cannot be availed when an employee is serving his/her notice period. If an employee resigns while on PTO, the approved PTO would stand cancelled from the date of the resignation.

### **3.3.2 Maternity Leave**

- (i) Maternity Leave is applicable to all married women employees of company who have worked for at least a year with the company.
- (ii) Entitlement of ML is for 12 weeks, starting from and up to 12 weeks prior to the expected date of delivery and 12 weeks (including the date of delivery) following the day of the delivery.
- (iii) ML can be clubbed with the PTO.
- (iv) Necessary documentation should support application for ML.

### **3.3.3. Bereavement Support Leave**

- (i) Three days of bereavement support leave (BSL) can be taken if an employee's presence and support is required in the event of the death of a close family member.
- (ii) BSL has to be availed without any break. Any unused BSL shall lapse.
- (iii) BSL can be availed on demise of blood relations, including parents, brothers, sisters (including legally adopted ones), children (including legally adopted ones) and spouse and spouse's parents.
- (iv) BSL can be combined with PTO.

### 3.3.4 Leaves other than the above Category

- (i) If an employee requires leave but does not have leave accrued in her/his account, her/his manager (on approval of the Account Manager/Dept Head/VP -Delivery) may sanction LWP to the reportee. LWP should be taken for a genuine need only.
- (ii) Such approval should be obtained prior to going on LWP, otherwise the employee will be treated as absconding from the service.
- (iii) LWP is not a matter of right. Sanctioning is at the sole discretion of the company. Absence from work without manager approval is breach of discipline. Disciplinary action, including termination of service, can be initiated.
- (v) While calculating LWP, the intervening Saturdays, Sundays, and Holidays would also be included if the tenure of LWP is  $\geq 10$  days.
- (vi) Continuation of employment following incidence of LWP will be at the discretion of the management. Serious cognizance would be taken where employees habitually take LWP.
- (vii) No advance PTO would be permitted to avoid LWP.

### 3.3.5 The Statutory Leaves are:

- |       |                          |                  |
|-------|--------------------------|------------------|
| (i)   | 26 <sup>th</sup> January | Republic Day     |
| (ii)  | 15 <sup>th</sup> August  | Independence Day |
| (iii) | 2 <sup>nd</sup> October  | Gandhi Jayanti   |

3.3.6 Festival Holidays Leaves will be published yearly on the starting of every year.

## 4 Performance Management Policy

### 4.1 Objective:

The purpose of this policy is to lay down the procedure for increments and reviews.



#### **4.2 Eligibility:**

All employees who are on Pay roll of SupraES Private Limited.

#### **4.3 Guidelines:**

##### **(A) Frequency & Timings:**

Every employee will be eligible for a yearly performance appraisal. Performance appraisal would be happening every year. This frequency will be uniform across all departments and employees.

Performance appraisal would be happening once a year in the month of January.

##### **(B) Process:**

HR department will notify the individual as well as the current reporting lead of the individual about the appraisal. The lead will then get the forms filled from all the people who are currently working with this person.

Lead will then conduct a review meeting with that individual. HR department might be present in this meeting on case to case scenario. Leads will then handover a summary sheet containing the final score to HR department. In case the increment is also due, HR will intimate the individual as well as the accounts department about the increased salary.

##### **(C) Participants:**

For an individual, people who have worked with that individual in last quarter year will take part in the review process.

## **5 Transport Policy/ Reimbursement**

#### **5.1 Objective:**

The purpose of this policy is to lay down the guidelines for availing company transport.

#### **5.2 Eligibility:**

This is applicable to all the employees working on the regular payrolls of SupraES Tech Private Limited.

#### **5.3 Guidelines:**

The company would be providing employees with the point pick and drop facility. The cab is operational between Company and Noida Metro Station for the pickup facility.

Employee's availing cab facility please find below details:

##### **Pick-up Facility:**

This facility is available between the Metro Station and the Company according to your shift timings.

##### **Drop Facility:**

This facility is available between the Metro Station and Company according to your shift timings

- (A) No Home Pickups or drops will be provided for any employee on holiday unless due to business requirement/timelines. In such cases it must be pre-approved by the EM/HOD and a proper requisition needs to be raised via the dashboard for the Admin to make necessary arrangements. The requisition needs to be raised at least 1 day in advance.
- (B) Cab should be called on time and should not be kept waiting for long hours because then the vendor charges the company with a waiting charge or a full day charge. For airport pickups, employees are requested not to call the Cab 2 hours in advance. Call them just in time.
- (C) Type of the Cab will be at the discretion of Administration based on the number of occupants.
- (D) No Cabs for Lunch/Dinner parties. If in case required that will be billed to the respective project or has to accommodate from the Team Budget itself.
- (E) Approver of Cab for the client to inform Admin on actual usage requirement i.e. the time required for, purpose etc. Cabs not to be retained for complete day if not required.

**Subject: Introduction of Travel Allowances on official duty within the country**

SupraES Pvt Ltd is pleased to introduce Travel Allowance admissible to all regular employees the company.

- (F) Employees will be eligible for Travel Allowance while on projects as under. Please furnish your reimbursement amount on monthly basis over the portal.

S No	Place of Posting	Sanctioned Expenditure
1	Gurgaon	Rs 200 per day
2	Delhi	Rs 125 per day
3	Faridabad	Rs 200 per day
4	Noida/Greater Noida/Same City	(Nil)

## **6 Joining Anniversary Recognition Program**

### **6.1 Objective:**

To define the process of tenure recognition of the employees of SupraES Private Limited.

### **6.2 Applicability:**

This is applicable to all the employees of SupraES Private Limited who have completed more than 3 years with the company.

**6.3 Guidelines:**

- Employees will be granted a Privileged Leave i.e. day off in recognition of completion of 3 years or more with the organization.
- In case the JA falls on either Saturday/Sunday, the leave will be granted on the consecutive Monday.
- A token of appreciation will also be handed over to the Employees on the eve of his/her joining anniversary.
- The Employees is also required to pen down his feedback about the recognition in a feedback form after resuming office.

No. of Years	Entitlement
3	Vouchers + Privileged Leave
5	Vouchers + Privileged Leave
10 & above	Vouchers + Privileged Leave

**DISCLAIMER:**

- The company reserves the right to alter or withdraw the policy at any point of time.

## **7 Loan & Advance Policy**

**7.1 Objective:**

The purpose of this policy is to lay down a Procedure for availing loan & Advance from the company.

**7.2 Eligibility:**

The Loan & Advance Policy can be availed by those employees of SupraES Private Limited who have completed 12 months of employment with the Company.

**7.3 Guidelines:**

The company reserves the right to deny a loan request to an employee and this decision shall be at the sole and absolute discretion of the management.

- Loan can be availed on account of family/Self exigency (on medical grounds etc.) or in account of special occasion (like marriage etc.) during the tenure. The reason has to be stated while applying for the loan.
- Loan will be granted vide the Loan Agreement mutually signed by both the parties.

- One can re-apply for the loan only after completion of 4 months of repaying the loan.
- **REPAYMENT:** The loan amount has to be paid back in max. 12 equated monthly instalments and as per the clause mentioned in the Loan Agreement.

#### LOAN AMOUNT:

Duration of Employment	Amount
1 year till 2 year	Twice the gross monthly salary or INR 50,000 whichever is less.
2year Above	Twice the gross monthly salary or INR 100,000 whichever is less.

- **Advance Salary:** One would be entitled for one-month advance salary but the same would be adjusted in that month's salary itself. An employee has to complete 12 months of employment to avail the advance facility. Advance facility can be availed only ONCE in one calendar year. The request for the advance to be sent AFTER the 7th of every month.

#### Procedure

- Employee to fill up the Loan & Advance Requisition available at site name (Loan & Advance section on the Home Page).
- Manager HR to approve the request online.
- Employees to handover the hardcopy of the request generated online after the approval to the HR.
- HR to hand over the approved form to the Accounts department.
- Accounts Department to issue the cheques for the loan amount either on 10th or on 25th of every month depending on the date of the requisition

## **8 Meeting/Conference Room Usage Guidelines**

### **8.1 Objective:**

To lay down guidelines for the using the Meeting/Conference rooms. These guidelines also outline the conditions & procedures that govern the usage and allocation of Meeting/Conference room to an individual/team/project/client.

### **8.2 Scope:**

Applicable to all the projects, departments, and employees of SupraES Private Limited.

### **8.3 Guidelines:**

- Meeting/Conference Room should be booked online through the Dashboard. No verbal requests/emails would be entertained.
- Meeting Room has a capacity of 4-5 people whereas Conference room has a capacity of 10-15 people. Hence room should be chosen and booked according to the requirement. E.g.: For a 2-3 people meeting requirement conference room need not be booked.
- Meeting/Conference Room to be vacated as per the booked timings, so that the next scheduled meeting does not get delayed.
- Any exception to the above stated rule would be made incase of a meeting requiring Projector screening or for some external guests. Any exception has to be pre-informed to the Administration Department so as to avoid any kind of last minute confusion/inconvenience.
- Any individual occupying Meeting/Conference Room for entire day without informing/booking or having a valid reason will not be entertained.
- We need to ensure that we do not litter paper & other disposables and do not scribble on the tables in the meeting/conference room, as it is our responsibility to keep not only our meeting/conference room but as well as our office clean.
- Adhering to these guidelines will help carrying out organization's day to day activities without any difficulties. They also ensure that organization does not face any shortage of Meeting/Conference Room for purposes like Meeting External Vendors, Meeting Prospective candidates, Taking Interviews, Making Client calls etc.

## 9 Relocation Policy

### 9.1 Policy Statement

SupraES Private Limited recognizes the need for providing Relocation expenses to new hires from outside NCR of Delhi (including Noida, Faridabad & Gurgaon)

### 9.2 Policy Objective

To lay down the criteria for providing Relocation benefits to the new hires.

#### 1. Eligibility

All the new hires of company who are not residents of NCR Delhi (including Noida, Faridabad & Gurgaon)

#### 2. Implementation

Subject to approval by company, the employee would be entitled to reimbursement of relocation expenses on the following basis

#### Mode of Travel

The company will reimburse Economy Class Air Fare for the employee (in this case the fare for the family will be borne by the employee)/2nd AC fare for the employee and his family (i.e. spouse and children) in all cases.

**Lodging**

The company will provide accommodation to the employee for a maximum period of 7 days.

**Meals and Incidental Expenses**

The employee will be responsible and pay for meals and incidental expenses for self and his family.

**Transportation of Personal Effects**

The reimbursement of expenses for transportation (moving & packing) of personal effects will be decided on a case to case basis and the decision of company shall be final.

**Any exceptions to the above policy would require approval of VP HR/ Delivery**

**Responsibility**

- The employee will be responsible to claim the relocation expenses as per the policy
- Human Resource Department will be responsible for implementing the policy
- Finance Department will be responsible for processing the reimbursement of claims.
- All relocation expenses will be recovered in case the employee leaves the company within one year of joining.

## **10 Overseas Business Tour Policy**

**9.3 Objective**

To lay down the guidelines relating to travel and accommodation, and reimbursement of expenses incurred on business trips in other countries

**11.2 Scope**

- This policy is applicable to all SupraES Pvt. Ltd. (the “Company”) employees undertaking Business tours to foreign destinations from their place of appointment/ posting.
- At the discretion of company and with proper internal approvals, we may deviate from, change or adjust this policy to conduct our business.

**11.3 Definitions**

A day is defined as 24 hours from the time of commencement of the tour. For the purpose of calculating Daily Entitlement, Commencement of the tour shall be taken as from the actual time of arrival at the destination. Daily Entitlement for a potential country will be valid until Expected time of Departure (ETD) from that country.

**11.4 Boarding Expenses**

Expenses incurred by company employees for food from restaurants, items from grocery store, laundry, out of pocket and other incidental expenses during the period of Business Tour.

**11.5 Lodging Expenses**

Expenses incurred by employees for accommodation inclusive of taxes as applicable in each country.

**11.6 Conveyance Expenses**

Expenses incurred towards local travel undertaken by employees at the destination country for Business Purposes.

The Approving Authority is the person who authorizes the tour. The Approving Authority will also decide the nature and duration of the tour in the Travel Requisition Form. The Authority to sanction non-standard official expenses and business promotion expenses will be the Head of the Department.

#### **11.7 Days Paid**

- Day of arrival in a particular country to the day of departure
- Day of departure is the day following the last working day at the customer site. Exceptions must be pre-approved in writing by the Head of the Department.
- If the employee takes vacation, they will not be eligible for accommodation or living allowance for the days of vacation.

#### **11.8 Allowances and Expense Reimbursements: -reimbursements will only be on production of original bills**

##### **Airport Transfer:**

Travel between the staff member's residence/temporary residence to the Airport and back. The staff member is expected to use the most cost effective mode of travel.

##### **Local Conveyance:**

- Travel within the city limits of the place in which the staff member is on tour.
- The staff member is expected to use the most cost effective mode of travel.
- However daily travel from place of accommodation to office will not be reimbursed

##### **Intercity Travel**

- While commuting/ travel outside the city on official work the staff member is expected to use the most cost effective mode of travel. Train or bus to be used wherever applicable. The actual fares incurred by the staff member will be reimbursed on submitting tickets/bills/vouchers.
- Cars will not be provided or subsidized by the company. If the employee wishes to rent a car, they will have to do so on their personal account.
- However if it is absolutely necessary for an employee to rent a car, in case of unavailability of public conveyance, it may be done at the discretion of the management. Car rental must be approved Head of the Department to avail the facility. If not pre-approved, the company may refuse to subsidize the car rental cost.

##### **Leave**

Staff members are not entitled to avail leave while on tour.

##### **Telephone expenses**

- (i) The company would not provide & pay for any personal cell phone, though company can facilitate if someone needs it. The cost has to be borne by the person.
- (ii) The company will reimburse expenses incurred on official telephone calls only on production of actual bills and pre – approval of entitlement of such re-imbursements by VP - Engineering.
- (iii) Prior sanction has to be approved for non- standard expenses.

### **Business Promotion**

- Expenses incurred towards the entertainment of clients/business associates in the interest of the company during the course of a tour will be reimbursed only if they have the prior approval of the Head of the Department.
- The expense on entertainment shall be reimbursed only on production of actual bills.
- No personal gifts should be given to any customer.

### **Accommodation:**

The lodging allowance will be paid to the employee against the actual expenses incurred or maximum eligibility limit as per the matrix. This allowance will have to be claimed by against original bills only.

### **Other Expenses:**

In addition an employee on overseas tour would also be entitled to claim the following expenses

- Airport Tax wherever applicable
- Visa Charges, wherever the expenses are borne by the employee

### **Working Hours**

Everybody in overseas will follow the working hours of the place of work.

### **Living Allowance**

Category	Americas ( USD)	UK (GBP)
TL's & above	50 \$	45 £
All other executives	40 \$	35 £

### **Reimbursements**

- Official local travel
- Official telephone call
- Any other expenses necessary to fulfill his/her duties as representative of the Company, with prior approval of C.E.O or VP Engineering
- Car Rental; (approved prior)



- Business Promotion if any; (approved prior)

#### **Terms and Conditions**

- Personal expenses like personal travel, food, personal telephone calls are not reimbursable.
- The costs of business meals held under circumstances conducive to business discussions are reimbursable on submission of actual bills.
- For any expense incurred by the employee for which reimbursement is required it will be mandatory for the employee to provide a proper receipt of the same and the respective expense has to be authorized by Head of the Department.
- It is mandatory for each employees travelling onsite to abide by the terms and conditions of the Onsite Travel Agreement.

#### **Sundry Expenses**

Sundry expense for postage, telephone, stationary etc. incurred for official purpose shall be allowed only against cash memo / bills at actual subject to the approval of the same.

#### **Incidental Expenses**

Incidental expenses - such as portage, laundry charges etc. are covered under the Living allowance

#### **Airport Transfers**

Travel between the employee's residence/temporary residence to the Airport. The mode/entitlement shall normally be bus/ shared cab/ cab. The expense reimbursed shall be actual, however, the most cost effective optioned to be utilized.

#### **Business Promotion Expense**

Expense incurred towards the entertainment of clients/business associates in the interest of the company during the course of a tour. Prior approval to incur expense under this head shall be essential.

#### **Company paid accommodation**

- The company shall arrange for all its employees furnished shared accommodation (twin sharing).
- Single male employees (including those who are married, but whose family is not accompanying them) will share one room.
- Single female employees (including those who are married, but whose family is not accompanying them) will share same room.
- The company will pay for the Hotel expenses (room only) if the employee is asked to stay in a hotel.
- All additional expenses like room service, pay per view TV, in room bar will be borne by the employee himself
- Employees will have to pay for all damage caused to the apartment or its contents such as broken or missing furnishings and house wares.

#### **Airfare**

- An economy class ticket will be provided to the employee. Any deviation from the above needs prior approval from the Head of the Department.
- The company will select the airline and the route.
- If the employees stay in overseas needs to be extended for business reasons beyond the validity of their air ticket, the company will either get the ticket extended or buy a new one.

#### **Family Travel**

- An employee may take his/her spouse and children below 12 years of age if the employee's tour/ visit is either extended or expected beyond six months.
- For all such employees whose official tour is either extended or expected to be beyond six months, the company shall provide 50% of the ticket cost & insurance of the spouse and children below 12 years of age

- Visa costs/airport tax shall be borne /reimbursed by the company when the family becomes eligible to travel.
- The responsibility of obtaining the necessary visas /extension will lie with the employee. However, the company shall assist the employee & family, wherever possible.

#### **Medical**

- The company will provide medical insurance for the employee.
- If the company is providing free air tickets for the family, then the company will also pay for the free insurance.
- The company will not reimburse expenses for over-the-counter medicines, inhalers etc.
- The company will not cover routine, non- urgent medical, dental or eye check-up.
- Expenses on eyeglasses or contact lenses will not be covered.

#### **Tour Advance**

Employee shall be given a reasonable advance to meet out the expenses while on tour /visit.

#### **Procedure**

- The competent authority will raise a travel request on the Dashboard thru Onsite Travel Application for the employee who needs to travel onsite.
- The approved form to further is received by HR, Administration & Finance Department for making necessary travel arrangements like Tickets, VISA, Advance etc.

#### **Settlement of Tour Advance**

- Employee shall fill up the Travel Expense on the Dashboard thru Onsite Travel Application within three days of returning from the travel.
- The duly approved Expense bill by the competent authority should be submitted within a week from the date of his/her arrival to the HR & Finance Department and settle the advance & other expenses.
- The Finance Department shall adjust the unsettled advance against the salary/other payables if not settled within the reasonable time.

#### **General**

- The journey MUST be made keeping in mind the ECONOMY, SPEED & CONVENIENCE.
- The competent authority should duly approve all travel expense bills.
- In exceptional case the competent authority may sanction higher living allowance than those applicable depending upon the merit.
- Employees may take morning flights if the distance is short, to reduce expenses on Accommodation cost. Local offices must fix schedules accordingly wherever possible to make this happen.
- It is expected that wherever possible employees will use shared accommodation in hotels to reduce the cost of stay. Since most of the hotels practice 12-noon checkouts employees must check out in the forenoon to avoid a full day's extra charge.
- Wherever available, public taxi, prepaid airport cab or shuttle services should be utilized. Hiring of tourist cabs for airport pickups must be avoided. Exceptions will be when one cab is hired for half/full day due to travel to multiple locations for customer calls.
- Employees are expected to utilise the most cost-effective services for Boarding, Lodging and Conveyance.
- Any visit to any Country/Region should have a clearly defined objective, which should be documented and approved by the Approving Authority and attached along with Travel Requisition Form.
- Any visit to a Country/Region must be with the sanction of the Approving Authority.
- Travel Desks or the concerned administration department will buy tickets by the most economical mode (airline/Train) and route only. All Air travel will only be by economy class.

**Note**

- The company reserves the right to amend/modify/alter the mentioned rates either generally or specifically in a particular case.
- The Management reserves the right to include any person in any category at its own discretion.

## **11 Wedding Gift Policy**

**12.1 Objective:**

To establish the procedure for determining the eligibility criteria to gift the employees on his/her wedding.

**12.2 Applicability:**

This is applicable to all the employees working with SupraES Private Limited.

**12.3 Guidelines:**

- The eligible (full time) employee getting married would be presented with Gift Vouchers worth Rs 3000/- as a token gift from the company.
- The gift would be presented after the employee resumes office after the vacation.
- The concerned employee needs to inform his/her Reporting Manager/Account Manager/HR about the marriage by sending an email and the wedding card.
- The respective Reporting Manager/Account Manager should convey to HR.
- Once the HR receives the information, on behalf of the company, HR would dispense the gift to the employee after he/she resumes office.

**Disclaimer:**

- The company reserves the right to alter or withdraw the policy at any point of time.

## **12 Employee Referral Policy**

Employee referral policy is designed to encourage and reward employees as a bonus, who referred a qualified candidate to SupraES Private Limited.

Employee can refer any person, when there is an opening in the company. For each person an employee refers, who is hired and successfully completes three months of active service, Rs10,000 bonus shall be granted.

The details of the programme are:

- All the permanent positions are eligible for employee referral policy. Contract based positions and positions for training will not be considered in the policy.
- Vice president and above level designations would not be eligible for the referral bonus.

- There is no limit to the number of referrals an employee may provide.
- Referrals for candidates currently employed (permanent/temporary/vendor's resources/freelancers) or employees who left the Supra ITS group of companies during last 12 months will not be eligible.
- Referral bonuses are only paid to those employees whose name(s) are on the referral form. If more than one employee refers a candidate, the bonus will be paid to the employee submitting the earliest. Referral based upon the date of receipt of the Referral Bonus Form in Human Resources.
- Candidates who are retired/superannuated would not be considered as referral.
- Both the referred candidate and the employee must be on the role of the organisation and should not be on the notice period.

The procedure for the employee referral programme is as follow:

- Employee who wants to refer a candidate is to complete the employee referral bonus form, attach candidates resume and forward to Human Resource department.
- The referring employee should instruct the candidate to list their name as the referral source when they submit their resume.
- If the referred candidate is hired and successfully completes three months of active service, the referring employee will receive a bonus of Rs 10,000.