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1. Introduction

Welcome to Celestial Systems Pvt. Ltd.

Dear Employee,

Congratulations on your employment with the Celestial Systems Pvt. Ltd.

Celestial Systems Pvt. Ltd., established in India, is part of Celestial Systems Inc., Canada.

It is our global corporate mission to establish Celestial Systems as a leading supplier of Cloud Software Solutions and Services to key global markets.

- Operate with a high level of integrity in each selected geography, respecting and understanding local Culture, Business Practices, and working as a true partner with each customer dedicated to solving their problems.
- Continuous efforts to find and partner with New Technologies, Products, and Services globally, and make them available to selected markets with high-quality local sales and support.
- Establish a culture of engineering excellence and innovation within the company, following the best globally accepted standards and practices.

Human Resources Team

As an employee, you have the opportunity to make a difference every day by providing efficient, effective and quality services and ensuring excellence at all levels. In order to have a successful work environment, it is essential for you to have a clear understanding of the

policies and procedures that govern the workplace. It is important for you to be familiar with the information in this handbook, so please review it carefully.

This handbook is not intended to address every detail about employment with Celestial Systems. However, it does provide a comprehensive overview and serves as a useful guide. Your Local HR Department can provide additional details and assistance related to your employment, should you have further questions.

We wish you success in your new position and hope you will enjoy a long and rewarding career with Celestial Systems.

2. Highlights of Celestial Systems



- Privately held
- Founded in 2001, headquartered in Vancouver, Canada
- Over 280 employees
- World-class R&D and Engineering sites in Bangalore and Noida, India
- High-touch, global distribution channel - 4 sales offices across the US, Canada, India.

2.1. Purpose of the Employee Handbook

This handbook summarizes some but not all of the key employee policies in effect at the time it was issued. Policies can and do change, however, so where the handbook differs from new or revised policies and practices later adopted by the company, the new or revised policy supersedes.

Please read this handbook carefully and refer to it as needed. Each employee should be familiar with the contents and with the policies and practices of the company, and any amendments to the handbook which may be published later.

All portions of this handbook apply to all employees of Celestial. Certain portions of the handbook apply to employees traveling to any country on work/business visits and are covered by the policies, procedures, and practices of their assigned office, as well as relevant laws of the country where they are on travel.

2.2. Changes in Policy

The environment and conditions of business change constantly. The company, therefore, reserves the maximum amount of discretion permitted by law to modify, administer, interpret, and/or discontinue any of its respective benefits, policies, and practices, including those covered in this handbook; at any time with or without prior notice. Employees will be notified about such changes through updates sent by the HR department from time to time. Changes will become effective on the dates noted by the Company. Employees should not rely on former policies that have been amended or replaced. No supervisor, manager or representative of the Company has the authority to alter the foregoing.

2.3. Employee Contact Details

A complete directory of all employees can be found in the Company's MS Outlook address book. The security, admin or HR could help you with the same.

2.4. Whom to Contact

Location	Names	Designation	Email ID's	Contact Number
Noida	Anil Balooni	Finance & Ops Manager	abalooni@celestialsys.com	+91 9958669861
BLR	Manu	Operation Head	manu@celestialsys.com	+91 9739195462
BLR	Tanuja S	HR Manager	Tanuja.s@celestialsys.com	+91 9632728589
BLR	Satish Jayakumar	Admin Manager	skjayakumar@celestialsys.com	+91 9916910011
BLR	Manjunath NK	Admin Assistant	manjunath@celestialsys.com	+91 9901484366
BLR	Abdul Shaikh	Network Engineer	abshaikh@celestialsys.com	+91 9663067028
BLR	Subramanyam P	IT Specialist	subramanyam.p@celestialsys.com	+91 7204761802
BLR	Sreekanth Mulinti	IT Admin Head	smulinti@celestialsys.com	+91 9845783396

Noida	Saurabh Bahuguna	HR Specialist	sbahuguna@celestialsys.com	+91 8527284782
Noida	Vijay Rawat	Admin Assistant	<u>vrawat@celestialsys.com</u>	+91 9910618589

3. Getting Started

3.1 Setting Up of Workspace

Admin Executive, HR Manager along with Reporting Manager of the new hire will allocate the workstation for the new hire.

3.2 Getting ID card

The new employee will be issued Lobby HID card & Employee Id card within 7 days from the date of joining. In case of loss of the ID cards, the same should be brought to Admin's notice and will be replaced with a minimal fine.

3.3 Login/Password

HR to coordinate with IT team to obtain new hires login/password details and share the same with a new hire.

3.4 Laptop, Software, Hardware Requisition

HR to co-ordinate with Reporting Manager to raise a request with IT for issuance Laptop/Software/Accessories.

3.5 IT Declaration Submission

Income Tax Declaration - IT declaration is part of the Payroll tool and Finance shall work with you to get the required details.

3.6 Furnishing Employee Information

You need to furnish your personal and family information. You need to complete all the details and inform HR whenever there are any changes in this information. You are also required to

submit a dependents list, a copy of the passport (if any), nomination form, and four passport size photographs. You need to fill up forms related to Provident Fund and Group Medical Insurance and declare the required information for these forms.

If you have been working earlier, you need to produce a relieving letter/Income Tax - form 16/salary certificate indicating Tax deducted at source from the previous organization. In addition to providing the above information at the time of joining, you may be asked to produce a copy of your educational testimonials and experience/relieving letters from your previous organizations. When you join the company, HR issues an employee number, an ID card, and an office access card.

4. Employment Status, Hiring, and Employee Records

4.1 Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Organization will be based on merit, qualifications, and the needs of the company. The company does not unlawfully discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, ancestry, medical conditions, family care status, sexual orientation, or any other basis prohibited by law.

The company will make reasonable accommodations for qualified individuals with known disabilities, unless doing so would result in an undue hardship, to the extent required by law. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Human Resources Department. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

4.2 Employment Verification, Background Investigations, and References

The Company reserves the right to check the employee's references, educational background, and job history, prior to and at any time during your employment with the Company. If your position within the company is of a financial nature, the background investigation will include a credit check.

EXTERNAL VERIFICATION PROCESS:

BGV team will verify the information provided by the Employee. It involves various checks in which the team will go through employees' education records, and past employer details.

Employees will receive an email with a link to the BGV (Dcode portal) from the HR team. Credentials to log-in to the Dcode portal will be shared in the same email. An employee will have to share the requested details within a period of 05 days.

BGV OUTCOME AND REPORTING

Post completion of BGV, the outcome of the same is categorized based on the discrepancy of the verification/documents. The BGV outcome is categorized in below mentioned coding and the BGV subjects are expected to satisfy the discrepancy/document insufficiency within the stipulated time failing which the Company is at liberty to take appropriate action as per this policy.

COLOUR CODE STATUS

GREEN - Clear Report

NON-GREEN - Discrepancy/Document insufficiency

If referee checks come back Green the company continues with the employee's employment.

If the checks are non-green the company holds discussions with the individual to discuss the findings, considers the role and the suitability of the candidate for the role with the pertinent background check information and makes a decision to continue with the employment or terminate.

Depending on the severity of the information that was discovered, the company may choose to terminate the employee immediately or give them time to rectify the situation.

4.3 Privacy Policy – Employee Information

The Company maintains necessary job-related and personal information about each employee in Digital format. These files contain basic personal information (such as your name, contact information, benefits selections) and employment-related information (such as payroll status changes, copies of performance assessments, leaves of absence, etc.). Your personnel file is the official record of your employment with us and is the property of the Company.

Access to personnel files is generally restricted to employees in management or Human Resources who have a legitimate business reason to review information in a file. Most personal information is kept separate from work-related information and, generally, may only be accessed by an appropriate member of the Human Resources team. Work-related information may be accessed by your supervisor. You may request copies of any document in your personnel file that contains your signature.

Disclosure of personnel information to outside sources will be limited. However, we will cooperate with requests from authorized law enforcement agencies, or local, state, or federal agencies conducting official investigations or audits. We also will respond to subpoenas as required, which may include providing copies of documents contained in your personnel file.

Medical information is considered confidential. We will make every reasonable effort to maintain the confidentiality of medical information divulged to us. Supervisors, managers, and employees are expected to respect the sensitivity of medical information and to maintain confidentiality when they become privy to such information. Any requests for medical information should be directed to HR.

4.4 Changes in Personal Information

To ensure that our records are accurate and up-to-date, please notify Human Resources whenever the following change:

- Name, address, or telephone number.

- Marital status or number of dependents (for tax withholding and insurance coverage), or beneficiary for gratuity.
- Emergency contact information.

If you have a life event (including marriage, divorce, birth or adoption of a child, or spousal loss of insurance from his/her employer), that allows you to make a change in your employee benefits insurance selections; please contact HR within 20 days of the event. Life events trigger a 30-day window in which benefits elections may be modified. Outside of the 30-day window, such changes may only be made during the annual open enrollment period.

4.5 Employment of Relatives and Significant Others

In order to avoid claims of favouritism by other employees, or domestic issues that may lead to unnecessary tension in the workplace, relatives and significant others may not work together in a supervisory relationship. Additionally, to protect smooth operations, the Company discourages the assignment of relatives or significant others to the same project or team. For the purpose of this policy, a relative is defined as:

- spouse
- domestic partner
- parent/child
- grandchild
- grandparent
- brother/sister
- step-parent
- parent-in-law
- brother/sister-in-law
- son/daughter-in-law
- stepchild
- stepbrother or sister
- spouse's grandparent

Two employees in a reporting relationship who become related or begin dating or cohabiting while employed at the company may not continue the reporting relationship. In such instances, when possible, the Company will attempt to find an appropriate transfer opportunity for one or both of the parties involved.

5. Employee Code of Conduct

5.1 Ethics at Celestial

All Celestial employees, officers and directors are required to adhere to the highest standard of conduct, honesty, and integrity, and are expected to be honest and ethical in dealing with each other and with customers, vendors and other third parties. As an organization, the company will comply with all applicable laws and regulations. All directors, officers, and employees are expected to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to not do anything that is illegal, dishonest, or unethical.

Respect for the rights of fellow employees, customers, partners, and a vendor is essential. Actions must be free from illegal discrimination, libel, slander, or harassment.

Misconduct cannot be excused because it was directed or requested by another. In this regard, management should be alerted if an illegal, dishonest, or unethical act is discovered or suspected. No employee will ever be penalized for, in good faith, reporting such discoveries or suspicions.

If you are not sure if an action is ethical or proper, you should discuss the matter openly with your supervisor, HR, another manager, or a member of the company's Legal department for assistance and consultation.

If you are aware of an ethical violation, or you suspect an ethical violation, immediately report it to your supervisor, HR, or Legal. Please provide the following information when reporting an ethical violation.

- Date(s), time(s), and location(s) of the incident(s) that took place,
- Description of the incident(s) or activity: e.g., What was said and/or done? etc.,
- Name(s) of anyone present during the incident or activity,
- Anyone with whom you have discussed the incident(s), and
- Any other fact or circumstance that will assist the Company in investigating or correcting the matter.

All reports of ethical violation are investigated, and appropriate action will be taken, up to and including legal action, if necessary. Investigation of an ethical violation may include, but is not limited to, interviewing the reporting party as well as other employees and/or parties' necessary to obtain sufficient information upon which to assess the situation. While we will

make every effort to be sensitive to privacy issues, in the course of an investigation we will discuss relevant information with appropriate parties on a need-to-know basis.

5.2 Conflicts of Interest

As an individual associated with an organization, you are expected to act in the best interests of the organization at all times. Your judgments and activities on behalf of the organization should consistently be free from conflicting personal interests or divided loyalties. You must avoid potential appearance of any conflict of interest.

A conflict of interest may exist in a circumstance in which a reasonable person might question whether your motives and behaviours are consistent with the best interests of the organization. If you have questions about whether a conflict of interest may exist in any specific situation, you should bring your concern to the attention of the HR team.

5.3 Electronic Communications

Celestial fully supports and encourages online communication and collaboration, transparency, and active participation in electronic media. With active participation comes responsibility, and our electronic communications policy sets standards to clarify what should and should not be communicated outside the company in the various communication outlets in which we participate. This policy, by no means, intends to discourage electronic communication in blogs, social networks, and other online forums, but rather intends to set appropriate and rational boundaries around the limits of our discourse with the public.

Electronic communication tools can be valuable when used appropriately, however, misuse or abuse of these resources can put employees and the company at risk. Celestial's electronic communications policy is intended to lessen the potential risk resulting from the abuse or misuse of these systems. By using Client's/Celestial's email or other electronic resources, including company or personal blogs, you acknowledge that you have read, understand, and agree to comply with this policy. Celestial's/Client's electronic communications policy embraces the following values:

- **Transparency:** Client/Celestial requires that employees and representatives disclose their employment or association with Client in all communications with customers, partners or the media when speaking on behalf of the Client. Personal blogs should be identified as personal, and you agree to take personal responsibility for your posts. Appropriate disclaimers are recommended but not

required.

- **Accuracy:** Client/Celestial employees and representatives may not knowingly communicate information that is untrue or deceptive. Communications should be based on current, accurate, complete, and relevant data. Client/Celestial will take all reasonable steps to assure the validity of information communicated via any channel, but it is the employee's or representative's responsibility to assure accuracy in the first instance.
- **Ethical Conduct:** Celestial employees and representatives will not conduct activities that are illegal or in violation of the Company's Code of Ethics, Privacy Policy, or related policies.
- **Protection of Confidential and Proprietary Information:** Celestial employees and representatives must maintain the confidentiality of company information, including company data, customer data, partner and/or supplier data, personal employee data, and any information not generally available to the public. For personal blogs, you must obtain permission before using or reproducing Client trademarks, copyrighted materials, and other protected information on your blog. Copying and sending any confidential or proprietary information, or software that is protected by copyright and other laws protecting intellectual property is prohibited.
- **Appropriate Use:** All electronic communications systems, including but not limited to e-mail, voice mail, and software applications used as part of the regular business operations of the Company, and all communication and information transmitted, received or contained therein are the property of the Company and shall be used for business communications only. Obscene, offensive, and other materials, including but not limited to solicitations, or disruptive, abusive, or discriminatory communications are expressly prohibited. These communications systems shall not be used to transmit messages or materials which might embarrass or reflect unfavourably on the author, the recipient or the Company if disclosed to a third party.

Client/Celestial may access, search, and monitor voice mail, e-mail or company files of any employee that are created, stored, transmitted, or deleted from company computer systems. Employees should not expect their communications or use of employer's computer information systems to be confidential or private in nature.

5.4 External Communications

The following guidelines outline the appropriate use of company materials in external communications.

Protection of Copyrighted Material: Copyrighted materials that are authorized by your management to be shared with a customer, partner or another third party must be clearly marked.

Protection of Confidential Information. Celestial employees and representatives must safeguard all confidential or proprietary information, and Celestial/Client trade secrets, in any external communications, whether written or oral. Confidential information that is authorized by your management to be shared with a customer, partner or another third party must be clearly marked.

The announcement of Material Information: Unless designated otherwise, the following types of information should be considered Celestial confidential and should not be disseminated outside the company ("Material Information"):

- Quarterly or annual revenues, earnings or other operational results or projections,
- Mergers, acquisitions, joint ventures, financings, and other strategic transactions, unless publicly announced,
- Management changes,
- Profits or revenues by product, business division or subsidiary,
- Product/service costing or pricing information,
- Major litigation pending or threatened, and
- Strategies, new products, discoveries, patents, or developments regarding customers or suppliers.

Material Information may only be publicly announced by the CEO and those individuals expressly authorized by the CEO to represent the company. Other employees may be designated by any of the above for limited, specific communication only.

5.4.1 Other Information

We expect Celestial employees to be active, robust, and opinionated in their engagement with the public. This may mean asserting and defending strong points of view, taking provocative positions that are not the norm and yet favourable to our business, and overall

participating in the challenge we have of educating the industry about the changes to the business that we are leading. Nonetheless, strict guidelines must be followed when engaging in communication outside the company.

In general, Celestial employees and representatives should not publicly disclose, forward or disseminate any information that is or could be:

- Useful to a competitor, to someone negotiating with the company, or in litigation or other adversary proceedings with the clients,
- Contrary to senior management statements on strategy, operations, or performance outlook,
- Embarrassing to the clients, its subsidiaries, customers, partners, vendors, or employees,
- Unfair or disparaging to competitors.

5.5 Solicitation and Distribution

Employees must follow these guidelines for solicitation or distribution of any materials, other than those related to company business matters, in order to ensure minimal disruption of the workplace.

The company prohibits solicitation and distribution of literature or materials of any kind for any purpose while either party is on working time. Distribution of any literature or materials in working areas is prohibited at all times. As a limited exception to this policy, solicitation or distribution for charitable purposes may be permitted in unique circumstances only if approved by the Company in advance.

Employees may not solicit during working time or any time the soliciting or receiving employee is engaged in work activities. Employees may solicit during the non-work time such as breaks, meal periods, and before or after work if the receiving employee states that he or she is receptive. Employees may not distribute literature or materials (including printed or electronic information) for any purpose in working areas, including computers, at any time. Employees may distribute information in non-working areas such as break rooms, cafeterias, parking lots, etc. during breaks, meal periods, and before or after work. Non-employees - other than individuals whose jobs require that they work regularly and exclusively on the company's premises because of a business relationship with the company - may not come

onto company premises to solicit or distribute literature or materials at any time. All such persons will be asked to leave the company premises.

5.6 Company Equipment and Property

All equipment which may include, without limitation, computer hardware and software purchased by the company, and any related programs, licenses, user's guides, training materials, documents, supplied data, cellular phone, keys, cardkeys, desks, lockers, and storage, provided to an employee; is/are property of the Company and must be returned upon termination of employment. Unauthorized use or abuse use of Company property is prohibited.

An employee may not record (electronically or mechanically) presentations, demonstrations, or conversations of any kind within the Company's premises without the knowledge and consent of all parties involved. Any such recording is the property of the Company, and therefore, subject to the terms and conditions of the Employee Proprietary Information Agreement. Any employee who makes an unauthorized recording is subject to disciplinary action, up to and including immediate termination of employment.

Company letterhead and logos must not be used for personal correspondence since any type of communication sent out on our stationery could be considered as representative of the Company.

5.7 Use of Company Facilities

All employees share responsibility for ensuring that the Company's facilities are properly maintained. Unless otherwise authorized, an employee who is on Company facilities before or after regular business hours should only be there to conduct official business. Except for legitimate uses, employees should not lend their security access devices to others. If a security access device is lost or stolen, please notify your local facilities representative as soon as possible.

Misuse, abuse, or damage of Company facilities may result in the employee having to reimburse the Company for the costs of damages and may result in disciplinary action. Employees are strictly prohibited from entering any area that is locked, and for which they do not have customary access, without first obtaining permission.

5.8 Discrimination-Free Workplace

It is the policy of the organization to maintain a working environment free from all forms of unlawful discrimination of an employee or applicant for employment. Please refer to the Equal Employment Opportunity section of this handbook. All discrimination claims will be promptly and thoroughly investigated with as much confidentiality as is consistent with an appropriate investigation. The organization will immediately take appropriate disciplinary action, including possible temporary suspension or termination, where a violation of policy or unlawful discrimination has occurred.

If you feel that you or any of your co-workers are a victim of unlawful discrimination immediately report it to your supervisor, or Human Resources, even if you have discussed it directly with the individual(s) involved. Please provide the following information when reporting discrimination.

1. Date(s), time(s), and location(s) of the incident(s) that took place,
2. Description of each incident: e.g., Was any physical contact made? What was said and/or done? etc.
3. Name(s) of anyone present during each incident,
4. Anyone with whom you have discussed the incident(s), and
5. Any other information that would assist in investigating or correcting the matter.

All complaints of unlawful discrimination will be appropriately investigated, and the results of the investigation will be reported to the complaining party. Investigation of a discrimination complaint may include, but is not limited to, interviewing the complaining party as well as other employees and/or customers necessary to obtain sufficient information upon which to assess the situation.

While we will make every effort to be sensitive to privacy issues, in the course of an investigation we will discuss relevant information with appropriate parties on a need-to-know basis.

Retaliation against an employee who complains of discrimination or participates in an investigation of alleged discrimination is strictly prohibited, is against the law, and will not be tolerated. We are committed to investigating and correcting any form of unlawful discrimination taking place in our company.

5.9 Harassment-Free Workplace

The law does not permit, nor will Celestial tolerate, harassment of employees by other employees, or by our customers or partners. Likewise, we will not tolerate harassment of a customer or partner by any employee of the Company. Such behaviour is unacceptable in the workplace and in other work-related settings such as business trips and social events with co-workers (whether the social event is sponsored by the Company or not). Such conduct by third parties such as vendors, customers, or visitors to our Company will also not be tolerated.

This includes harassment on the basis of race, sex, religious creed, colour, national origin, ancestry, disability or medical condition, age, sexual orientation or any other basis protected by local law, ordinance or regulation. Employees should also be aware that they may be held personally liable for monetary damages if they are found guilty of harassment.

Harassment generally includes any physical, verbal, and visual conduct that creates an intimidating, offensive, or hostile environment which interferes with work performance.

Such conduct constitutes harassment when:

- Submission to the conduct is made either an implicit or explicit condition of employment,
- Submission to or rejection of the conduct is used as a basis for an employment decision, or, the harassment is sufficiently severe or pervasive that it interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

If you feel that you are a victim of harassment, or observe harassment of another employee or customer, immediately tell the person displaying offensive behaviour to stop. He or she may not be aware that his or her conduct is unwelcome or offensive. We encourage employees to address harassment directly when it occurs. However, this is not required. Also, immediately report any incident of harassment to any supervisor or manager, and Human Resources, even if you have discussed it directly with the individual(s) involved. Please provide the following information when reporting harassment.

1. Date(s), time(s), and location(s) of the incident(s) that took place,

2. Description of each incident: e.g., Was any physical contact made? What was said and/or done? etc.,
3. Name(s) of anyone present during each incident,
4. Anyone with whom you have discussed the incident/incidences, and
5. Any other information that would assist in investigating or correcting the matter.
6. All complaints of harassment will be appropriately investigated, and the results of the investigation will be reported to the complaining party. Investigation of a harassment complaint may include, but is not limited to, interviewing the complaining, and accused parties as well as other employees and/or customers necessary to obtain sufficient information upon which to assess the situation. While we will make every effort to be sensitive to privacy issues, in the course of an investigation we will discuss relevant information with appropriate parties on a need-to-know basis.
7. Retaliation and/or discrimination against an employee who complains of harassment or participates in an investigation of alleged harassment is strictly prohibited and will not be tolerated.
8. Co-workers can be held personally responsible for sexual harassment, meaning their personal assets are at risk. Any employee will be held personally responsible if he or she engages in sexual harassment.

5.10 Violence and Inappropriate Behaviour

Threatening employees, customers, visitors, or partners, or engaging in threatening, violent or unprofessional behaviour in our workplace (or at customer sites) is a serious matter. Such conduct places the safety and health of our employees and partners in jeopardy and will not be tolerated. Employees engaging in such activities will be subject to appropriate disciplinary action and possible legal action.

If you are threatened or are the victim of a violent act in the workplace, or if you observe behaviour that is violent, or potentially violent, immediately report it to your supervisor, any member of management, or Human Resources. This includes threats or violent acts by co-workers, customers, visitors, or others who have come onto our premises.

All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly. We will maintain confidentiality when possible, and release information only to

those who need to know. We will not tolerate retaliation against any employee who reports workplace violence. Unfortunately, sometimes non-employees may try to bring their personal disputes into our workplace. To protect your safety and the safety of your co-workers, please immediately report to your supervisor or Human Resources any personal situations which may introduce violence to our workplace. By being forewarned we can take appropriate measures to try and protect you and/or your co-workers. Employees who report potential workplace violence from a domestic or personal dispute do not need to fear disciplinary action or retaliation.

5.11 Alcohol and Illegal Drugs at Work

Being under the influence of an alcoholic beverage and/or illegal drug on the job poses serious risks to employee health and safety.

To protect the safety and health of all employees, the Company absolutely prohibits the possession, sale, purchase, transfer, or use of any illegal drug on Company property at any time.

For the purpose of this policy, “Company property” also applies to customer property or any location where you may be performing work for the Company. Taking legally prescribed medications or over-the-counter medications at work are, of course, permitted to the extent that use of such medications does not adversely affect your job performance or safety, or the safety of others.

The consumption of alcohol on Company property is only allowed at Company-sponsored functions when limited quantities of alcoholic beverages may be consumed. A function is only considered “Company-sponsored” if a member of management is in attendance, and the function does not interfere with normal business operations.

Employees who drink alcohol at Company-sponsored events are expected to do so in moderation. If you feel that you may have overindulged, you are expected to seek assistance from a manager.

In such situations, the Company will provide transportation home and will pay reasonable expenses for such transportation. In the event that you become intoxicated at a Company-sponsored event, our primary concerns are for your safety and the safety of others.

You will not be disciplined or retaliated against for having become intoxicated if you acknowledge overindulgence and responsibly present yourself to management for transportation home. The above also applies to Company-sponsored social events held off the premises.

5.12 Job Performance

Regular, open, and clear communication about job performance is essential to achieving Company goals and enabling the career development of our team members. We encourage you and your supervisor(s) to discuss job performance and goals on an informal day-to-day basis as a regular on-going business practice.

5.12.1 Performance Planning

Setting and managing goals, and communicating objectives and expectations is, at least, as important as measuring performance after the fact. The Company does not mandate one specific formal process for setting individual goals and performance expectations. Therefore, it is always appropriate to take the initiative of setting personal goals, reviewing them with your supervisor and/or mentors, and working towards them. We strongly encourage employees to set performance objectives for themselves and to invite their supervisors and project leaders to participate in the process to discuss, clarify, and manage expectations.

5.12.2 Performance Reviews

Managers should schedule, and employees may request, periodic formal job performance reviews to discuss work and goals, to identify and correct weaknesses, to encourage and recognize strengths, to ensure performance meets efficiency standards, to ensure job responsibilities are aligned with employee strengths and interests as well as the company's needs and goals, and to enable a continued positive relationship between the employee and the Company. While formal performance reviews can be a traditional aspect of sound business practice, the Company strongly encourages everyone to request and give feedback on a regular and informal basis as well.

5.13 Corrective Action

The Company strives to take a constructive approach to disciplinary matters or below-standard performance to ensure that actions which would interfere with operations or an employee's job do not continue.

Corrective action may range from informal counselling (such as a verbal warning) to formal counselling (such as a written warning or probation, or a performance improvement plan), to termination of employment. The Company reserves the right to choose which type of corrective action is appropriate for the situation and does not guarantee that an employee will be provided either a verbal or written warning prior to termination of employment.

5.14 Employment Termination

Just as employees have the right to resign at any time for any reason, the Company also reserves its right to terminate employment at any time for any reason, so long as the reason is not illegally discriminatory.

In the case of employee resignation, employees are requested to submit a mandatory One (1) months' notice of resignation in writing, and whenever possible, provide notice prior to leaving the Company. If after you have submitted your resignation, the Company elects to no longer utilize your services, you may be released of job duties and will be paid for the period of resignation up to a maximum of 30 days for each case. The manager of the resigning employee should notify Human Resources immediately upon becoming aware of the resignation, in order to ensure a smooth transition.

If an employee refuses to serve the entire Notice Period, the Company reserves the right to retain salary in lieu of the notice period. In exceptional cases, the Company can also refuse to give the employee a favourable Service Certificate and Relieving Letter.

A notice given by an employee in case of resignation shall deem to be proper only if he / she remain on duty during the notice period.

During the notice period, the employee will not be entitled to take any leave and Company will not adjust accumulated leave against the notice period. The release date will be extended proportionally to the number of leave taken, if had to be taken during the notice period with Manager's approval. The decision to a reduction in the notice period is with the Reporting Manager and with his written approval only. Once an employee resigns by default, he or she loses all the terminal benefits.

In the case of involuntary termination, managers must coordinate with Human Resources prior to communicating employment termination to the employee. An exit agreement or

letter will be prepared by HR with information regarding compensation or benefits and other relevant information. All required exit forms will be signed and recorded in the official personnel file.

Under all employment termination situations, Human Resources will coordinate the exit, cooperating with the various departmental managers and internal operations.

Each termination is a unique situation requiring individualized attention. Therefore, it is impossible to set forth a standard procedure for all terminations. Accordingly, this section is designed to provide only a general description of the termination procedures at Celestial.

5.15 Working Away from the Office

When employees are working away from the Company premises, they should present themselves in a professional manner and are still subject to all of the standards and policies contained in this Handbook, as well as the standards and policies of the customer's or partner's site in which they are working.

6. Employee Compensation and Benefits

6.1 Pay Day

The payday for Celestial is the last day of every month and if the working day is a holiday then the salary is paid on the last working day of the bank involved in the salary transaction. Every employee will get a salary slip every month with details of the compensation paid.

6.2 Bank, Salary Credit & TDS

You are required to open a Bank account and ensure that you give your account number to the HR/Finance department. Your salary will be directly credited to your bank account on or before the 2nd of every month. In case of unauthorized absence and leave without pay, pro-rata deductions will be made. The tax will be deducted at source (TDS) from salary as per income tax laws prevailing from time to time. Once in a quarter the organization will accept declaration with adequate proof for the purpose of computing tax; all the employees need to furnish information regarding their investment(s) for the purpose of tax computation. Details like medical receipts, rent receipts, home loan, investment in PPF, insurance receipts, etc. are some of the documents required for this purpose. At the time of joining you are required to produce details of previous employment earning and tax deducted at source.

6.3 Employee Medical Insurance Policy

GROUP MEDICAL INSURANCE

Every employee is covered under the group insurance scheme which covers self, spouse, kids and parents and parents-in-law (any two-parent dependent). Medical coverage is up to Rs. 2,50,000/-. Insurer

TATA AG – (Safeway insurance TPA Pvt Ltd)

Immediate contact person in Noida & Bangalore with Escalation matrix

- Mr Gurpreet 99900 79269,
- Dr Jasmine 99110 65814, Mail id : drjasmine@safewaytpa.in
- Mr Pramitabh Verma, 95600 66089, Mail id : corp.connect@safewaytpa.in

Address for sending the reimbursement forms:

- Dr
Safeway Insurance TPA Pvt. Ltd
815, Vishwa Sadan, District Centre, Janakpuri, New Delhi-110058
Mail :drjasmine@safewaytpa.in
- Safeway insurance TPA Pvt Ltd
BO:- F2 & F3, No.1/A Above easy tiger restaurant,1st floor, church street,
Bangalore -560001

Claim intimation please send the intimation mail to

intimation@safewaytpa.in

You can intimate online through following link

https://www.safewaytpa.in/claim_intimation_web.aspx

Email Id to send the claim forms.

PPT for cashless & reimbursement process will be shared by Admin team.

please mail your papers at following mail id

support@safewaytpa.in

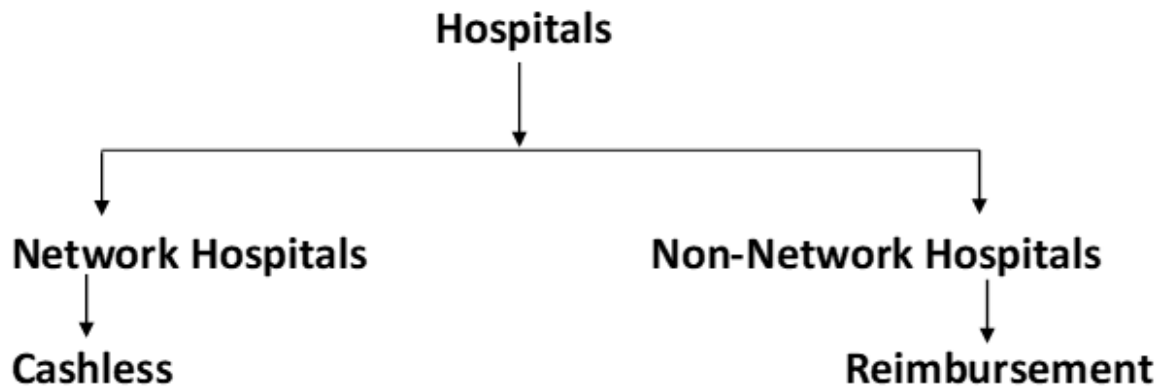
CC to - corp.connect@safewaytpa.in; drjasmine@safewaytpa.in

Employee also can login at website for Download Cards, Check claim status

Username & Password of all employees are shared along with cards.

User name: employee no

Password: employee no & year of birth of employee



6.4 Employee Referral Program

Recommendation from employees has always given us good people. To acknowledge this contribution, which is beyond the recognized charter of work, Celestial has an Employee Referral Scheme.

6.4.1 Objective

To encourage and reward employees, who refer and recommend candidates who have successfully gone through the recruitment and selection process and have joined the organization, thus strengthening our team.

6.4.2 Eligibility

All Celestial Systems (except all Hiring Managers, Managers in HR, Finance, Administration, and Engineering, including the Managing Director and staff in HR) are eligible to participate.

The referral program is available for all internally advertised positions.

The employee who referred the person should also be in regular employment of the company at the time of payment of referral fee and must not be serving any notice period.

6.4.3 Entitlement

An employee shall be entitled to a referral amount based on the grade and work experience of the employee referred to as per the following guidelines.

No	Grade to which the Referred Candidate Is Hired	Referral Bonus Amount (INR)

1	B5	40,000
2	B4	60,000
3	B3	1,00,000
4	E 10 (Trainee, Fresher)	Not applicable

6.4.4 Policy

As per our Recruitment Policy, whenever a vacancy arises at Celestial the employees shall be encouraged to refer their friends and acquaintances.

6.4.5 Payment

The referral bonus will be paid in two equal instalments as per the schedule below.

1. First instalment - in the month of referred candidate joining the organization.
2. Second instalment - upon completion of six (6) months from the date of joining by the referred candidate.

6.5 Salary Components

Celestial follows the worldwide job classification system. All employees are assigned a job classification code/grade upon joining. Celestial Systems India compensation is divided into two components – Base Pay & Retiral Benefits. Base Pay consists of Basic Salary, House Rent Allowance, Special Allowance, Conveyance Allowance, and Reimbursement of Medical Expenses. Gratuity and Provident Fund are part of Retiral Benefits.

6.5.1 Base Pay

Base Pay comprises the following.

I. Basic Salary

This is a notional concept, based on which certain other components are determined. Basic Salary is equal to 57.5% of Base Pay salary for an employee. Basic Salary is payable on a monthly basis.

II. House Rent Allowance

House Rent Allowance is fixed at 40% of the Basic Salary of an employee. House rent allowance is payable monthly. In cases where an employee has been provided Company Leased Accommodation, then no HRA is paid. If the rent in Company Leased Accommodation is greater than an employee's HRA entitlement, the excess amount is

deducted from the monthly salary. If the paid rent is less than the HRA, the balance amount is added in the special allowance.

III. Special Allowance

Special Allowance is a balancing component and is equal to Base Pay minus (Basic Salary + House Rent Allowance + Conveyance Allowance + Medical Reimbursement). Special Allowance is payable monthly.

IV. Conveyance Allowance

Conveyance Allowance is fixed at Rs. 19,200/- per annum for an employee and is payable monthly at Rs. 1,600/- per month.

V. Medical Reimbursement

All employees are entitled to reimburse their medical expenses (Cost of Consultations, Tests and Medicines) up to Rs. 15,000/- per annum incurred on self or family. The family includes spouse, children of the individual, parents or in-laws, brothers, and sisters of the individual (provided they are wholly or mainly dependent on the individual). These reimbursements are tax-exempted. Medical reimbursement is paid against the submission of bills.

VI. Leave Travel Allowance

Employees are entitled to claim reimbursement of leave travel expenses incurred by self along with dependent family members for travel to any place in India.

7. Long Term Benefits

7.1 Provident Fund

Provident Fund is a statutory Social Security measure in accordance with the provisions of the Payment of Provident Fund and Miscellaneous Provisions Act (1952). It provides for accumulation of funds, payment of pension and a life insurance benefit. It is a contributory scheme where both the employee and the Company contribute a part of the employee's salary on a monthly basis. The Rules and Regulations of the scheme are as laid down in the Act, details of which are available with HR.

The Company makes a monthly deduction of 12% on the employee's basic salary restricted to Rs 15000/-PM which is limited to a maximum contribution of Rs 1800/-PM and also

contributes an equal amount. Employees can increase their own contribution up to 100% of the basic salary as a part Voluntary Provident Fund. This is remitted to the office of the Regional Provident Fund Commissioner, who administers the scheme. These contributions keep accumulating like a savings bank account. A major part of the contribution made by the Company will be allocated to an Employees Pension Fund, which forms part of the provisions of the Provident Fund Scheme. The Central Government also contributes to the Employees' Pension Fund

7.1.1 Benefits under the Provident Fund

If the employee resigns from the Company, he/she may transfer the Provident Fund/Pension Fund accumulations to the next employer. In case the employee is relocating abroad or if he/she does not intend to take up further employment, his/her accumulation can be paid to him/her. While relocating abroad, the member will have to fill up some forms and take authorized signatures before he/she approaches the Regional Provident Fund Office for withdrawal. These forms are available with our Accounts Executive. The filled and signed forms are to be accompanied by an attested photocopy of the passport and visa while submitting them at the Regional Provident Fund Office for withdrawal.

7.1.2 Voluntary Provident Fund

Employees can increase their own contribution up to a maximum of 100% of the basic salary. This will not have any impact on the employer's contribution, which remains at 12% of Rs. 15,000/-per month. Interested employees should fill the declaration form from the finance team. The increased contribution will begin from the April payroll.

Once an employee opts for enhanced contribution, he/she can change it only at the beginning of the financial year (April). It cannot be changed during the year.

7.2 Gratuity

Gratuity is a retirement benefit that is payable to an employee at the termination of his employment, through resignation, termination, or retirement provided the employee has been in service with the company continuously for 5 years. The condition of minimum service of 5 years is not applicable in case of death of the employee during the employment. Gratuity is payable as per the Gratuity Act. However, as per some recent court verdicts, an employee is eligible for payment of gratuity if he works for 190 days or more in the 5th year in an

organization which has 5 days working in a week. Hence, the minimum cut off period for payment of gratuity to the employees leaving the services of the organization will be 4 years and 190 days. The payable amount of Gratuity is calculated as fifteen days basic salary (last drawn basic).

For each completed year of service. Gratuity Calculation: $(\text{Monthly Basic Salary}/26) \times 15 \times \text{No years of Service}$.

As per the provisions of the Payment of Gratuity Act, 1972, an eligible employee at the time of termination will receive a maximum tax-free amount of INR 20,00,000 (it varies with the tenure completed at the time of separation. Gratuity is paid to the eligible employees as part of the final settlement. The employees are required to fill the necessary forms for getting Gratuity Payment.

7.3 General Loan Policy

Objective: To provide a loan amount to all eligible employees for:

1. Wedding of self/family
2. Purchase of vehicle for personal use
3. Setting up Residence
4. Group Health Medical Insurance policy
5. Expense incurred on birth of employee's child
6. Medical treatment of family members who are not covered as part of the company's Group Medical Insurance Policy.

7.3.1 Loan Applicability

This loan program is applicable to all confirmed employees of Celestial Systems (India) Pvt. Ltd. as follows.

1. Employees who have completed a tenure of **6 months** will be eligible for a loan.
2. For availing a second loan there should be a gap of **6 months** from the date of first Loan clearance.
3. Employees moving from one location of Celestial Systems to another, within India, will also be eligible for a loan for the purpose of House Rent Deposits to self-lease a residence.
4. In case of any medical emergency, please contact your local HR team.

7.3.2 Eligibility

The eligibility criteria and the maximum amount of loan will be as follows:

Eligibility criteria	Max. Amount of loan eligibility	Payment Terms
Employees should have completed 6 months of tenure in the organization	2 months of Base Pay or 1.5 lakh, whichever is less.	A nominal interest of 6% per annum on diminishing balance would be charged. The loan can be repaid over a period of one year.

7.3.3 Procedure

The employee desirous of availing the loan must make an application to HR in the prescribed format. The HR representative will forward the loan application along with a recommendation to the Management for final approval.

1. In the case that the loan is being availed for the purpose of marriage, a wedding card must be submitted as proof. In case of an application for medical treatment of immediate family not covered under the Company's Group Health Medical Insurance Policy, the doctor's prescription must be submitted as proof.
2. All loan applications must have the approval of the concerned Project Leader/Manager. All loans will require final approval from General Manager – India Operations.
3. Equated monthly instalments will be deducted, from the salary of the employee, from the month of disbursement of the loan.
4. The employee would automatically, subject to other conditions being fulfilled, become eligible for a new loan on completion of repayment of all earlier loans.
5. The discretion of loan disbursement depends completely on the decision taken by the management.

7.4 Leave Policy

To help the employees balance the demands of family life and workplace, the company provides leave for rest, relaxation and rejuvenation to its eligible employees.

7.4.1 Leave Applicability

These rules shall cover all the employees on the rolls of Celestial Systems Pvt. Ltd. effective from 1st January and from the date of joining for a new joiner in between the year. The leave

calendar year shall commence on 1st January for the existing employees and for new joiners the leave calendar will be the from the current year start date and end on the 31st December of the same year.

7.4.2 Paid Holidays

Celestial Systems, India observes 10 paid holidays and 2 restricted holidays in a year to facilitate employees partaking in religious festivals and national events. The list of these holidays will be drawn out by the HR in December of the previous year.

7.4.3 Earned leave (EL)/PL

Eligibility & Entitlement

All regular full-time employees are eligible for 15 working days of EL per year of service. This leave is credited to their account on a monthly basis starting from the completion of one month of service from the date of joining at 1.25 working days per completed month of service. The new hires start accruing their EL (Leave) at the rate of 1.25 days per one month of service.

Availing of EL

1. Whenever possible, employees are expected to apply for EL in advance, ensuring that the impact on their group's plans and commitments is minimal. An employee must take prior approval of the manager before proceeding on any EL.
2. It is normally encouraged that the employees apply for EL at least 2 days in advance when the EL does not exceed 2 days.
3. When the EL period exceeds 2 days, the employee should normally apply at least 7 days in advance.
4. In most cases, employees are not encouraged to take EL in advance. However, if the reason for which you want EL in advance is genuine, one may talk to the Manager. The concerned manager can permit the employee to take EL in advance at his/her discretion. The maximum EL in advance that can be permitted is 3-4 days.
5. All EL irrespective of the advance notice will need to be aligned with Project deadlines, Code Freezes and Releases.

6. This condition will not apply where the cause of EL is on medical grounds. EL due to medical reasons will require a certificate from a doctor and the explicit approval of the management.
7. The EL guidelines would continue to apply while the employee is traveling overseas for training/work.

7.4.4 Sick/Casual Leave

All regular full - time employees are eligible for a sick/casual leave of 9 days per year of service. This leave is credited to their account on a monthly basis at 0.75 days per completed month of service, starting from the completion of one month of service from the date of joining. The new hires start accruing their Medical Leave from the date of their joining. Sick/Casual leaves cannot be carried forward to the next year.

Sickness is defined as “unfit to come to work”; and thus any medical check-ups (health, dental, eye check-ups, etc.,) will be excluded from the scope of the policy.

When the sick leave is availed by an employee, only the number of actual working days is treated as sick leave.

Availing of Sick/Casual Leave

Casual Leave

An employee can avail a Casual leave up to 2 days at a time, CL availed above two will be considered as EL and will be adjusted from balance EL.

Sick Leave

An employee can avail a sick leave even for a day. In case sick leave is availed for more than two days, it is mandatory for an employee to submit a medical certificate from a registered doctor advising rest on medical grounds. In case of hospitalization, discharge certificate needs to be submitted. However, the management reserves the right to ask for the medical certificate even if the employee was on leave on medical grounds for less than two days.

The employee must inform the manager on phone/email in case he/she decides to take Sick Leave on a given date. Once the employee is back, Sick Leave notification via email is to be sent to HR with a copy marked to the manager.

In case an employee requires an extension of Sick Leave, he/she must give a medical certificate along with the leave application, requesting for such an extension. The respective Manager and HR will decide on the extension on a case-to-case basis.

1. Sick Leave cannot be accumulated/encashed and shall lapse at the end of the calendar year.
2. Sick leave (for more than two days) shall be supported by the medical certificate. The leave application supported by the relevant certificate is to be submitted to HR.
3. Sick Leave shall not be extended beyond the maximum eligibility during the year.
4. In the case of a need to continue the leave on medical grounds, after exhaustion of Sick Leave balance, the employee needs to necessarily avail the leave from the available EL balance, after seeking due permission.

7.4.5 Maternity Leave

The maternity leave policy is set by the government for pregnant women workers. The leave is for about 6 months as per the latest Maternity Benefit (Amendment) Act, 2017, which is effective from 1 April 2017, and it's very clear that the leave policy depends upon the organization.

The company provides 26 weeks of Maternity leave for women associates. The same can be availed not before eight weeks of her expected delivery.

Any women associates can avail this for two childbirths during the service. While applying, the associate is supposed to produce or send a medical certificate from a registered medical practitioner along with the request for the maternity leave.

The company may provide work from home after availing the maternity benefit for some period depending on the feasibility and nature of work on a mutual agreement between organization and associate.

Women associates having two or more than two children shall be eligible for 12 weeks of maternity leave which can be availed not before 6 weeks of her expected delivery.

Eligibility: Full-time associates are eligible for maternity leave twice in the service of Celestial Systems, subject to two childbirths norms being met.

Availing of Maternity Leave

A women employee desirous of maternity leave shall inform the respective Manager and HR, at least 3 months before the planned date of going on maternity leave. This is to enable enough time to make alternative work arrangements during the absence of the employee while on maternity leave.

Maternity Leave cannot be extended beyond the statutory period. However, if the employee needs any such extension for reasons that are genuine, they may avail the EL out of their EL balance, with due permission from their Manager and HR.

7.4.6 Paternity Leave

A leave of absence from work granted to a father to care for an infant. An employee may take 5 days leave after the birth of his child.

7.4.7 Bereavement Leave

In case of any bereavement in the immediate family such as parents/parents-in-law, grandparents, brother or sister, spouse, kids the employee may take 3 days leave for bereavement. Bereavement leave cannot be accumulated or encashed and shall lapse at the end of the calendar year.

7.4.8 Authorized Absence from Work

In the event that an employee is absent with authorized leave more than the entitlement, a commensurate portion of the salary would be deducted.

7.4.9 Unauthorized Absence from Work

In the event that an employee is absent without authorization or avails leave more than the entitlement, a commensurate portion of the salary would be deducted.

7.4.10 General Rules for Applying for Leave

Leave of whatsoever kind must be sanctioned before it is taken. Such sanction cannot be assumed or taken for granted. All reasonable requests for leave will be entertained but no leave can be claimed as a matter of right even if it is due. It shall be granted keeping in view the exigencies of work.

Absence without permission or sanction shall be without pay, regardless of whether the leave is due or not. For availing leave, the employees must get the leave sanctioned at least one day in advance by sending email to the concerned manager and HR.

In case due to reasonable reasons, a prior sanction cannot be obtained, the leave application must be submitted within two days of resuming duty by email to the concerned manager and HR.

The Management has the right and authority to refuse, alter, revise, curtail or revoke any leave at any time, as may be deemed necessary or expedient.

An employee shall resume duty immediately on expiry of leave sanctioned to him unless an extension has been applied in advance and sanctioned in writing by the Company. If sanction in respect of the extension of leave is not received in time by the employee, it must be presumed to have been refused.

In case of transfer of an employee from one entity to other, all the existing EL balance will be encashed, and the person will start accruing fresh leave in the new entity.

7.4.11 EL Accumulation & Encashment

This encashment of leave balance would allow us to consider the new leave carry forward policy starting Jan 2022. An employee can carry forward a maximum of 5 days of Earned Leave to the subsequent year.

If in the subsequent year, the carried over Earned Leave (Max 5 days) is not utilized completely, by the end of the year, the balance Earned Leave will be encashed.

At any point in time, leave encashment will be limited to a maximum of 5 Earned leave except in case of separation.

Below you can find an illustration of a multiyear leave accrual/encashment calculation

Year	Opening Balance	Eligibility	Total for the year	Leave taken	Balance	Carry forward Limit	Lapse	Eligible Encashment for
Y1	0	15	15	3	11	5	6	0
Y2	5	15	20	15	5	0	0	5
Y3	0	15	15	12	3	3	0	0
Y4	3	15	18	05	13	5	5	3
Y5	5	15	20	18	2	0	0	2

**Leave encashment is only considered in case there is carry forward leave from previous year and that not being utilized in current year.

7.4.12. COMPENSATORY OFF

Objective: - Compensatory off is a leave granted to employees as compensation for the extra hours of work put in by the employee. It is an entitled leave that an employee can take on a working day as compensation for working at employers' request on a holiday or weekend.

Scope: - Compensatory Off Policy is applicable to all Full-Time Employees working with Celestial Systems. When a Team Lead/Manager requests an employee to work on public holidays or on weekends, in such a case the employee will be entitled to compensatory off in lieu of working on a holiday. This will be governed by the following guidelines: -

1. Compensatory off can be applied only when an employee works on holiday/weekend and the same is approved by his / her manager.
2. An employee should mark a copy of an Email to work on a public holiday or weekly off to HR & Admin Team via Email with an approved email by his/her manager. Comp Off will be updated by HR & Admin Team in Zoho.
3. Minimum working hours for availing half day comp off is 4 hours, while it is 9 hours for availing full day comp off.
4. Validity of a compensatory off will be 6 months from the date of approval by a manager, post which they will expire.
5. Compensatory Off is not eligible for encashment in case of separation.

Employees are required to raise their all type of leave requests on Celestial Zoho People Plus Portal ([Zoho People Plus](#))

7.5 Travel Policy

This travel policy is intended to cover all employees of Celestial who will travel either overseas or within India on official trips. The policy is effective as of June 1, 2014 and will continue to be in force until further notice.

7.5.1 General Guidelines

Before the commencement of the journey, every employee intending to travel has to fill up a Travel Application Form (TAF) detailing therein such particulars as are required in the form and submit to their Business Unit Manager.

1. TAF shall be forwarded with approval by the Manager to the Accounts & Admin department typically two weeks (more notice is preferred) prior to departure.

2. Email approval will be acceptable. The Accounts & Admin department shall make necessary arrangement for intended travel which shall include the following:
 - Getting the necessary documentation, visas, etc. for an international trip.
 - Booking the ticket and confirming the same. All air travel for all employees will be booked by economy class for all sectors.
 - Arranging travel insurance for international travel.
 - Arranging required cash advance/foreign exchange as approved in the TAF.
 - Arranging hotel accommodation at the destination. The company will arrange reasonable accommodation for all employees based on availability.

7.5.2 Employee Entitlements During Travel

1. All transit expenses will be reimbursed on actuals. All original bills are required for a reimbursement claim for transit expenses. This will include food, taxi, bus, shuttle, excess baggage, porter services, etc. The company will try and book transit hotel stay wherever possible; else the employee will be required to make arrangements for the same.
2. All local transportation expenses at the destination will also be reimbursed at actuals.
3. All original bills are required for a reimbursement claim for local transportation expenses. It is expected that all employees will exercise appropriate judgment while incurring local transportation expenses. Sharing of taxis, etc. whenever possible will be encouraged. Celestial will have the right to refuse any local Transportation claim that is unreasonable.

In addition to air tickets, transit expenses, hotel room charges, and local transportation expenses, employees will be entitled to per diem allowance per person per day outside India. This allowance will be used to cover all other expenses like laundry, food, refreshments and other similar expenses. Employees will not be required to submit any bills for the per diem allowances.

Locations	International Per Diem
Asia & US	\$50.00
UK	£50.00
Europe	€50.00

Canada	CAD 60
Locations (INDIA)	Domestic Per Diem
All	₹ 1,500.00

In addition, there may be instances where an employee may be required to entertain customers. In such a case, prior approval must be sought from the Manager in writing by the employee (email approval is acceptable). In general, it is expected that most client entertainment would be done by the Managers, and only in rare cases, it is expected that other employees will need to entertain customers.

All client entertainment claims require submission of original bills, no other claims will be made by employees or accepted by the company for any additional expenses by any employee. In case the employee incurred any other expense of a specific nature for official purpose, the same shall be reimbursed subject to their obtaining a prior approval in writing from the Manager for incurring the same (email approval is acceptable).

The said expense shall be claimed under the head, miscellaneous expenses, and all such claims must be supported by original bills. The Company will have the right to refuse any miscellaneous expense claim that is found to be unreasonable.

7.5.3 Submission of Travel Expense Report

After the employee comes back from their business trip, he/she shall submit the Travel Expense Report (TER) within 15 days of their arrival in office, giving thereby, full details as specified in the TER. The TER is a standard company template, and all employees shall follow the same format while submitting their reports. All TERs should be signed and approved by the Manager.

The following supporting documents will require to be submitted along with the TER:

1. Air ticket along with boarding passes.
2. Transit expenses with original bills.
3. Original bills for taxi or any other mode of local transportation used abroad or in India.
4. Original bills for hotel room charges.

5. Client claims along with manager approval and original bills.
6. Miscellaneous expense claims along with manager approval and original bills.
7. Settlement of Travel Expenses.

The TER should be submitted to the Accounts & Admin department after:

1. Manager Approval.
2. The Company will electronically credit the employee's bank account for the travel claim within one week of the submission of the TER.
3. In case of credit due back to the Company, the employee should write a cheque in favor of the Company along with the TER.
4. The company will have the right to refuse any settlement for claims submitted beyond the 15-day period after completion of the trip.
5. Each trip must be settled completely and independently. The Company will not make any future travel bookings for any employee whose travel settlement is outstanding.

7.6 Safety and Health

It is important that each employee understands the following rights and responsibilities:

1. No employee is expected to undertake a job until he or she has received instructions on how to do it properly and has been authorized to perform that job.
2. No employee should undertake a job that appears to be unsafe or use chemicals without understanding their toxic properties.
3. Mechanical safeguards must be in place before operating any piece of machinery and must stay in place while that machinery is being operated.
4. Each employee is expected to report all unsafe acts or conditions encountered during work or on Company property to his or her immediate supervisor.
5. Any injury or illness which you believe to be related to work, no matter how slight, must be immediately reported to your supervisor and Human Resources.
6. Every employee is responsible for housekeeping duties. Good housekeeping is one of the most important factors in accident prevention.
7. Employee suggestions and identification of potential hazards are critical to the success of safety efforts, so please make suggestions if you are aware of any potentially unsafe

circumstances. Please approach Human Resources with any suggestions or questions you may have about safety in our workplaces.

8. It is mandatory to attend all safety training programs which is conducted for the employees.

7.7 Visitors

To further protect our employees, all visitors should be escorted by an employee when on Company premises. You are responsible for ensuring that visitors meeting with you at our facilities conduct themselves in a manner that is consistent with our general practices.

8. Wedding Gift Policy

8.1 Details and Eligibility

Every employee getting married for the first time is entitled to a wedding gift of Rs.10,000/- from the Company, effective from 1st April 2017.

Objective: A unique way of congratulating and blessing the wedded couple. This would be a 'Good Luck' token from the company towards happiness and well-being of the wedded couple.

8.2 Process

All we need to know is about wedding details and hence the employee getting married shall send their 'Wedding Card' to HR & Finance Department.

9. ABSCONDING and Disciplinary Action Process

9.1 Process of Absconding proceeding

Objective: -

Absconding Policy is designed to address employees who abscond from duty/work without intimation to his/her manager. This policy serves the objective to take disciplinary action against an employee who is absent without any information.

Procedure:

- Any employee failing to report for duty without any notification for more than three working days will be considered as absconding.

- It is the manager's responsibility to inform concerned HR through mail and verbally about the continuous absenteeism of employee.
- HR will contact the employee and personal sources provided during joining.
- If there is no response in three days, HR will deactivate all the access from mails, portals and send Show Cause Notice (SCN) to the employee through mail and registered post to employee's personal E-mail ID and permanent address provided during joining. SCN will have the turnaround time of seven working days.
- If he/she fails to respond within the turnaround time, employment shall stand terminated.
- Employee will not be eligible for any encashment and service certificate from company. Only the salary will be credited against the total number of days worked during the month.
- Salary is recovered if the company assets are due with absconded employees.
- If the employee wants to re-join after long absenteeism, he/she has to provide the explanation to HR and reporting manager in writing. Based on the explanation provided, management reserves the right to take final decision.
- Re-joining will be considered from case-to-case basis.

9.2 Process of Disciplinary proceeding

The process of disciplinary proceedings shall be Legal, Ethical and Transparent. Following is the best practices in the industry:

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Human Resources Department. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

- Complaint: Where misconduct or any action which is not conforming to the policies of the Organization, the reporting Manager or the Supervisor shall inform to the HR or Management.
- Enquiry: - The Management or the Human Resources shall organize a preliminary enquiry to understand the case.
- Issue of Charge sheet/Memo/Notice: The employee will be issued with details of the allegation and asked for an explanation within a stipulated time.
- Explanation from the employee: The explanation communication from the employee shall be perused whether the employee has admitted the charges or not. In case the charges are not admitted to and the explanation given by the

employee was satisfactory, the issue shall be closed with warning letter, if necessary. Else, Management shall decide to call for a Domestic Enquiry.

- Decision on Enquiry Report: The Management shall take appropriate decision, the report shall capture that the charge sheeted employee was given adequate opportunity to defend his/her case favourably.
- If charges are not proved, relieve the delinquent employee from all the accusation and absolve;
- If the charges are proved beyond doubt, appropriate action may be taken which includes dismissal.

10. Policy on Prevention of Sexual Harassment (PoSH) of Women at Celestial Systems

10.1 Introduction

This policy has been framed in accordance with the provisions of “The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013” and rules framed thereunder (hereinafter “the Act”). Accordingly, while the policy covers all the key aspects of the Act, for any further clarification reference shall always be made to the Act and the provisions of the Act shall prevail. We treat each other with respect and dignity and expect everyone to promote a sense of personal responsibility. We recruit competent and motivated people who respect our values, provide equal opportunities for their development and advancement; protect their privacy and do not tolerate any form of harassment or discrimination.

10.2 Definitions

- Sexual harassment may occur not only where a person uses sexual behaviour to control, influence or affect the career, salary, or job of another person, but also between co-workers. It may also occur between a Celestial Systems India Private Limited employee and someone that employee deals with, in the course of his/her work (who is even not employed by the Company).
- “Sexual Harassment” includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication):

a) Any unwelcome sexually determined behaviour, or pattern of conduct, that would cause discomfort and/or humiliate a person at whom the behaviour or conduct was directed, namely:

- Physical contact and advances;
- Demand or request for sexual favors;
- Sexually coloured remarks or remarks of a sexual nature about a person's clothing or body;
- Showing pornography, making or posting sexual pranks, sexual teasing, sexual jokes, sexually demeaning behaviour or sharing offensive pictures, cartoons or other materials through email, SMS, MMS etc.;
- Repeatedly asking to socialize during off-duty hours or continued expressions of sexual interest against a person's wishes;
- Giving gifts or leaving objects that are sexually suggestive;
- Eve teasing, innuendos and taunts, physical confinement against one's will or any such act likely to intrude upon one's privacy;
- Persistent watching, following, contacting of a person; and
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

b) The following circumstances, if it occurs or is present in relation to any sexually determined act or behaviour, amount to sexual harassment:

- Implied or explicit promise of preferential treatment in employment;
- Implied or explicit threat of detrimental treatment in employment;
- Implied or explicit threat about the present or future employment status;
- Interference with the person's work or creating an intimidating or offensive or hostile work environment; or
- Humiliating treatment likely to affect her health or safety.

The reasonable person standard is used to determine whether or not the conduct was offensive and what a reasonable person would have done. Further, it is important to note that whether harassment has occurred or not, does not depend on the intention of the person charged with, but on the experience of the aggrieved woman.

1. Aggrieved woman: In relation to a workplace, a woman, of any age, whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent and includes contractual/temporary employees, visitors.

2. Respondent: A person against whom a complaint of sexual harassment has been made by the aggrieved woman.

3. Employee: A person employed at the workplace;

- for any work on regular, temporary, ad-hoc or daily wage basis;
- either directly or through an agent, including a contractor, with or without the knowledge of the principal employer;
- whether for remuneration or not, or working on a voluntary basis or otherwise;
- whether the terms of employment are express or implied;
- and includes any of these - a co-worker, a contract worker, a probationer, a trainee, an apprentice or known by any other such names.

4. Workplace: In addition to the place of work (Head office, Branch offices, or Client locations) it shall also include any place where the aggrieved woman or the respondent visits in connection with their work, during the course of and/or arising out of employment/contract/engagement with Celestial Systems, including transportation provided for undertaking such a journey.

5. Employer: A person responsible for management, supervision, and control of the workplace.

10.3 Roles and Responsibilities

10.3.1 Responsibilities of Individual:

It is the responsibility of all to respect the rights of others and to never encourage harassment. It can be done by:

- Refusing to participate in any activity which constitutes harassment;
- Supporting the person to reject unwelcome behaviour;
- Acting as a witness if the person being harassed decides to lodge a complaint. All are encouraged to advise others of behaviour that is unwelcome. Often, some

behaviours are not intentional. While this does not make it acceptable, it does give the person behaving inappropriately, the opportunity to modify or stop their offensive behaviour.

10.3.2 Responsibilities of Managers: All managers at Celestial Systems must ensure that nobody is subject to harassment and there is equal treatment. They must also ensure that:

- All employees understand that harassment will not be tolerated;
- Complaints will be taken seriously;
- Complainant, respondent/s, or witnesses are not victimized in any way.

10.4 Approaching a case of sexual harassment

10.4.1 Formal Redressal Mechanism

If in the complainant's view, there has been an incident of sexual harassment which is serious enough to warrant formal intervention, the complainant should lodge a written complaint, which shall be followed by a formal redressal mechanism as described in this Policy. In case of a verbal complaint, the complaint will be written down by the receiver of the complaint and signatures of the complainant will be obtained. The complaint should be made immediately after the alleged offence is committed, unless the complainant submits sufficient cause for a delay, as described in "Lodging a complaint" section.

10.4.2 Internal Complaints Committee (henceforth known as 'committee')

To prevent instances of sexual harassment and to receive and effectively deal with complaints pertaining to the same, an "Internal Complaints Committee" shall be constituted at each location. The details of the committee will be notified to all covered persons at the location (workplace).

The committee will be comprised of:

1. Presiding Officer: A woman employed at a senior level in the organization or workplace.
2. At least 2 members from amongst employees, committed to the cause of women and or having legal knowledge, and one external member, familiar with the issues related to sexual harassment.

3. At least one half of the total members must be women.

The committee shall be responsible for:

1. Receiving complaints of sexual harassment at the workplace. Initiating and conducting inquiry as per the established procedure.
2. Submitting findings and recommendations of inquiries.
3. Coordinating with the employer in implementing appropriate action.
4. Maintaining strict confidentiality throughout the process as per established guidelines.
5. Submitting annual reports in the prescribed format.

10.5 Lodging a Complaint

The complainant should submit a detailed complaint, along with any documentary evidence(s) available or names of witnesses, to any of the committee members at the workplace.

- The complaint must be lodged within 3 months from the date of incident/ last incident. The committee can extend the timeline by another 3 months for reasons recorded in writing, if satisfied that these reasons prevented the lodging of the complaint.
- Provided that such a complaint cannot be made in writing, the Presiding Officer or any member of the Internal Complaints Committee shall render all reasonable assistance to the woman/women for making the complaint in writing.
- If the aggrieved woman is unable to lodge the complaint on account of her incapacity, the following may do so on her behalf, with her written consent.
 - o Legal heir, relative or friend
 - o Co-worker
 - o Any person with knowledge of the incident

If the initial complaint is made to a person other than a committee member, upon receiving such a complaint, it will be the responsibility of the complaint receiver to report the same to the committee immediately.

Wherever possible it is desirable that complaints of harassment be dealt with speedily, discreetly, and as close as possible to the point of origin. Restricting the number of participants involved in handling the complaint, strict confidentiality, sensitivity, and calmness can often satisfactorily resolve most of the minor incidents.

10.6 Receiving a Complaint (Guidelines)

Dealing with incidents of harassment is not like any other type of dispute. Complainants may be embarrassed and distressed and it will require exercising tact and discretion while receiving the complaint.

The following points must be kept in mind by the receiver of the complaint:

- 1) Complaint should be listened to and the complainant informed that the Company takes the concerns seriously. Complainant should be informed that these concerns will be reported to the appropriate committee and follow up will be done speedily.
- 2) Situation should not be pre-judged. Written notes should be taken while listening to the person. Complainant should be allowed to bring another person to the meeting if they wish. When taking accurate notes, complainant's own words, wherever possible, should be used. Clear description of the incident in simple and direct terms should be prepared and details should be confirmed with the complainant.
- 3) All notes should be kept strictly confidential in a safe place. Complainant's agreement should be taken to allow proceeding with the matter, which may involve a formal investigation.
- 4) The complainant must be advised that although the process is confidential, the respondent will have to be informed and any witnesses and persons directly involved in the complaint process will also learn of the complainant's identity.
- 5) Care must be taken to prevent any disadvantage to or victimization of either the complainant or the respondent.

10.7 Resolution procedure through conciliation

Once the complaint is received, before initiating the inquiry the committee may take steps to conciliate the complaint between the complainant and the respondent. This is only if requested by the aggrieved woman.

It should be understood by all parties that conciliation doesn't necessarily mean acceptance of complaint by the respondent. It is a practical mechanism through which issues could be resolved or misunderstandings cleared.

In case a settlement is arrived at, the committee shall record it and report the same to the employer for taking appropriate action. Resolution through conciliation should happen within 2 weeks of receipt of complaint. The committee shall provide copies of the settlement to complainant and respondent. Once the action is implemented, no further inquiry will be conducted.

10.8 Resolution procedure Conducting Inquiry through formal inquiry

The committee can initiate inquiry in the following cases:

1. No conciliation is requested by aggrieved woman;
2. Conciliation has not resulted in any settlement;
3. Complainant informs the committee that any term or condition of the settlement arrived through conciliation, has not been complied with by respondent.

The Committee shall proceed to make an inquiry into the complaint within a period of 1 week of its receipt of the original complaint/closure of conciliation/repeat complaint.

10.8.1 Manner of inquiry into complaint:

1. Complainant should submit the complaint along with supporting documents and the names of the witnesses.
2. Upon receipt of the complaint, the committee should send 1 copy of the complaint to respondent within 7 working days.
3. Respondent should reply with all supporting documents within 10 working days of receiving the copy of the complaint.
4. No legal practitioner can represent any party at any stage of the inquiry procedure.
5. The Complaints Committee shall make inquiry into the complaint in accordance with the principles of natural justice.

6. While conducting the inquiry, a minimum of three committee members including the Presiding Officer shall be present.

10.8.2 Interim relief

During pendency of the inquiry, on a written request made by the complainant, the committee may recommend the employer to -

1. Transfer the complainant or the respondent to any other workplace.
2. Grant leave to the aggrieved woman for a maximum of 3 months, in addition to the leave she would otherwise be entitled to.
3. Prevent the respondent from assessing complainant's work performance
4. Grant such other relief as may be appropriate.

Once the recommendations of interim relief are implemented, the employer will inform the committee regarding the same.

10.8.3 Termination of Inquiry

Committee can terminate inquiry or give ex parte decision, if

1. Complainant or respondent, respectively, is absent for 3 consecutive hearings, without reason.
2. A 15-day written notice to be given to the party, before termination or ex parte order.

10.8.4 Inquiry procedure:

All proceedings of the inquiry should be documented. The Committee shall interview the respondent separately and impartially. Committee should state exactly what the allegation is and who has made the allegation. The respondent should be given full opportunity to respond and provide any evidence etc. Detailed notes of the meetings should be prepared which may be shared with the respondent and complainant upon request. Any witnesses produced by the respondent should be interviewed and statements taken.

If the complainant or respondent desires to cross examine any witnesses, the Committee should facilitate the same and record the statements.

In case complainant or respondent seeks to ask questions to the other party, they may give them to the Committee which shall ask them and record the statement of the other party.

Any such inquiry shall be completed, including the submission of the Inquiry Report, within 90 days from the date on which the inquiry is commenced. The inquiry procedure should ensure absolute fairness to all parties.

Considerations while preparing inquiry report

While preparing the findings/recommendations, following should be considered:

1. Whether the language used (written or spoken), visual material or physical behaviour was of sexual or derogatory nature;
2. Whether the allegations or events follow logically and reasonably from the evidence;
3. Credibility of complainant, respondent, witnesses, and evidence.
4. Other similar facts, evidence, for e.g. if there have been any previous accounts of harassment pertaining to the respondent.
5. Both parties have been given an opportunity of being heard.
6. A copy of the proceedings was made available to both parties enabling them to make representation against the findings.

A copy of the final findings will be shared with the complainant and the respondent to give them an opportunity to make a representation on the findings to the committee.

10.8.5 Action to be taken after inquiry:

The committee will submit its report containing the findings and recommendations to the employer, within 10 days of completion of the inquiry.

The findings and recommendations should be reached from the facts established and must be recorded accurately.

If the situation so requires, or upon request of the complainant, respondent or witness, Management may decide to take interim measures such as transfer, changing of shift, grant of leave etc. to protect against victimization or distress during or subsequent to the course of inquiry, pending the final outcome.

10.8.6 Complaint unsubstantiated

Where the committee arrives at the conclusion that the allegation against the respondent has been proved, it shall recommend to the employer to take necessary action for sexual

harassment as a misconduct, in accordance with the applicable service rules and policies, and this may include:

- 1) Counseling
- 2) Censure or reprimand
- 3) Apology to be tendered by respondent
- 4) Written warning
- 5) Withholding promotion and/or increments
- 6) Suspension
- 7) Termination
- 8) Or any other action that the Management may deem fit.

The employer shall act upon the recommendations within 60 days and confirm to the committee.

Post implementation of the actions, follow up with the complainant must occur to ascertain whether the behaviour has in fact stopped, the solution is working satisfactorily and if no victimization of either party is occurring. This follow up should be undertaken by the complainant's Line Manager supported by HR.

10.8.7 Malicious Allegations

Where the committee arrives at the conclusion that the allegation against the respondent is malicious, or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false, or the aggrieved woman or any other person making the complaint has produced any forged or misleading document; it may recommend to the employer to take action against the woman or the person making the complaint.

The action recommended should be similar to the ones proposed for the respondent in case of substantiated complaints.

While deciding malicious intent, the committee should consider that:

- 1) Mere inability to substantiate a complaint need not mean malicious intent.
- 2) Malicious intent must be clearly established through a separate inquiry.

10.8.8 Confidentiality

The identity of the complainant, respondent, witnesses, statements and other evidence(s) obtained in the course of inquiry process, recommendations of the committees, action taken by the employer will be considered as confidential materials, and not published or made known to public or media.

Any person contravening the confidentiality clauses will be subject to disciplinary action as prescribed in the act.

10.8.9 Appeal

Any party not satisfied or further aggrieved by the implementation or non-implementation of recommendations made, may appeal to the appellate authority in accordance with the act and rules, within 90 days of the recommendations being communicated.

11. RECRUITMENT AND HIRING POLICY

Recruitment and Hiring Policy ("this Policy") is effective November 01, 2020 This recruitment and selection policy applies to all employees who are involved in hiring for our company. It refers to all potential job candidates.

11.1. SCOPE

Our employee recruitment and selection policy describe our process for attracting and selecting external job candidates. This recruitment policy sample can serve as a rubric that our recruiters and hiring managers can use to create an effective hiring process.

We are committed to our equal opportunity policy at every selection stage. Hiring teams should aim for a well-planned and discrimination-free hiring process.

11.2. PURPOSE

Our employee recruitment and selection policy describe our process for attracting and selecting external job candidates. This recruitment policy sample can serve as a rubric that our recruiters and hiring managers can use to create an effective hiring process.

We are committed to our equal opportunity policy at every selection stage. Hiring teams

should aim for a well-planned and discrimination-free hiring process.

11.3. UNDERSTANDING RECRUITMENT & SELECTION PROCESS

Generally, hiring teams could go through the following steps:

- Identify need for an opening
- Decide whether to hire externally or internally
- Review the job description.
- Select appropriate sources (external or internal) for posting the opening.
- Decide on the selection stages and possible timeframe
- Review resumes in company database/ATS
- Source passive candidates
- Shortlist applications
- Conducting Technical Rounds
- Select the most suitable candidate
- Make an Official Offer
- Select the most suitable candidate

11.4. SELECTION PROCESS

HR screens the profiles as per the JD and check the qualities of an ideal candidate like, if candidate is actively looking for job change, meeting the required budget and experience required as per the JD, understand the learning curve and attitude of candidate who can fit

in the team and give the qualified applicants to the hiring manager.

11.4.1. SHORTLISTING

Hiring manager scans the profile as per the requirement and technically shortlist the profile for the interview process.

11.4.2. INTERVIEW PROCESS

1. First Screening /Telephonic
Screening/Video Interviewing Round:

The technical telephonic interview is scheduled with the candidate. Shortlisted candidates are qualified for the next round of Interview.

2. Second Technical F2F Interview

Rounds:

The detailed face to face technical round of interview will be performed onsite. Candidates will be interviewed by two technical managers individually.

3. Rounds of Interview:

Hiring manager interview the candidates and if shortlisted is approved to hire.

4. Evaluation and Offer of Employment:

HR negotiates salary details and starts date and make an offer to the shortlisted candidate and follow up on regular intervals till the candidate is on board.

11.5. CREATING JOB DESCRIPTION

Hiring managers can create job ads based on full job descriptions of each role. Job ads should be clear and accurately represent the open position.

They should include:

- A brief description of our company
- A short summary of the role's purpose
- A list of responsibilities
- A list of requirements
- How to apply

- Salary which is offered for this role
- Notice period for this position

The job ad's style should be consistent with our company's unique voice. It should be addressed to 'you' in a polite and engaging tone. Jargon, complicated phrases and gender-specific language should be avoided

11.6. EMPLOYEE SELECTION STAGES

Our company has a standard hiring process that may be tweaked according to a role's requirements. Our standard process involves:

- Resume screening
- Phone screening
- Assignment
- Interview

Hiring managers may choose to add/ remove stages depending on the role they're hiring for. For example, they can add the following selection stages/methods:

- Assessment centres
- Group interviews
- Competency/Knowledge or other selection tests
- Referrals Evaluation

In most cases, the stages of resume screening and interview are compulsory.

11.7. REVOKED OFFERS

In case when a offer has to be revoked, the hiring manager and human resources department should draft and sign an official document/Email. This document should include a legitimate reason for revoking the offer. Legitimate reasons include:

- Candidate is proved to not be legally allowed to work for our company at a specific location
- Candidate has falsified references or otherwise lied about a serious issue

- Candidate doesn't accept the offer within the specified deadline (deadline must have been included in the offer letter) Hiring managers and HR must notify the candidate formally as soon as possible.

12. JOB DESCRIPTION

12.1. INTRODUCTION

job description or JD is a written narrative that describes the general tasks, or other related duties, and responsibilities of a position. A job usually includes several roles.

Job description is a broad, general, and written statement of a specific job, based on the findings of a job analysis. It generally includes duties, purpose, responsibilities, scope, and working conditions of a job along with the job's title, and the name or designation of the person to whom the employee reports. Job description usually forms the basis of job specification.

12.2. PURPOSE

Celestial is committed to maintaining a workforce that demonstrates the values and visions of the organization. Celestial recruits and hires employees who demonstrate the necessary skills and qualifications to support in the best possible way. Employees are made aware of the job skills, duties, values, and qualifications through Job Descriptions and/or Performance Expectations. Current Job Descriptions are maintained for all employees.

The objective of this policy is to regulate the development and amendments to job descriptions and job titles, to ensure consistency and equity at all times in the organisation. The Human Resources division assumes the overall responsibility and custodianship for the implementation and maintenance of this policy as well as job descriptions themselves.

12.3. DEFINITIONS RELATING TO JOB DESCRIPTIONS

HR screens the profiles as per the JD and check the qualities of an ideal candidate like, if candidate is actively looking for job change, meeting the required budget and experience required as per the JD, understand the learning curve and attitude of candidate who can fit in the team and give the qualified applicants to the hiring manager.

12.3.1. JOB TITLE:

A Job title consists of a generic prefix as well as a descriptive suffix. Purpose of Position: It is a brief description of the main purpose of the function highlighting the main contribution areas of the function

12.3.2. MINIMUM QUALIFICATIONS:

The minimum formal/ informal qualification(s) required for the job function. This area provides a guideline for recruitment purposes to establish if a prospective candidate has the minimum theoretical background to perform the job requirements according to the needs of the organization.

12.3.3. MINIMUM EXPERIENCE:

Describes the minimum requirements for the type and length of experience required from a candidate who is recruited for this position.

12.3.4. CORE CRITICAL COMPETENCIES:

These are the core competencies a candidate requires in order to perform a job successfully.

12.3.5. KNOWLEDGE:

This refers to theoretical background, information, learning and understanding required of a subject or principle..

12.3.6. SKILLS:

Refer to the special ability to perform certain tasks by means of applying theoretical/ technical principles or understanding.

12.3.7. ATTRIBUTES:

These are personality traits required by the job function in support of performing, daily tasks effectively

12.3.8. KEY RESULT AREAS (KRA):

These are the main functional areas of a job that need to be performed to ensure value-add and contribution towards the organisation's strategic objectives.

12.3.9. KEY ACTIVITIES:

These provide a description of the processes and broad standard(s) required to perform the KRA.

Key Indicator: This is evidence that the KRA has been performed as required.

12.3.10. BUDGET:

Describes the CTC and Salary part which will be offered by the company for the position to be offered.

12.4. POLICY IN BRIEF

The following regulates the creation and amendment of job descriptions and job titles within Celestial.

1. Job titles and job descriptions may only be created when supported by the business needs of Celestial and approved as per the policies and procedures for this purpose.
2. Only approved job descriptions and job titles may be used within the organisation.
3. Job titles must consist of a generic prefix as well as a descriptive suffix. The prefix describes the hierarchical level and the suffix describes the broad function, e.g. Prefix: Director, Deputy Director, Administration Clerk, etc. and the suffix: Finance, Human Resources, Driver, Manager
4. Job descriptions must be relevant to the current business needs and may only be changed/ updated when
 - Major structural changes in the organisation warrant it.
 - The job content has changed significantly over time.
 - Re-organisation and rationalization of work in a directorate/ unit/ section justify the
 - changes.

12.5. REVIEW OF POLICY

The policy will be subject to review by the Board of Directors /VP/HR of the company every year to ensure that it remains relevant and appropriate.

13. JOB ROTATION AND TRANSFER POLICY

13.1. SCOPE

Job Rotation and Transfer (“this Policy”) is effective November 01, 2020 . This Policy applies to all employees of Celestial Systems Pvt Ltd. Its major scope is to approach where employees are shifted between two or more assignments or jobs at regular intervals of time in order to expose them to all verticals of an organization.

13.2. PURPOSE

The purpose of Celestial's job rotation policy is to enable staff members to develop knowledge, new skills and a broader understanding of our operations/programs and to utilize staff effectively.

Job rotation is the systematic movement of employees from one job to another within the organization to achieve various human resources objectives such as orienting new employees, training employees, enhancing career development, and preventing job boredom or burnout.

13.3. GUIDELINES

Celestial Systems encourages staff to take the opportunity to develop their knowledge and skills using various learning opportunities, including job rotations and developmental assignments

- The job rotation program involves the temporary assignment of an employee in a position or department for a predetermined period to perform the specific duties of another position. This is normally a voluntary assignment where the employee treats the assigned duties as part of his or her regular responsibilities.
- Any supervisor or employee may initiate a request for job rotation assignment after careful evaluation of other available workforce strategies. Job rotation may be inter-departmental, within a division of [Celestial Systems], or in a cross-functional division.

- All employees who have completed six months of regular (non temporary)

Employment with [Celestial Systems] are eligible to participate in job rotation.

An employee on job rotation assignment shall remain in the same position number and compensation classification and shall retain all rights, benefits and privileges of his or her regular position.

13.4. JOB ROTATION /TRANSFER PROCEDURE

- A written request for job rotation must be submitted by the employee to his or her supervisor (the "sending supervisor"). The request should indicate the desired job, the location of the job, the duration of the assignment, and the expected outcome and benefit of the assignment. If a job rotation is suggested by a supervisor, the supervisor will assist the employee in completing the written request.
- The sending supervisor and employee should determine how the employee's current job duties will be performed before proceeding with a job rotation agreement.
- The employee, the sending supervisor and the receiving supervisor should meet to discuss the possibility of job rotation, the assigned duties, time frames, schedules, hours, etc., so that details can be negotiated and arranged. A job rotation request can be denied if it cannot be balanced with the needs of Celestial Systems Pvt Ltd.
- The sending supervisor, receiving supervisor and the employee shall collaborate to determine the duration of job rotation. Rotations may be full-time, half-time or one day a week. Rotations can also be based on an allocation of time where an employee works at his or her regular job for a portion of each workday and during the rest of the day rotates to another job

- Both the sending and receiving supervisors should obtain approval for job rotation assignments through their appropriate chains of command.
- If the arrangement is acceptable by all parties, the receiving supervisor will complete the job rotation agreement and have it signed by the employee, the sending supervisor and appropriate directors. Copies of the signed agreement should be provided to all parties. The original, signed agreement should be forwarded to Human Resources where it will be recorded for workforce planning efforts and maintained in the employee's personnel file.
- An employee on job rotation shall receive a performance evaluation at the regular time. The sending and receiving supervisors shall collaborate as appropriate on the evaluation. The sending supervisor shall retain responsibility for timely completion of the evaluation.

Questions or concerns regarding the job rotation assignment should be addressed with management and/or Human Resources.

14. RACI MATRIX

14.1. PURPOSE

This Policy outlines the process to be followed and tasks to be assigned under different verticals while working for any assignment. The RACI matrix is a responsibility assignment chart that maps out every task, milestone or key decision involved in completing a project and assigns which roles are Responsible for each action item, which personnel are Accountable, and, where appropriate, who needs to be Consulted or Informed.

14.2. WHAT IS RACI MATRIX

A RACI Matrix is a simple matrix used to assign roles and responsibilities for each task, milestone, or decision on a project. By clearly mapping out which roles are involved in each project task and at which level, you can eliminate confusion and answer the age old project question, Who's doing what ?

14.3. RACI DEFINITIONS

14.3.1. RESPONSIBLE

This team member does the work to complete the task. Every task needs at least one Responsible party, but it's okay to assign more.

14.3.2. ACCOUNTABLE

This person delegates work and is the last one to review the task or deliverable before it's deemed complete. On some tasks, the Responsible party may also serve as the Accountable one. Just be sure you only have one Accountable person assigned to each task or deliverable. (Note: It might not be your PM!)

14.3.3. CONSULTED

Every deliverable is strengthened by review and consultation from more than one team member. Consulted parties are typically the people who provide input based on either how it will impact their future project work or their domain of expertise on the deliverable itself.

14.3.4. INFORMED

These team members simply need to be kept in the loop on project progress, rather than roped into the details of every deliverable.

14.4. USAGE OF RACI MATRIX

A RACI chart serves just about every project well. But it's especially helpful when tasks require multiple resources, run concurrently, or depend on other tasks.

Here are a few scenarios when there is an usage for RACI Matrix.

- 1.The decision-making or approval process could hold up the project.
- 2.There's conflict about task ownership or decision-making.
- 3.The project workload feels like it's not distributed evenly.
- 4.You experience turnover on a team and need to onboard someone quickly to a new role.

Here not all teams and projects are created equally. You might work with a team who just happens to communicate really well and stays on top of their own work.

14.5. FLOW CHART OF RACI MATRIX

RACI

Project name:

Project manager:

R - Person responsible for the task

A - Person accountable for the task

C - Consulted.

I - Kept informed

Task	[Name of person or department]	[Name of person or department]	[Name of person or department]	[Name of person or department]	[Name of person or department]	[Name of person or department]	[Name of person or department]	[Name of person or department]
[Enter task or activity]		[R]			[A]		[C]	[I]
[Enter task or activity]								
[Enter task or activity]								
[Enter task or activity]								

14.5.1. RACI CHART ADVANTAGES

Below are the advantages for using RACI chart :-

- 1.Makes Roles and Responsibilities Clear, Reducing Confusion
- 2.Everyone is Accountable
- 3.Assess Workloads
- 4.Team Operates More Smoothly
- 5.Puts Priorities on Project Resources
- 6.Identifies Those Avoiding Responsibility
- 7.Authority is Clearly Defined to External Vendors and Contractors
- 8.Communication is Easier Between Team Members
- 9.Reduces Overlap

15. WORK FROM HOME POLICY

15.3. WHAT IS WORK FROM HOME

A Work from Home Policy is an agreement between employer and employee that clearly defines the

expectations and responsibilities for employees who work from home. It may also define who is eligible to work from home, the process for requesting work from home privileges, as well as the approval process.

When employees plan to work from home, this procedure must be followed:

15.4. WORK FROM HOME PROCEDURE

Employees file a request through email to his/her reporting manager on same day or earlier to that day.

Their managers must approve their request considering all elements we mentioned above. If the work from home arrangement spans for more than a week, managers and team members should meet to discuss details and set specific goals, schedules and deadlines.

Employees who need to work from home for unforeseen reasons (e.g. illness or temporary difficult commute) should file their request as soon as possible, so

managers can consider and approve it.

Once approval is given HR and Admin Team is expected to maintain a record of the employee's attendance and leaves. If an employee does not report to work in the

instances

At all times, participation in the Connected Workplace program will be subject to the continuing approval of the individual's leader. Celestial reserves the right to withdraw

program participation approval upon reasonable notice

15.5. GUIDELINES FOR WORK FROM HOME

- While working from Home Employee and manager Maintain regular communication with employees, establishing a regular pattern of telephone / e-mail communication to keep in touch.
- Manager must measure and monitor the work output of the employee.
- Manager may provide a regular opportunity for communication which is not solely work-related e.g. participation in social gatherings or outings or telephone conversations which have an element of social chat.
- Employee must remain contactable at all times during normal working hours.
- Employee should ensure to not let their personal circumstances / home environment interrupt work.

15.6. ROLES AND RESPONSIBILITIES

All team members are responsible for understanding and adhering to this policy. Leaders are responsible for enforcing this policy within their workgroups. It is the leader's responsibility to align the allowances stipulated in the program to the policy, ensure funding/spend is controlled within respective business budgets, and ensure ongoing compliance within the guidelines of the policy.

16. Employee Grievance Policy

Grievance Policy ("this Policy") is effective November 01, 2020. This Policy applies to all employees of Celestial Systems Pvt Ltd. It aims to resolve problems and grievances promptly and as close to the source as possible with graduated steps for further discussions and resolution at higher levels of authority as necessary.

16.1. SCOPE

Our grievance procedure policy explains how employees can voice their complaints in a constructive way. Supervisors and senior management should know everything that annoys employees or hinders their work, so they can resolve it as quickly as possible. Employees should be able to follow a fair grievance procedure to be heard and avoid conflicts. The

company encourages employees to communicate their grievances. That way we can foster a supportive and pleasant workplace for everyone.

16.3. ELEMENTS FOR GRIEVANCE POLICY

Employees are encouraged to talk to each other to resolve their problems. When this isn't possible, employees should know how to file a grievance.

16.4. PROCEDURES

Workplace harassment Health and safety Supervisor behaviour Adverse changes in employment conditions Employees can file grievances for any of the following reasons: Communicate informally with their direct supervisor. The supervisor will try to resolve the problem. When employees want to complain about their supervisor, they should first try to discuss the matter and resolve it between them. In that case, they're advised to request an informal meeting. Supervisors should try to resolve any grievance as quickly as possible. When they're unable to do so, they should refer to the HR department and cooperate with all other procedures.

16.4.1. RAISE ISSUE

The employee may be required provide a written statement which is sent to the Responsible Manager (or to HR if appropriate). This statement needs to relate to facts and evidence, ensuring he or she avoids emotional language. The statement must also include what outcome the employee believes would offer a resolution to the issue. Please note that if an employee makes a formal complaint and it is found to be false or deliberately misleading, it may result in disciplinary action being taken against the employee who has made the formal complaint.

16.4.2. SEEK ADVICE

Upon receipt of the statement, it is recommended that the Responsible Manager seeks advice from the HR team to discuss the appropriate course of action to be taken to resolve the issue. An investigator will be appointed in consultation with the HR team.

16.4.3. INVESTIGATION

The investigator will examine all the allegations and statement(s) and conduct an investigation to determine if the issue is well-founded. The role of an investigator is to collect information and remain objective by not sharing opinions or showing any sign or agreement or disagreement. All notes, reports and recommendations produced by the

investigator will be kept by HR as confidential records and will not to be shared with those involved in the issue.

16.4.4. INTERVIEWS

The investigator will conduct interviews with the complainant and the respondent(s). The objective is to gain an understanding of what the issue is by obtaining information from each employee involved.

If the employees disagree on facts or evidence, the investigator may conduct interviews with any witnesses.

16.4.5. RECOMMENDATIONS

The investigator will analyze the issue and all evidence collected. The investigator will create an investigation report with recommendations on appropriate actions and possible outcomes. The Responsible Manager will consider all recommendations and possible outcomes and decide on the appropriate recommendations/actions to be implemented.

16.4.6. COMMUNICATE DECISION

The Responsible Manager will organize a meeting with the complainant and the respondent(s) separately to inform them of the outcome and specify any actions to be implemented. The Responsible Manager will provide each employee with a letter stating the outcome of the investigation.

The Investigator is responsible for sending copies of interviews, reports, recommendations, letters and other documentation to HR for filing.

16.4.7. IMPLEMENT ACTIONS

The Responsible Manager will ensure any appropriate recommendations and outcomes of the formal process are implemented.

17. JOINING BONUS POLICY

17.1. SCOPE

Employee Joining Bonus Policy ("this Policy") is effective November 01, 2020. This Policy applies to all new joiners of Celestial Systems Pvt Ltd. It aims to provide a motivation and financial benefit which they can earn while joining Celestial.

17.2. PURPOSE

The joining bonus is its one-time sum of money paid to a new employee by a company as an incentive to join that company. The purpose of the policy is to compensate the Notice Pay to be paid to the previous employer in order to take the employee on board immediately or with a short notice.

17.3. PROCEDURE FOR JOINING BONUS POLICY

Celestial rewards employees for joining early and enhances their contributions to help us achieve company goals. For this reason, we have below procedure for Joining Bonus: -

When Hiring Managers know that particular candidate deserves a joining bonus, they should send a formal written recommendation to their Department Head and HR, explaining how particular candidate is suitable for Joining Bonus. Post that Department Head & HR can have a discussion with respective management and offer candidate joining bonus.

17.4. APPLICABILITY

The policy is applicable case-by-case basis. The joining bonus amount will be decided based on the candidate's CTC. Method of Payment The joining bonus will be paid in two instalment, 1st instalment paid to you within 45 days of your start date or on your next payroll date whichever is earlier, and the second instalment will be paid after 6 months of your service.

17.5. DISQUALIFICATION OF JOINING BONUS

The Joining Bonus will be recoverable if you leave the company on or before 1 year" of your services from the date of joining.

18. Training and Development Policy

18.1. SCOPE

Training Policy ("this Policy") is effective November 01, 2020. This Policy applies to all employees of Celestial Systems Pvt Ltd. It aims to ensure that all staff have access to learning, development and training opportunities which enable them to be suitably knowledgeable and skilled to carry out their role within the Company, and to develop their talents in ways that fit with the Company's development to meet its strategic objectives.

18.2. PURPOSE

Our Training policy explains how Each member of staff understands what his or her work role involves, each person is developed as appropriate, to enable them to achieve their work objectives, We at Celestial believe that effective training and development benefits the individual and the Group as a whole, and contributes to the achievement of business objectives. These benefits include:

- Greater understanding and appreciation of factors affecting work performance
- Sharing ideas and dissemination of good practice
- Effective management and implementation of change
- Building strong and effective teams
- Increased motivation and job satisfaction for individuals
- Professional development
- Greater understanding of Celestial business

18.3. PRINCIPLES OF THE TRAINING AND DEVELOPMENT POLICY

- Training and development can be defined as any activity designed to help individuals become more effective at their work by improving, updating or refining their knowledge and skills. It encompasses a range of activities including, for example, involvement in various projects, attendance at training courses, conferences or seminars, visits to other organizations, work shadowing, formal study, coaching and mentoring.
- M/S Celestial Systems believes that training and development is a continuous process. There is an expectation that staff will keep abreast of developments within their own area of expertise.
- The responsibility for identifying training and development needs and carrying out agreed training and development activity is shared between the Line Manager and the staff member. M/S Celestial Systems will encourage and support appropriate training and development. Reasonable time and financial support may be allocated.

- Line Managers are responsible for providing support and guidance in relation to the training and development of those reporting to them, particularly in relation to the identification of training and development needs and making sure that appropriate action is taken as a result.
- Each member of staff is expected and encouraged to take ownership and responsibility for their personal development in relation to their work, within the framework of support provided by Wireless Group PLC. This includes analyzing their own skills, aptitudes and potential development needs, as well as having a positive attitude and proactive approach to development.
- M/S Celestial Systems will monitor and evaluate training and development activity to review and improve provision. All staff are expected to participate in the evaluation of training and development.

18.4. TYPES OF TRAINING ACTIVITY

There are many different types of activity that contribute to an individual's development & staff members are encouraged to consider the range of opportunities available to them.

Some activities are undertaken with the specific aim of enhancing skills and/or imparting information. Examples of these include attending a seminar or training course, undertaking a qualification, reading, work-shadowing and mentoring.

Other activities offering the potential for development may arise in the course of normal work activity. Examples of these include being involved in a project where the individual acquires new skills or knowledge or discussing how to deal with a particular problem with a colleague. In these situations, learning is far greater where the opportunity is identified in advance, with attention drawn to identifying the generic skills or general principles that will be developed and considering how they may be applied in other similar situations.

18.5. CORE LEARNING

18.5.1. TRAINING AND DEVELOPMENT OPPORTUNITIES

The Company provides a range of training and development opportunities for staff. These include:

- Training relating to the enhancement of skills for a staff member's current role. As mentioned above this can include internal and external courses providing technical or specialist training relating to the skills that staff members require for their role i.e. job shadowing, mentoring, coaching, secondment etc.
- Training leading to a professional or academic qualification. The Company encourages staff members who wish to do so to pursue continuous professional development and where appropriate to gain further qualifications (please refer to Wireless Group PLC's Further Education Policy)
- Management training, including supervisory skills and leadership development programs

There are specific areas of learning which are essential for all staff members and cover a rolling program of needs which have been identified as part of a continuous program of learning and development. Core learning will therefore cover the following areas:

Induction: -

All new staff members are given a timely program of induction including introduction to all policies for the Company. This is an essential part of staff learning and development, and integration into the working environment.

An effective induction process is important for settling new members of staff into M/S Celestial Systems PLC and ensuring the smooth transition of those who move to roles in other departments/teams. It involves both ensuring that the person has the necessary skills and knowledge to perform their role effectively and familiarizing them with the detail of the work that they will be performing. The Line Manager is responsible for monitoring the progress of the new member of staff, and for ensuring that any development needs are identified and met.

Equal Opportunities

M/S Celestial Systems is an equal opportunities employer, committed to providing equal opportunities to all employees. The Company ensures that appropriate and regular training is given to staff members with regard to equality of opportunity and ensures that Line.

Managers and supervisors are aware of their responsibilities and are appropriately equipped through training and development activities.

18.5.2. PLANNING, TRAINING AND DEVELOPMENT

Any new training initiatives will be planned as a result of a training needs analysis. In addition, the Company is committed to reviewing training initiatives so that relevant training and development is provided for skills in specific job areas, where work procedures have changed or where new standards are introduced.

Development needs may be identified at several levels: those that apply to the Group as a whole, those at a departmental or team level and those which apply to a particular individual (or group of individuals).

Company training and development objectives are aligned to strategic objectives and priorities. HR will consult with senior management with regard to this. An example of a Company-wide development need would be a requirement for more advanced IT skills brought about by a new system, or the need for greater awareness of equal opportunities issues.

Group training needs will be identified through the planning and budgetary process.

18.6. EVALUATION

Training and development activities will be evaluated, in respect of their effectiveness from both a Company and a personal perspective. There are several ways in which this can be done.

Evaluation starts at the outset of the training cycle by identifying evaluation criteria both for the course and for the individual at the stage when training is applied for, or when delegates are invited to attend training. Both the individual and the Line Manager should take time to reflect on what both will notice has changed or indeed what will no longer happen, after the training that will tell both the individual and the Line Manager that the learning objectives have been successfully achieved.

The staff member and Line Manager should also agree how the training will be put into practice and what, if any, support will be required to implement the learning from the training undertaken.

It may mean for example, identifying particular work tasks or projects where the learning can be used and new skills practiced.

The Line Manager and the staff member should meet to evaluate the extent to which agreed development activities have achieved the intended objectives and, where necessary, plan the next steps. Unplanned development opportunities that arise in the course of normal work activity should also be reflected upon in order to identify how this might improve future work activities.

On completion of any internal or external course the staff member may be requested to complete a course evaluation form and return it to either their Line Manager or the trainer. Analysis of the evaluation forms gathered will be undertaken by HR and used within the overall evaluation of training and development.

Line Managers are responsible for reporting on the effectiveness of any staff development programs to the HR Department.

The Human Resources Department is responsible for analyzing training and development evaluation forms and feedback provided with regard to the effectiveness of training and development activity and where necessary take follow up action. The evaluation data will inform future provision with regard to advising staff members on training and development solutions.

19. REWARDS AND RECOGNITION

The rewards and Recognition Policy is designed to encourage employees whose performance is outstanding that contribute to the overall objectives of the organization.

We at Celestial provide “Star of the month” award every month as a part of Reward and Recognition process. This award is being instituted as an initiative intended to foster high-performance culture covering individuals and work teams. It aims to motivate employees in order to deliver their best performance.

19.1 Objective: -

This policy establishes Celestial Systems guidelines in awarding “Celestial Star of the month” award to employees who are being nominated by their respective managers.

Guidelines to award Celestial star of the month award

1. Star of the month award will be bestowed upon employees by celestial management based on the nominations received from the employee’s manager.
2. Celestial management decisions will be final on these awards.
3. Each manager can nominate 1 direct reporting team member per month as part of the nomination
4. Manager cannot award the same direct reporting team member in 2 consecutive months.
5. A team member can receive the award a maximum of 4 times in a given calendar year.
6. Manager should duly fill the nomination form and there should not be any bias observed here, the only criteria for the nomination should be based on the performance of the employee.
7. The monetary benefit of the award is at management’s discretion.
8. Any reporting manager can nominate his / her team member. This award is not only limited to engineers but is spread across different areas which includes engineers, admin staff, finance staff, office support staff, etc.
9. Manager has the liberty not to nominate any of his / her reporting team members for any given month.
10. Manager can nominate his / her team member on or before the last working of the month.

20. WHISTLE BLOWING POLICY

20.1. POLICY STATEMENT

Celestial Systems is committed to always conducting its business with honesty and integrity. If, at any time, this commitment is not respected or appears to be in question, Celestial Systems will endeavor to identify and remedy such situations. Therefore, it is the company's policy to ensure that when a person has reasonable grounds to believe that an employee, manager or any other person related to the company has committed, or is about to commit, an offense that could harm the company's business or reputation, it denounces the wrongdoers in question.

The whistleblowing policy has been put in place to

- Encourage employees or managers to disclose this information or behavior.
- Protecting complainants from reprisals.
- Treat all parties to an investigation in a fair and equitable manner.
- To ensure confidentiality as much as possible.
- Take corrective and disciplinary action if wrongdoing is discovered.

20.2. PURPOSE

The purpose of this whistleblowing policy is to encourage current and former employees or contractors to communicate events that raise serious concerns about Celestial Systems.

Celestial Systems encourages and will support staff who report illegal practices or individuals who violate the organization's policies.

20.3. SCOPE

This policy applies to all employees of Celestial Systems as well as contractors doing business with the company.

20.4. DUTY TO REPORT MISCONDUCT

It is the duty of all employees, contractors to report misconduct or suspected misconduct, including fraud and financial impropriety to the board. This includes misconduct such as but not limited to:

- Providing false or misleading information, or withholding material information on Celestial Systems financial statements, accounting, auditing or other financial reporting fraud or misrepresentation.
- Pursuit of material benefit or advantage in violation of Celestial Systems Policies.
- Misappropriation or misuse of Celestial Systems resources such as funds, supplies or other assets.
- Unauthorized alteration or manipulation of computer files.
- Destroying, altering, mutilating, concealing, covering up, falsifying, or making a false entry in any records that may be connected to an official proceeding, in violation of state laws.