

EMPLOYEE Handbook

2018

HR guidelines applicable for all permanent employees of
The Brihaspati Infotech Pvt Ltd

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1. Our Vision

We envision being trusted working partners of choice for exceptional service clients. We believe in following a simple process to achieve great things. Our not settling for anything that is less than excellent sets us apart from the crowd. Our belief and vision to be the most reliable partners of clients worldwide, gives us a sense of direction to achieve what we long for. We focus on being right in everything we do, which gives us the sincerity to admit our mistakes and nerve to change.

2. Our Mission

Our mission is to assist clients achieve their business targets by extending innovative technology that is responsive to the changing demands of the market. We aim at attracting valuable customers, thereby expanding our client circle and thus retaining them. With highly qualified and experienced people at work, we focus on taking our clients' business to another level. To help you grow better, we intend to employ and retain top talent.

3. Our values

Our values forge our culture, define how we work and help us achieve our goals. We live our values because they constantly speak for themselves.

- **Integrity:**

We deliver what we say and take responsibility of our actions. Each one of us takes the responsibility to deliver highest standards of fairness in our work.

- **Perseverance:**

We strive to deliver quality services despite all the intricacies involved.

- **Discipline:**

Our disciplined approach to work always serves us well in giving consistent results.

- **Teamwork:**

We believe in coordinating with everyone openly, which makes teamwork essential to our success.

- **Client focus:**

Client satisfaction is our satisfaction and this is the hallmark of our success. We believe in respecting our clients, understanding their needs and living up to their expectations.

4. Code of Business Conduct and Company Ethics

This Code of Business Conduct and Ethics applies to all employees of **The Brihaspati Infotech Pvt. Ltd.**

The Company is proud of its reputation for integrity and honesty and is committed to these core values. Personal responsibility is at the core of the Company's principles and culture. The Company's reputation depends on you maintaining the highest standards of conduct in all business endeavors. You have a personal responsibility to protect this reputation, to **"do the right thing,"** and to act with honesty and integrity in all dealings with clients and each other.

The principles set forth in this document describe how you should conduct yourself. This Code does not address every expectation or condition regarding proper and ethical business conduct. **Good common sense is your best guide.** It does not substitute for Company policies and procedures. In every business-related endeavor, you must follow the ethics and compliance principles set forth in this Code as well as all other applicable policies and procedures.

You are accountable for reading, understanding and adhering to this Code. Further, compliance with all rules and regulations related to Company activities is mandatory and your conduct must be such as to avoid even the appearance of impropriety. Failure to do so could result in disciplinary action.

If you are uncertain about what to do, refer to the relevant section of this Code. If you are still unsure, feel free to contact.

4.1 In the Workplace

We will provide you with a vibrant work culture and ensure a safe and secure workplace. At every step we provide career growth opportunities and encourage everyone to expand their horizons.

4.2 Respect

Our greatest strength lies in the talent and ability of our team members. Engaging in behaviour that ridicules, belittles, intimidates, threatens or demeans, affects productivity, can negatively impact the Company's reputation. You are expected to treat others with the same respect and dignity that any reasonable person may wish to receive, creating a work environment that is inclusive, supportive and free of harassment and unlawful discrimination.

4.3 Equal Employment Opportunity

The talents and skills needed to conduct business successfully are not limited to any particular group of people. Company has a long-standing commitment to a meaningful policy of equal employment opportunity. The Company's policy is to ensure equal employment and advancement opportunity for all qualified individuals without distinction or discrimination because of race, color, religion, gender, sexual orientation, age, national origin, disability, covered veteran status, marital status or any other unlawful basis. As part of this commitment, we will make reasonable accommodations for applicants and qualified employees.

4.4 Sexual Harassment and Other Discriminatory Harassment

Sexual harassment and other discriminatory harassment are illegal and violate Company policies. Actions or words of a sexual nature that harass or intimidate others are prohibited. Similarly, actions or words that harass or intimidate based on race, color, religion, gender, sexual orientation, age, national origin, disability, covered veteran status, marital status or any other unlawful basis are also prohibited.

4.5 Conflicts of Interest

Company policy prohibits conflicts of interest. A “conflict of interest” occurs when your private interest interferes in any way with the interests of the Company. In addition to avoiding conflicts of interest, you should also avoid even the appearance of a conflict.

4.6 Alternate Job

- You will devote your entire time to the work of the Company and will not undertake any other direct or indirect business or work, honorary or on remuneration except with the written permission of the management in each case. Contravention of this will lead to the termination of your service without any notice or any compensation in lieu of such notice.
- You shall not seek membership of any local or public professional bodies, linked directly or indirectly with your field of work, without first obtaining written permission from the management.
- You shall not submit/ give any demonstration / presentation, to any person or company, professional bodies, linked directly or indirectly with your field of work, without first obtaining written permission from the Management.
- You shall be obliged to execute a separate Non-Disclosure Agreement with the company, agreeing therein not to divulge or otherwise share to or with any unauthorized /third parties any confidential information that may be handed over to you or that you come to acquire as a result of normal day to day activities connected with your functioning in the company.
- You will not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

4.7 Confidentiality

1) Non disclosure:

At all times during your employment and thereafter, you need to hold in confidence and will not disclose, use, lecture upon or publish any of company’s confidential information except as such use is required in connection with your work for company, or unless the Director of company expressly authorizes in writing in such disclosure or publication. You will obtain the directors

written approval before publishing or submitting for publication any material that relates to your work at company and /or incorporates any confidential information.

2) Confidential Information

The term "Confidential Information" shall mean any and all confidential knowledge, data or information related to company's business or its actual or demonstrably anticipated research or development, including without limitation:

a) Trade secrets, inventions, ideas, processes, computer source and object code, data, formulae, programs, other works of authorship, know-how, improvements, discoveries, developments, designs and techniques.

b) Information regarding products plans for research and developments, marketing and business plans, budgets, financial statements, contracts, prices, and customers.

c) Information regarding skills and compensation of company's employees, contractors, and any other service providers of company.

d) The existence of any business discussions, negotiations or agreements between company and any third party.

3) Third Party Information

You must also understand, that the company has received and in future will receive from third parties confidential or proprietary information ("Third Party Information") subject to a duty on company's part to maintain the confidentiality of such information and to use it only for certain limited purposes. During the term of your employment and thereafter, you will hold third party information in strict confidence and will not disclose to anyone (other than company personnel who need to know such information in connection with their work for company) or use, except in connection with your work for company, third party information, unless expressly authorized by any director of company in writing.

4) No Improper Use of Information of Prior Employers and Others

You should also represent that your employment by company does not and will not breach any agreement with any former employer, including any non-compete agreement or any agreement to keep in confidence information acquired by you in confidence of trust prior to your employment by company. You also have to make sure that you have not entered into, and will not enter into any agreement either written or oral, in conflict herewith. During your employment by company you will not improperly use or disclose any confidential information or trade secrets.

4.8 Communication of Conflicts

All potential and actual conflicts of interest or material transactions or relationships that reasonably could be expected to give rise to such a conflict or the appearance of such a conflict must be disclosed. If you have any doubt about whether a conflict of interest exists after consulting this Code, you should seek assistance from your Team Leads or Human Resource

Department, so that you can make that determination.

Company and its associates will not directly or indirectly engage in bribery, kickbacks, payoffs or other corrupt business practices, in their relations with governmental agencies or customers.

4.9 Protection and Proper Use of Company Assets

You will be responsible for the safe keeping and return in good condition and order of all the properties of the company, which may be in your use, custody, care or charges. For the loss of any property of the company in your possession, the company will have a right to access on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

4.10 Reporting of Any Illegal or Unethical Behavior – Points of Contact

If you are aware of any illegal or unethical behavior or if you believe that an applicable law, rule or regulation or this Code has been violated, the matter must be promptly reported to your Team Lead or HR Department or The Management.

Your Team Lead is normally the first person you should contact if you have questions about anything in this Code or if you believe Company or an associate is violating the law or Company policy or engaging in conduct that appears unethical. Under some circumstances, if feel uncomfortable raising a matter with your Team Lead in those instances, you can directly contact the HR Department.

You will be expected to cooperate in assuring that violations of this Code are promptly addressed. Company has a policy of protecting the confidentiality of those making reports of possible misconduct to the maximum extent. In no event will there be any retaliation against someone for reporting an activity that he or she in good faith believes to be a violation of any law, rule, regulation, internal policy or this Code. Anyone intimidating or imposing sanctions on someone for reporting a matter will be disciplined up to and including termination.

5. Terms of Employment

Terms of employment are as set out in the appointment letter.

- The terms of employment are as per the details contained in the appointment letter and your service agreement. The company reserves the right to amend, alter or change any terms and conditions governing employment. The company will also be the sole judge of the meaning and interpretation of any of these terms and conditions and its decision thereon shall be binding on all employees.
- The employment contract is a contract between the individual employee and the company and the terms of contract are individual to each employee. Hence, all employees are required not to share the terms of contract with others including fellow employees.

6. General Administrative Matters

6.1 Working Hours

The working days at The Brihaspati Infotech Pvt. Ltd. will be from Monday through Friday. Any One or Alternate Saturday can be working based on your profile.

Unless otherwise stated, you need to report to work on or before 10:30 AM. **9 working hours excluding lunch timings is minimum for a day.**

Owing to work exigencies, an employee's working hours maybe different from the timings mentioned above.

6.2 Absence from office during Work Hours

Any employee, who is outside the office during working hours, should ensure that the immediate manager is aware of his/her whereabouts.

6.3 Housekeeping

It will be the responsibility of all employees to ensure that the office premises of the company are kept neat and tidy at all times. The work area should be cleared of all files and papers every evening prior to leaving the office. Make sure you don't throw paper and wrappings here and there. Use dustbin. If workstation not cleaned please ask poen to clean it on immediate base.

6.4 Office Etiquette

- Make sure you turn off the monitor while you go out for lunch and leave for the day.
- Keep your phone on silent or vibration mode.
- Keep personal call short
- Give respect to female coworkers
- Don't constantly interrupt people

6.5 Dress code

Be properly dressed, No organization would likes to have a shabbily dressed employee.

It is globally observed that smart formals / semi formals in office keeps you attentive and boost productivity, hence wearing too casual, except Saturdays should be discouraged.

6.6 Smoking

Smoking is prohibited within office premises. In order to maintain a clean and healthy atmosphere in the workplace and arising out of our concern for fellow employees, smoking is prohibited within the office premises.

6.7 Essential Follow-ups

- Make sure you don't leave Billing unattended on your system, If you want to Run/Close the billing on your system, you must inform your Team Lead regarding the same.
- Make sure you submit the Devices/Laptops to the Server Department before leaving for the day.
- Kindly shut down your system properly by closing all the running applications one by one on your system before leaving. Don't rush & turn off your system instantaneously.
- Kindly clean your Desktop on regular basis. Move all your files & extra data to the folder named Desktop.

7. Compensation

Salary is credited on 7th of every month.

Matter of your compensation is confidential information of the company. Any disclosure or discussion of your compensation with anybody other than your Departmental Head or HR will be considered as breach of agreement by you.

Your compensation package is unique and not for comparison with other employees of the company.

8. Leave Policy

Leave Entitlement:

- Employees will be eligible for (EL-Earned leaves) **12 paid days** of leave for every calendar year. One paid leave for each month. Leaves will be credited on 1st Jan every calendar year. **20 working days a month is mandatory** in order to avail the Earned Leave of the month. If less than 20 days, EL for the month will get exhaust.
- One can **club** only 2 leaves consecutively with weekend and that also **once in 3 months**.
- **No sandwich** leaves (any leave taken before and after company off day) will be approved. If taken then deduction will be done in same respect. For eg: if Sunday is off and anyone is taking leave on Friday and Monday, then **deduction will be done for all 4 days**. Another eg can be if Sat , Sun is Off and Tuesday is any public holiday, so in case a leave is taken on Monday that will also be considered as Sandwich Leave.
- Any leave taken without any information to HR department/Managers (via any mode) before **10:30AM** will be termed as **NCNS**(No call No Show) i.e. uninformed leave and **2 days salary will be deducted in this case**.

- Any **unapproved** leave if availed will result to deduction of 2 day i.e. will be a **LWP** (Leave without pay)
- Employee can adjust his EL(earned leave) of month either in two half days or one full day.
- Employee has to get his or her planned leave sanctioned some days prior obtaining the leave.

Any leave for & more than **7** days: **1.5 month** prior

Others leave: if for **1-2** days (**7** days prior) if for **3-4** days (**14** days prior)

Any leave: **1 day/half** leave (**4** days prior)

- Any clubbing if done for more than once in three months it will lead to 3 days deduction.
- Leave balance of one year is not carried forward to next year. It will be encashed and given as **HOLI** Bonus.
- During Notice Period leave of **employees gets freeze**. No EL of the month is given from the time of resignation. In deduction also leave balance will not be calculated neither will be encashed.
- **9 working hours** excluding lunch timings is minimum for a day. Lunch is of 30 minutes. For **half day** it should be **4 hours and 30 minutes** working. If there are consecutive red marks in your PML entry, it will lead to crucial circumstances. Make sure you add correct lunch timings.
- If **4 consecutive**(one after one) days leave without information to HR department taken will lead to automatic **termination** of employment.
- Any leave if applied with a less time of days explained above will be disapproved. Any leave for planned category asked on short notice will not be entertained.

Benefits For Regular Employee Only:

- Any employee who is with company for **more than 1.6 yrs** will be granted time off from work with pay for **3 days for his/her marriage**. The employee should inform his/her boss 1.5 month before marriage date and should get it sanctioned.
- **Bereavement** leave is provided as to take time off due to death of an immediate family member. Employees are eligible for **1 day pay** leave.
- Any employee who is with company for **more than 2 yrs** will be provide a relaxation with leave policy depending upon the conditions.

Short Leaves Entitlement

- 2 short leaves can be availed in a month. Out of which one will be allowed in a month and the second one has to be compensated.
- One can take maximum of **2.5 hours of** short leave.
- Short leave should be applied one day prior and it should be pre – approved.
- The second short leave taken in a month has to be compensated in 10 days. Either in one day or in two days with minimum compensation of 1 hour. If not compensated then it will lead to half day deduction.
- Short leave will not be carried forward to the next month nor it will be included in leave encashment.

9. IT Policy

- Use of pen-drives without the permission of Administrator or Management is strictly prohibited in the office.
- Usage of company's internet for personal benefits is strictly prohibited.
- Accessing personal Gmail, Facebook and other social networking sites, YouTube or job portals is strictly prohibited.
- For the development purposes we provided dummy account list in your system. Please make sure no one should use his personal information of accounts in any of his projects whether it's on local machine or remote machine.
- Currently we using Skype for official conversation, please make sure you won't share your Skype-id with anyone who is not employee of our organization.
- Downloading from torrent and other sites are strictly prohibited.

10. Calendar Holidays of 2018

S.No	Holiday	Date	Day
1	Republic Day	26th January	Friday
2	Holi	2nd March	Friday
3	Independence Day	15th August	Wednesday
4	Gandhi Jayanti	2nd October	Tuesday
5	Dussehra	19th October	Friday
6	Diwali	7th November	Wednesday
7	Gowardhan Puja	8th November	Thursday
8	Christmas	25th December	Tuesday

