

1. CODE OF BUSINESS CONDUCT AND ETHICS

This Code of Business Conduct and Ethics applies to all employees and officers of the subsidiaries and affiliates of STARTOON LABS PRIVATE LIMITED which are referred to in this Code as Company or the Company.

The Company is proud of its reputation for integrity and honesty and is committed to these core values. Personal responsibility is at the core of the Company's principles and culture. The Company's reputation depends on its employees maintaining the highest standards of conduct in all business endeavors. Employees have a personal responsibility to protect this reputation, to "do the right thing," and to act with honesty and integrity in all dealings with customers, business partners and each other. Employees should not take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or any other unfair-dealing practice.

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

Each employee are accountable for reading, understanding and adhering to this Code. Further, compliance with all laws, rules and regulations related to Company activities is mandatory and ones' conduct must be such as to avoid even the appearance of impropriety. Failure to do so could result in disciplinary action, up to and including Termination of Employment & Disciplinary or even Legal Action against the employee by the Company, as necessary and decided by the management of the Company.

If you are uncertain about what to do, refer to the relevant section of this Code. If you are still unsure, speak with your supervisor or, if you prefer, communicate with any of the other points of contact indicated. If you have any doubt, ask for help from the HR dept./ Management as needed, with no assumptions made with respect to the rules, regulations and policies of the Company. Breach of adherence to the Company policies is not appreciated or tolerated under any circumstance, either intentionally or unintentionally by the employee.

Upon signing of this document by the employee, he/she agrees to have understood all the policies, terms, rules and regulations of the Company and also agrees to abide by the same with no exceptions under any circumstances during his/her entire tenure in the Company.

1.1 In the Workplace

Company is committed to providing a diverse and inclusive work environment, free of all forms of unlawful discrimination, including any type of harassment.

Respect

The Company's greatest strength lies in the talent and ability of its associates. Since working as teams is vital to the Company's continued success, mutual respect must be the basis for all work relationships. Engaging in behavior that ridicules, belittles, intimidates, threatens or demeans, affects productivity, can negatively impact the Company's reputation. You are expected to treat others with the same respect and dignity that any reasonable person may wish to receive, creating a work environment that is inclusive, supportive and free of harassment and unlawful discrimination.



Employee's Signature with Date:



Equal Employment Opportunity

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

Sexual Harassment and Other Discriminatory Harassment

Sexual harassment and other discriminatory harassment are illegal and violate Company policies. Actions or words of a sexual nature that harass or intimidate others are prohibited. Similarly, actions or words that harass or intimidate based on race, color, religion, gender, sexual orientation, age, national origin, disability, covered veteran status, marital status or any other unlawful basis are also prohibited and legal action would be taken if anyone do not adhere to the related clauses as per the policy.

Employee Relationship/ Engagement

Friendship, love relationship or any romantic relationships between any two employees are strictly prohibited because they may deceive/ effect work environment and which will eventually affect efficiency of work. Professional culture among the employees is expected with no bias between the employees.

1.2 Business Conduct Certification Program

The responsibility for maintaining the Company's reputation for integrity and compliance rests in large measure on associates who guide its operations and others in particularly sensitive positions. The Business Conduct Certification Program is designed to have you affirm your compliance with the standards contained in this Code and to help identify situations that may in fact, or in appearance, involve conflicts of interest or other improper conduct. If you are required to complete or update a Business Conduct Certificate, you must do so in a timely and forthright manner with accurate responses. Above all, you must remember that any act that gives the appearance of being improper can damage Company's reputation and impair the public's confidence in the Company. All such acts must be avoided.

You must acknowledge that you have read and understood this Employee Code of Business Conduct and Ethics. In addition, management-level associates must periodically disclose on Business Conduct Certificate information that is considered to be directly relevant to avoiding problems with compliance obligations, self-dealing and impropriety. In certain circumstances, disclosure is required even if appropriate approval is obtained. An investigation may be conducted to resolve potential problems. All associates are required to cooperate in reaching a resolution of any issues found.

1.3 Vision, Mission & Values

Vision

Our vision is to build world-class hardware products in India for the world, in the fields of healthcare and robotics. We wish to dedicate ourselves to research, design and development of innovative technology, thereby helping people lead a healthier and happier life.

Mission

Our Mission is to create a stakeholder centric company, where people work together in harmony and unity to create useful and quality products of the world.



Employee's Signature with Date:



Values

Our values are trustworthiness, creativity, honesty, ethics, responsibilities, punctuality and loyalty leading to in excellence in everything we do for ourselves and our customers.

1.4 Conflicts of Interest

Company policy prohibits conflicts of interest. A “conflict of interest” occurs when your private interest interferes in any way with the interests of Company. In addition to avoiding conflicts of interest, you should also avoid even the appearance of a conflict. Consequences of having “conflict of interest” may even lead to immediate termination of the employee. The decision of the management in this regard shall be binding and final.

Corporate Opportunities

You owe a duty to Company to advance its legitimate interests. You are prohibited from competing with the Company and from using corporate property, information or position for personal opportunities or gain. Consequences of breach may even lead to immediate termination of the employee. The decision of the management in this regard shall be binding and final.

Outside Activities - Officer or Director of another business

The employee should not serve as a director, officer, trustee, and partner or in any other principal position or employee/freelance of another for-profit, non-profit or publicly held organization or company without the prior approval of Company's Chief Executive Officer (or a designee). One should obtain written approval from Company's Chief Executive Officer (or a designee) before agreeing to serve on the board or in a principal position of a trade or professional association or of a non-profit organization or any of the positions as mentioned earlier. In any event, these outside activities must not impact in any way the daily job responsibilities in the current position of the employee. Consequences of breach may even lead to immediate termination of the employee. The decision of the management in this regard shall be binding and final.

Second Job

Unless the Company otherwise consents in its sole discretion, the employee will devote entire resources and full and undivided attention exclusively to the business of the Company during the term of employment with the Company and shall not accept any other employment or engagement (honorary or otherwise). Consequences of breach may even lead to immediate termination of the employee. The decision of the management in this regard shall be binding and final. Firstly, the employee should inform the management voluntarily. An employee should take special permission by the management for any other employment or engagement (honorary or otherwise). If an employee finds to do any second job, freelancing, holding shares/ESOPs in other companies, or consultant without any written confirmation/permission from Management then a strict action will be taken by management. Consequences of breach may even lead to immediate termination of the employee. The decision of the management in this regard shall be binding and final.

Vendors, Suppliers and Consultants

All vendors, suppliers and consultants shall be approved in accordance with Company policies and procedures. Company's business relationships must be totally based on their ability to competitively meet the Company's business needs. If the employee's association with a current or prospective Company vendor, supplier or consultant is of a nature that gives rise, or potentially gives rise, to a conflict of interest, the Company may have to refrain from entering into the relationship and, in any event, the employee must not be involved in any way with approving, managing or influencing the Company's business relationship. Consequences of breach may even lead to immediate termination of the employee. The decision of the management in this regard shall be binding and final.



Employee's Signature with Date:



Communication of Conflicts

All potential and actual conflicts of interest or material transactions or relationships that reasonably could be expected to give rise to such a conflict or the appearance of such a conflict must be disclosed immediately to HR/ Management. If the employee has any doubt about whether a conflict of interest exists after consulting this Code, one should seek assistance from the appropriate officials of the Company or entities identified in the Resources section, so that one can make that determination and take an appropriate call post approval by the management.

Company and its associates will not directly or indirectly engage in bribery, kickbacks, payoffs or other corrupt business practices, in their relations with other corporate agencies or business owners. Consequences of breach may even lead to immediate termination of the employee. The decision of the management in this regard shall be binding and final.

1.5 Protection and Proper Use of Company Assets

Safeguarding and appropriately using Company assets, whether those assets take the form of paper files, electronic data, computer resources, trademarks or otherwise, is critical.

Confidentiality

Company is committed to preserving customer and employee trust. All information, whether it is business, customer or employee-related, must be treated in a confidential manner, and disclosing it is limited to those people who have an appropriate business or legal reason to have access to the information within the Company.

The employees need to take special precautions when transmitting information via e-mail, fax, the Internet or other media, including social media. Remember to treat all such communications as if they were confidential documents and printed on letterhead.

In addition, Company meetings are confidential. You may not use audio / video equipment to record these meetings without the specific prior authorization of the head of your department/ management or to take the company training material outside without prior notice or approval from the head of the department/ and or the management.

Consequences of breach may even lead to immediate termination of the employee. The decision of the management in this regard shall be binding and final.

Usage of Company's Assets

- The employee **must** handle and use all the Company's assets with utmost care and safety.
- The employee **must not** install any other software other than licensed ones as available in the computing machines.
- The employee **may** install the required open-source software/ additionally procured licenses only after obtaining the required permissions from the management, in writing via email.
- The employee **should not** connect personal pen drives/ any other storage media to the computers. The employee must use only office storage devices for data transfer. Please ask the management/HR for the same as and when needed.
- The employee **must** shut down the computers at the end of office hours and place them (and other power supplies/cables/mouse etc.) in the allotted bags and must keep it safely on their worktables.
- The employee **must** keep the laptops in "sleep mode" during lunch breaks and when away from his/her desk during other breaks/ meetings.
- The employee **must not** take the laptops/computing machines out of the office premises/ Laboratory for any casual reasons. When needed, the devices can be taken only upon special permission from the management in written via email. There will be no work from home option unless declared by the management in writing to all employees.

Employee's Signature with Date:



- The employee **must** ensure **no** physical damages happen to Company's assets due to mishandling the same. The member may be penalized for any damage that might happen out of careless usage of the assets. The decision of the management shall be binding and final.
- The employee **must not** bring his/her personal computers to office, without prior written permission from the management.
- Use of personal phones in office premises must be limited for use only for official calls, as and when required.
- Any company assets (like hardware development boards etc.), that needs to be taken home post office hours/ during weekends, for work on design and development of engineering products, must be intimated to the management and written permission must be taken via email etc.

1.6 Administration

Reporting of Any Illegal or Unethical Behavior; Points of Contact

If you are aware of any illegal or unethical behavior or if you believe that an applicable law, rule or regulation or this Code has been violated, the matter must be promptly reported to your supervisor or company executives.

Your supervisor/ HR Head is normally the first person you should contact if you have questions about anything in this Code or if you believe Company or an associate is violating the law or Company policy or engaging in conduct that appears unethical. Under some circumstances, it may be impractical or you may feel uncomfortable raising a matter with your supervisor. In those instances, you may contact the head of your department or any other company executives/ Management directly. Furthermore, you should take care to report violations to a person who you believe is not involved in the alleged violation. All reports of alleged violations will be promptly investigated and, if appropriate, remedied, and if legally required, immediately reported to the proper governmental authority in writing.

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

2. TERMS OF EMPLOYMENT

2.1 Terms of employment

1. Terms of employment are as set out in the appointment letter as per the roles offered by the Company to the employee.
2. The terms of employment are as per the details contained in the appointment letter. The Company reserves the right to amend, alter, and change any or all the terms and conditions governing employment. The Company will also be the sole judge of the meaning and interpretation of all or any of these terms and conditions and its decision thereon shall be binding on all employees.
3. The employment contract is a contract between the individual employee and the Company and the terms of contract are individual to each employee. Hence, all employees are required NOT to share the terms of contract with others including fellow employees. Utmost confidentiality must be maintained between the employees under all circumstances.



Employee's Signature with Date:



2.2 Joining process

1. The physical copies of the following documents shall be submitted by an employee on the date of joining to the HR department:
 - Proof of age (birth certificate/school leaving certificate/passport copy);
 - Duly Attested Educational and other higher qualification certificates;
 - Relieving letter from the previous employer (if applicable);
 - Acknowledgement for receipt of the HR Policies and Code of Conduct guidelines.
2. Offer Letter: Physical Signed and scanned copy of Offer letter to be handed over to Management by the employee (for the Employee records file).
3. Appointment Letter: On the day of Joining, signed and scanned copy of Appointment letter to be handed over to the Management/ HR.

3. GENERAL ADMINISTRATIVE MATTERS

3.1 Working days

1. Working Days: Monday to Friday every week
2. Timings: 10:00AM – 7:00PM
3. Working Hours: 8 hours
4. Lunch & Break Timings: 1 hour

3.2 Weekly off

Saturday and Sunday will be weekly holidays.

Owing to work exigencies, an employee may also be required to work either on a weekly off or a public holiday. In such a case, and after obtaining due written approval from his/her immediate manager. The employee is entitled to take any of the weekdays in the following week as a compensatory off in lieu of **the day of the weekly off/public holiday**.

3.3 Working Hours

Adhere to your working hours faithfully. Arrive punctually at your work area, ready to begin the day's work, and do not leave before dismissal time. During working hours, be at your work area, except when you have to transact business elsewhere related to work. The HR must be informed in writing via email, incase the employee is out of office for any official business activities during the office hours. Consequences of regular breach may even lead to immediate termination of the employee. The decision of the management in this regard shall be binding and final.

1. The employee must NOT
 - be habitually late for work;
 - leave early, except for good reason and with supervisor's permission;
 - leave the work area during working hours without authorization and for no valid reasons;
 - sleep or loiter during working hours;
 - abuse rest periods or lunch breaks.

Employee's Signature with Date:



2. Consequences of breach may even lead to immediate termination of the employee. The decision of the management in this regard shall be binding and final.

3.4 Time Records

Keep daily time records, and make only true and correct entries in your time records.

1. You must NOT
 - falsify entries in your time records;
 - intentionally fill in the time record of another employee;
 - have your time record filled in by another person;
 - make unauthorized alterations on any time record.
2. Consequences of breach may even lead to immediate termination of the employee. The decision of the management in this regard shall be binding and final.

3.5 Leave and Absences

All leaves, whether with or without pay, are subject to prior authorization. If, for any reason, the employee cannot report for work, send word to your supervisor as soon possible, either by telephone or by personal messenger, informing him of the reason for your absence and indicating, if possible, how soon you can report back to work. Such notification does not mean automatic approval of the leave. Secure formal written approval for your leave not later than the day you return to work, via e-mail, to ensure the leave is received and approved. Unauthorized absence will be treated as Loss of Pay (LOP).

1. You must NOT
 - be absent without your supervisor's permission, particularly on work days immediately before or after a weekend or a paid holiday;
 - fail to notify your supervisor immediately in case of absence due to sickness or emergency;
 - fail to secure prior formal authorization via e-mail for leave, before going on leave;
 - take a leave, despite failure to secure valid written authorization for the leave;
 - Feign illness.
2. Consequences of regular breach may even lead to immediate termination of the employee. The decision of the management in this regard shall be binding and final.

3.6 Attendance

1. It is mandatory to log in-out timings and break time using the biometric attendance system.
2. Any late arrival and early permission should be communicated to the reporting manager and HR in advance via email and must get the approval for the same. This should be compensated for on any day within a week with prior communication to the reporting manager in advance. Written approval for the same must be received from management (reporting manager).
3. **Login time after 10:00 AM (with a maximum buffer of 5 minutes only) without prior request and approval will be considered as half day leave (for working hours of 10am to 7pm).**



Employee's Signature with Date:



4. **Log out time before 6:30 PM without prior request and approval will be considered as half day leave (for working hours of 10am to 7pm)**
5. The head of business development and sales team is responsible for keeping the track of attendance of all sales executives on a daily basis. The HR/ management must be kept informed with all the attendance records, by the head of the department.

3.7 Communication

1. Use of zoho mails, timesheets, and projects sheets as fixed by the management for daily tasks is mandatory. No other means of communication will be considered official, unless accepted & approved by management in written form.
2. The employee must keep your reporting manager and HR timely informed every week on Friday and on the last working day of the month about the billable hours worked in that week/month. Any miscommunication/ no communication will attract appropriate action by the management. Decision of the management shall be binding and final.
3. Arguments of any kind, with colleagues and superiors in the Company will not be tolerated by the management and will call for breach of disciplinary action by the Company on the employee/intern. This can even lead to immediate termination of the employee/intern. The decision of the management shall be final in this regard with no questions raised by the employee/intern. There should be decency and humility in communications (both verbal and written) and any harsh language must be avoided for all communication.

3.8 Dress Code

Only appropriate Formal dresses for men and women are allowed within the premises of the Company.

Policy brief & purpose

The **dress code company policy** outlines how the Company expects its employees to dress at work. Employees should note that their appearance matters when representing our company in front of clients, visitors or other parties. An employee's appearance can create a positive or negative impression that reflects on the Company and its culture.

Scope

This policy applies to all employees of the Company.

Policy elements

These dress code rules always apply:

- All employees must be clean and well-groomed. Grooming styles dictated by religion and ethnicity aren't restricted.
- All clothes must be work-appropriate. Clothes that are typical in workouts and outdoor activities aren't allowed.
- All clothes must project professionalism. Clothes that are too revealing or inappropriate aren't allowed.
- All clothes must be clean and in good shape. Discernible rips, tears or holes in clothes aren't allowed.
- Employees must avoid clothes with stamps that are offensive or inappropriate.

What is Business Dress Code?

The company's official dress codes are *Business/ Business Casual*

The Company may change its dress code in special cases. For example, it may require employees to wear semi-formal attire for an event.



Employee's Signature with Date:



An employee's position may inform their dress code. If employees frequently meet with clients or prospects, they should conform to a business dress code.

What comes under business dress code?

All the clothes should be clean and perfectly pressed. The clothes should be comfortable for full day work and project professionalism. For men it includes formal shirt and pant, and shoes are mandatory, tie and jacket are optional. For women the business dress code consists of formal Indian (Kurti) can be paired with leggings, trousers, formal pants) or western wear (A suit or suit dress: Women can opt for a skirt suit, pants suit, or a suit dress Dresses and skirts should be knee-length). Formal shirt with formal pants and shoes can also be worn.

What comes under business casual dress code?

The business casual dress code is a combination of business attire and casual dress. The shoes are relaxed to sport shoes in this dress code while sandals or tennis shoes are not allowed. For men Long sleeved shirts with cotton or khaki pants are included in business casual dress code. One can wear Jeans and Polo T-shirts or casual shirt with collar. Women can wear skirts which has hem past the knee or Indian wear.

A pair of slacks or nice formal looking jeans along with a button up shirt is an excellent example of smart casual dress code. Women wear consist of leggings with cotton kurta or kurti.

The Jeans should be well fitting and not lower waist. The T-shirts should not have any offensive lines written on it. The clothes with holes or stains are not acceptable.

Formal Attire examples

Men



Women



Employee's Signature with Date:

Business casual attire examples

Men



Women



Disciplinary Consequences

When an employee disregards the dress code, their supervisor should reprimand them. The employee should start respecting the dress code immediately. In some cases, supervisors may ask employees to return home to change. Employees may face more severe consequences up to and including termination, if:

- Their appearance causes irreparable damage, like loss of a major client.
- They repeatedly violate our dress code.

3.9 Behavior

1. In the performance of one's duties, and in one's working relations with others, observe the basic rules of courtesy and good behavior. Due regard to the well-being of others regardless of position and rank must be given under any circumstance(s).
2. The employee may not engage in any form of disorderly conduct such as the following, failing which may attract disciplinary/legal action against the employee, including immediate termination upon serious misbehavior.
 - discourtesy, or rudeness in language during verbal or written, or in behavior;
 - use of profane or obscene language;
 - engaging in horseplay or any other form of unruly behavior;
 - gambling in any form within the office premises;
 - taking alcoholic drinks within office premises during working hours;
 - reporting to work under the influence of alcohol;
 - possessing, using, distributing, or peddling restricted or banned items such as narcotics and other dangerous drugs;
 - possessing, distributing, showing or lending to others obscene materials.
3. Any of the following instances is considered sufficient ground for dismissal:
 - provoking or instigating a fight, fighting (except in self-defense), threatening or intimidating a fellow employee or anyone else either on-campus or off-campus;
 - unjustifiably inflicting physical harm on another person within Office premises/ outside of office premises.



Employee's Signature with Date:

3.10 Personal Integrity

1. Observe high ethical standards and act in good faith in your dealings with your co-workers.
2. You must NOT
 - falsify reports, official records or documents of the Company;
 - give false testimony, or give false information on personnel or other official records;
 - offer or accept gifts or anything of significant value in connection with your work;
 - lend money at usurious rates of interest to fellow employees;
 - evade paying your just debts;
 - use your position, or access to company records and other data, to further personal interests;
 - use company time, materials or equipment to do unauthorized work;
 - get involved in immoral or illicit relationships or activities which violate common decency or morality;
 - betray the company's trust and confidence;
 - conduct yourself on and off duty in a manner that will embarrass or discredit the Company.

Failing to follow to the above discipline will attract disciplinary and/or legal action against the employee.

3. Any of the following instances is considered sufficient ground for dismissal:
 - commission, or being a party to the commission, of a criminal offense against the person or property of a fellow employee;
 - conviction in a court of law for a criminal offense against person or property.

3.11 Confidential Matters

1. If you are in custody of confidential records, safeguard any information in such records as well as those conveyed to you in confidence.
2. You may NOT
 - divulge, or provide access to, confidential information to unauthorized persons;
 - Obtain unauthorized access to confidential information.

Failing to adhere of the confidentiality clause will attract legal action against the employee. Consequences of breach may even lead to immediate termination of the employee with penalty as decided by the management based on the prospective business losses the company incurred/ may incur in future. The decision of the management in this regard shall be binding final with no questions asked by the employee.

3.12 Work Performance

Know the duties of your position, make productive use of time and equipment, give a good day's work, and maintain services at an acceptable level of competence. Apply yourself to the official business of the Company, deferring personal business outside of working hours. The management must be informed of any outside business of the employee & approval in writing must be obtained in advance from the management.



Employee's Signature with Date:



1. The employee should AVOID
 - unsatisfactory work performance for no valid reason, in any particular day or assignment;
 - repeated mistakes due to carelessness, negligence or inattentiveness to the assigned work;
 - unexplained failure to perform regular duties or special assignments within the time such duties or assignments should have been normally accomplished;
 - restricting output, slowing down, or encouraging others to do so;
 - failure or refusal to report for overtime work without valid reason when needed or after being scheduled to work according to the Company policy on overtime;
 - attending to personal business during working hours.

Insufficient performance at work may lead to termination of employment with immediate effect. The decision of the management shall be final and binding under all circumstances.
2. Any of the following instances is considered sufficient ground for dismissal:
 - deliberate insubordination, or intentional failure or refusal to carry out reasonable orders, instructions or directives of superiors;
 - gross or habitual negligence of duties.

3.13 Responsibility for Company's Funds or Company's assets & Property

1. Exercise utmost care and diligence in handling Company's funds and property entrusted to your custody by virtue of your position or by direct authorization or assignment. Likewise, respect each other's personal property.
2. You must NOT
 - misuse, or be careless with, tools and equipment resulting in damage to Company's assets & property;
 - fail to observe security precautions, resulting in loss of Company funds or property;
 - fail to report, as soon as possible, any significant loss of, or damage to, Company property;
 - use Company property to which you have not been assigned, or use Company property for personal purposes, unless with prior formal approval;
 - Withhold from the Company any fund or property belonging or entrusted to the Company.
3. Any of the following instances is considered sufficient ground for dismissal:
 - misappropriation of Company funds for one's own use or benefit;
 - stealing Company property or the personal property of another;
 - Deliberately causing damage to Company property.

Failing to adhere to this clause may lead to termination of employment with immediate effect. The decision of the management shall be final and binding under all circumstances.

3.14 Security and Safety Measures

Utmost safety and security measures are followed in the Company on a day-day basis. Entire premises of the Company are under CCTV surveillances 24x7. The employee must take reasonable security and safety precautions while both work in office and outside of office during the working hours. Report any security or safety hazards promptly to your supervisor/ HR/ Management. Report any accidents or injuries immediately to the HR. The employee is completely



Employee's Signature with Date:



responsible and accountable for his/her safety both during and outside of office hours. The Company and its Management is not responsible for any loss/damage of any kind to the employee because of his/her own actions, both during and outside of office hours. There will be no health/medical insurances/ other insurances / financial reimbursements of any kind covered for employees by the Company. No reimbursement of any medical expenses for hospitalization etc. will be encouraged under any circumstance. Decision of the management is binding and final.

1. You may not

- disregard or violate security and safety rules, including fire, theft and campus traffic regulations;
- Refuse to submit to security requirements.

2. Any of the following instances is considered sufficient ground for dismissal:

- unauthorized possession of a deadly weapon, including bladed weapons, firearms and explosives, on Office and outside office premises;
- unnecessary and dangerous display of firearms, licensed or unlicensed, or of any other deadly weapon, on Office / out of office premises.

3.15 Health and Sanitation

1. Safeguard your health, and show consideration for the well-being of your fellow employees. Practice good health habits and help in keeping your workplace clean.

2. You may not

- engage in unsanitary acts or habits within the Office premises;
- harbor an illness which, because of its infectious nature, endangers the health of others;
- ignore recommendations of your attending physician regarding health matters;
- Submit someone else's medical records as your own for purposes of medical clearance.

3.16 Various Employee Activities

1. Exercise discretion should you engage in individual or group employee activities in the Office.

2. You may not

- engage, during working hours, in membership drives, meetings, or other activities unrelated to the official business.
- use Office facilities at any time for such activities without previous permission from the administration;
- post, write, or remove material on the Office property without proper authorization;
- engage in unauthorized solicitation of contributions from fellow employees.

3.17 Housekeeping

It will be the responsibility of all employees to ensure that the offices of the company are kept neat and tidy at all times. The work area should be cleared of all files and papers headsets books every evening prior to leaving the office. Computers, fans,



Employee's Signature with Date:



air conditioners and any lights in the work area need to be switched off during breaks for tea, lunch or meetings. No material that has confidential value must be left unattended and lying on the table in public, even during the working hours and outside of working hours. All confidential material must be kept carefully locked in the drawers provided to the employee.

4. EMPLOYEE DEVELOPMENT

4.1 General

It is the policy of the Company that the work of each employee will be evaluated periodically by the employee's manager/supervisor, in order to monitor individual performance on the job, assess training needs and to identify future leaders.

4.2 Performance Evaluation

The process of performance evaluation provides a systematic approach for communicating goals, expectations and objectives to each employee as well as documenting individual performance.

The process of performance evaluation is covered in three steps:

Goal setting:

- The supervisor and employee discuss and set performance expectations for the assessment period and sign off individual performance contracts.

Performance review:

- Performance review is conducted periodically (semiannually) to assess individual performance and to take necessary action to remove bottlenecks and to provide suggestions for improvement. The outcome of this review would result in the identification of training needs, rewards and recognition and career development.

Performance appraisal:

- Performance Appraisal is done based on careful consideration of employee performance for the assessment period.

4.3 Training and development

1. The objective of the training and development policy at the Company is to develop relevant skills in the organization taking into account:

- organizational requirements;
- functional requirements; and
- individual learning objectives.

2. It will be the responsibility of the supervisor/manager to ensure that all employees get an equal opportunity to attend training programs based on their individual training needs.

3. Training program shall include:

- Technical training: for the Company employees;
- Behavioral training: for the Company employees; and
- Leadership programs: for the Company employees for specific career progression needs.



Employee's Signature with Date:



4. The training needs identification will be based on the following:
 - Training needs arising out of the Corporate/regional objectives.
 - Training needs arising out of the team goals and priorities.
 - Training needs linked to individual job.
 - Training needs linked to individual potential and career progression needs.

Organizing the needed training programs will be done solely at the discretion of the management, as and when deemed needed for the team.

4.4 Career Development

1. It will be the endeavor of the Company management to provide all its employees with the opportunity for personal growth and progress. This section deals with the Career Planning policy. In case of further details, the employee may contact Human Resources.
2. It will be the intention of the Company to provide all employees with growth and development opportunities.
3. All career progression opportunities will be contingent upon the existing vacancies but it will not be binding on the Company to promote an employee.
4. All matters with respect to promotions and career progression will be the responsibility of the Company management

5. COMPENSATION

5.1 Salary Administration

All employees will be paid their salary monthly on the first week of the subsequent month through an online Transfer to the employee's bank account as per the recorded maintained by HR. The employee who will join before 15th of the month, he/she will get salary in the upcoming month and who will join after 15th of the month, he/she will get the salary in the next month. All interns will be paid their salary for the efforts in the previous month on monthly basis within the first week/ 5th of the next immediate month. Any delays due to any reasons shall be immediately intimated by the HR/ management to the team, without fail.

5.2 Salary Increment

Compensation review is an annual exercise, which determines the increment in salary. The increment would consider the cost of living adjustments and market trends in compensation levels. However, increment in the employee's salary is not automatic and will be subject to the employee's performance and the company's performance. Decision of the management in this regard shall be binding and final.

6. EMPLOYEE TERMINATION

6.1 Disciplinary Action

1. Full time employees' and interns' termination will be governed as per the rules written in the offer letter and as agreed to upon by the employee, in addition to the other applicable policies of the Company.



Employee's Signature with Date:

2. Interns can be terminated immediately at any time based on the unsatisfactory performance or breach of discipline of Company, and the decision of the management shall be binding & final.

3. If an employee is absent continuously for 3 days without intimation, he/she shall be considered to have left his/her employment on one's free will. HR will take the needed action in this case. Warning letter/ email will be issued to the employee. If there is no response from the said employee, termination letter will be issued in 3 days after issuance of warning letter. This is not same as relieving letter and will reflect clearly the case. The employee is susceptible to not receiving the relieving letter by the Company and the decision of the management shall be binding and final.

In addition to the conditions of termination mentioned above in other clauses/ terms, an employee will be terminated from the company in the following events:

- On his/her resignation from the services of the company;
- On being removed from the services or on being dismissed by the company;
- On the expiry of any fixed contract period;
- On being found medically unfit to continue working in his/her present responsibility; or
- On being irregular to office;
- On being unprofessional & lack of performance;
- Not reaching the targets
- Any other reason as justified by the management to be valid for smooth operations of the business

6.2 Resignation

1. An employee, who wishes to leave the services of the Company, has to submit a resignation letter via email/ hard copy serving as stipulated in his/her appointment letter, to his/her immediate manager and a copy of the same to Human Resource department at least 90 days in advance, failing to do so will not be paid salary and might attract legal/ disciplinary action by the company. The last working date for the employee is decided by the management and decision of the management shall be binding and final.

2. A notice period of at least 90 days from the employee is essential for the Company to ensure timely and smooth hand over of existing responsibilities to another employee. However, special circumstances can be considered as an exception and either waive off the entire notice period amount or deduct Cost to Company (CTC) pay for less than the stipulated notice period. The discretion of the company shall be binding and final.

3. On acceptance of resignation, a communication in writing shall be given to the employee with a copy to Accounts and other related departments for his/her full and final settlement of dues. Acceptance of Resignation and last date of working for the employee must be received from management via email, to make the resignation effective. Else the resignation is deemed to not be effective.

4. The payment of other dues after ensuring clearance of outstanding amounts like travel allowance bills and LTA will be done. Items like computers, cellular phones, calculators, books, hardware development board and etc as applicable, have to be handed over to authorized persons. All dues will be settled within 45 working days from last working date of the Employee. If the employee is due for the payments of the damages to the Company assets during his tenure, the same will be adjusted along with the settlement payments to the employee. The decision of the management shall be binding and final.



Employee's Signature with Date:



6.3 Dismissal

1. An employee services may be terminated immediately without any notice due to
 - lack of job related skills;
 - inadequate work performance;
 - improper character or attitude;
 - integrity issues;
 - or any other reason that the company believes which renders the employee unsuitable for continuing employment of the company;
 - Under such circumstances and any other valid reason decided by the management, the employee's services may be terminated immediately without any notice. Decision of the management shall be binding and final.
2. The appointment of an employee is made on the basis of the information supplied by him/her in his/her application/resume at the interview, and his/her appointment shall stand null and void in case any error is established at any point of time. In such a case, his/her services shall be terminated with immediate effect.
3. The clearance of salary or any dues will be paid within 45 days from the last working day of the employee.

6.4 No Dues

On termination of Employment with the company, Employees or Interns must submit or surrender all business related documents and deliverables, company assets, ID Card, confidential company data or the like which may have been or the like which may have been entrusted to the employee and get a No Dues certificate signed by his/her immediate Manager, HR and Accounts Team. The service and relieving letter issuance is subject satisfactory submission of the same and upon approval by the Management.

7. LEAVES POLICY

7.1 General

1. The calendar year for leave is from January to December of every year.
2. Any unplanned leave (leave which is not approved by the reporting manager atleast a week in advance) is considered as sick leave only. If no sick leaves are available, then the unplanned leave will be considered as "leave without pay". Leaves used beyond leaves availability limits will be considered as leaves with loss of pay.
3. Leave cannot be claimed as a matter of right and must be requested for permission before availing. If permission in the form of an email is not given, it will not be considered as granted. It is the employee's responsibility to get a written permission for a leave well ahead of atleast a week's time. Any kind of leave can be granted or refused depending upon the business demands. Leave or absence from work without proper approval will call for disciplinary action by the management with no questions raised by the employee.
4. All leave records of the employees shall be maintained in the emails and must be followed by a "permission granted email" from the management, without which it will be considered as a "leave without pay" and might lead to disciplinary action/ breach of discipline of the company.
5. All leave requests should be applied by email only well ahead of time (at least 1 week) before proceeding on taking the leave. An employee shall not proceed with leave until unless leave has been approved by reporting manager via email.

Employee's Signature with Date:



6. Employees will be eligible for Earned Leave only after completion of probationary period. On confirmation, earned leave for the period of probation will be credited to employees account.
7. In case of prolonged illness or Leave of absence from work an employee must inform the immediate reporting manager at regular interval about their condition and most probable date of return. In absence of any communication from employee serious action like termination of service can be taken by the company. A letter from the hospital/doctor must be submitted to the Company upon prolonged illness of more than 3 days.
8. Leave without approval will be considered as Leave without Pay and calls for disciplinary action.
9. If an unplanned leave is taken on a day immediately before weekend (Friday) or on a day immediately after the weekend (Monday), then the weekend will also be counted as leaves. Repeated taking of leaves in this regard will be considered as breach of discipline of the Company and will attract disciplinary action.
10. Weekend and/or any approved holiday(s) lying before or after the sanctioned/ Leave without Pay period will be included and counted as leave in case of sick leave.
11. Weekends and any approved holiday lying between the sanctioned leave periods will be excluded and will not be counted as leave in case of earned leave.
12. If unplanned leaves are taken on days – Friday and Monday, with the weekend falling in the middle, then count of such leaves will be considered as 4 days which include Saturday and Sunday. In these cases, if the employee has sufficient earned leaves (4 days in this case), then the same will be deducted from the employees total number of earned leaves. If the employee does not have sufficient earned leaves (4 days in this case) then these 4 days of leaves will be considered as Leaves without Pay (LWP). Unplanned leaves of this sort, if happening for more than 3 times during the tenure will be considered as breach of discipline of the Company and appropriate disciplinary action will be taken by the management on the employee. The discretion of management shall be the final.
13. If unplanned leaves are taken on days – Friday or Monday, with the weekend either before or after the leave date, then count of such leaves will be considered as 3 days which include Saturday and Sunday. In these cases, if the employee has sufficient earned leaves (3 days in this case), then the same will be deducted from the employees total number of earned leaves. If the employee does not have sufficient earned leaves (3 days in this case) then these 3 days of leaves will be considered as Leaves without Pay (LWP). Unplanned leaves of this sort, if happening for more than 3 times during the tenure will be considered as breach of discipline of the Company and appropriate disciplinary action will be taken by the management on the employee. The discretion of management shall be the final.
14. If the employee has sufficient earned leaves to be taken which might be more than 10 days then the employee can avail the leaves at a single time, which would have the weekend in the middle. Weekend of two days will also be considered as leaves taken.

7.2 Earned Leave

For Full Time Employees:

An employee is in six-month probation period from the date of joining. An employee who worked for more than 6 months will be entitled to earned leaves up to 12 @1 earn leave per month in a (exclusive of intervening weekends or public holidays) on a prorata basis only during the year.

- Employees desirous of availing earned leave in excess of 4 consecutive working days will need to submit a leave application to their immediate manager, at least two weeks in advance.
- Employees must take leave only after obtaining permission. In the event an employee goes on leave without notifying the company, it will be deemed that the employee has been absent from work without permission, and the period of absence will be treated as leave without pay.
- Earned leave can be added on to sick leave.
- Earned leave entitlement will be on a pro-rated basis for employees joining during the year. If the employee has taken leaves during probation, the same will be counted once he/she is converted into a full time employee of the company.

Employee's Signature with Date:



Incase the employee has taken leaves in advance in this manner, and leaves the Company during probation, an appropriate sum as per the salary will be deducted during settlement.

For Interns:

An Intern has entitled to 1 earned leave per month on a prorata basis only. Leaves used beyond earned leaves availability limits will be considered as leaves with loss of pay.

7.3 Sick Leave

1. All full-time employees may avail of sick leave up to 5 days in a given year.
2. Submission of medical certificates of sickness as well as fitness will be required in case of sick leave exceeding three days.
3. An employee may take sick leave keeping the immediate manager informed. The day the employee reports back to work, leave records need to be updated without fail with all supporting evidences.

7.4 Holidays: As mentioned in annexure

7.5 Leave during Notice Period

Employees are not eligible to take any leave when they are serving their notice period. Any leave taken during the notice period (even if one has the sick leaves and earned leaves available) will be considered as leave with loss of pay only. Discretion of the management shall be binding and final.

8. ID CARD POLICY

1. To support the employee's identity within and outside the organization.
2. Every employee would be given an ID card which is required to be worn at all the times in the office or outside office during field visits for business development and sales and the like with external parties.
3. In case of a loss/damage, immediately needs to inform HR in written format (by e-mail) and acknowledgement from the HR team must be received without fail.
4. This policy is for all the employees and interns of the company.
5. An employee gets the Identity along with Lan Yard within 15 days of joining. The identity card shows the identity of the employee in the organization and outside of the organization.
6. If an employee loses the identity card, a penalty of INR 500 would be levied on the employee. A new identity card would be charged to the employee. Carelessness cannot be the reason for loss of card and it may call for appropriate disciplinary action by management. Decision of the management shall be binding and final.
7. If the identity card is damaged, then a fine of RS. 500 is charged and a new identity card is given to the employee.
8. Upon replacement, all previously issued ID cards will be rendered permanently suspended and will not be reactivated under any circumstances.
9. The type of ID card issued is dependent on your primary status role in the organization.
10. You are permitted to have only one active ID card at any time.
11. Falsifying information in order to obtain an ID card is considered as fraud and may subject you to prosecution to the full extent of the law. This will also lead to calling of disciplinary and legal action by the Company on the employee.



Employee's Signature with Date:



9. TRAVEL AND REIMBURSEMENT POLICY

9.1 General

- All employees are responsible for:
 - Exercising good judgment and discretion in spending Company's funds so that expenses incurred are necessary, have a good business purpose and are reasonable.
 - Filling expense reports in a timely manner to facilitate the paying of charged items relating to the employee's travel and other record keeping directly related to expense reports.
- Request for business travel should be made by the employee and approved by the immediate manager (Management level and above). Approval can be over email only.
- Upon return from business travel, employees are expected to claim acceptable reimbursements for expenses by the submission of all original receipts. In case of a lost receipts, approval needs to be obtained from the immediate manager. Decision on reimbursement of lost bills is solely dependent on the management and its discretion shall be deemed binding and final under all circumstances.

List of expenses that need prior approval from management

- Boarding and lodging (as per entitlements);
- Meals (for self or with business associates on travelling to other branches or state, if any);
- Conveyance (as per entitlements/ locals' conveyance at actuals);
- Visa and inoculation fees (only in the case of international travel);

The following expenses will NOT be reimbursed:

- Health and beauty aids
- Personal entertainment such as sporting events, theatre etc.
- Alcohol (to be read with the below given guideline);

Company prohibits the sale, possession, or unauthorized use of alcoholic beverages/tobacco products on company premises at any time. With prior approval of company manager, alcoholic beverages may be served after business hours at occasions that have a legitimate business purpose and/or are Company related.

Note:

The above list of exclusions is not exhaustive and it is up to the employee and the manager to ensure that any expenses not related to company's business are not claimed.

- Employees will be entitled to travel either in a AC 3-tier or by air travel shall travel in economy class, as decided and approved by the management.
- All reimbursements shall be on the basis of original bills/receipt and upon submission of proper evidences ONLY. The decision of the management shall be final and binding.
- Employees must take prior permission by the management for travel and for any other procurement.

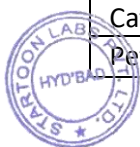
Local Travel Entitlements as per Travel policy for Employees

Personal two-wheelers are permitted to be used on a day-day basis for all sales executives.

The travel allowances are to be entitled based on the following categories: -

Category	Senior level(L3)	Mid- level (L2)	Entry level (L1)
Petrol Allowance	NA	NA	NA

Employee's Signature with Date:



Daily Allowance	INR 250	INR 250	INR 250
Mobile bill / internet	Max INR 500	Max INR 500	Max INR 500

Note:

- Original hard copies of all travel expenses need to be submitted for HR as evidences for approval before the last day of every month, failing which calls an appropriate action by the management.
- Mobile bill original hard copy to be submitted for reimbursement.
- If the company provides the SIM or phone to the sales team then there will no reimbursement for mobile bill/internet.
- Actual claims also are applicable for Outstation travel for customer visit. This requires approval from the reporting manager before travelling (Bus, Train, Hotel, Food)
- All original bills in support of reimbursement must be approved by manager & then by HR before handing over the same to the accounts team for reimbursement approval.
- All proper evidences for distances travelled in local travel must be made available as per the template shared for local travel reimbursement and the same must be approved by HR/ Management.
- Any supporting information as requested by the accounts team must be submitted without fail, failing which the reimbursement may be kept on hold or cancelled. The decision of the management shall be binding and final.
- All approved bills in original must be submitted to the HR and accounts before 30th of every month, failing which the reimbursement may be kept on hold or cancelled. The decision of the management shall be binding and final.
- Distance less than or equal to 4 kilometers and whenever time of travel which is estimated to be taking less than 10 mins to maximum of 30 mins (as per google maps) must be travelled in autorikshaws only booked via ola/uber etc supported with proper bills for reimbursement, failing which the reimbursement may be kept on hold or cancelled. The decision of the management shall be binding and final.
- Public transport (buses/ local trains/ metros) must be given a priority wherever applicable and unwanted booking of personal cabs must be avoided wherever possible to ensure the funds of the company are used well as required, failing which the reimbursement may be kept on hold or cancelled. The decision of the management shall be binding and final.
- Cabs must be hired only for travelling a distance of greater than 4kms and when public transport is not available. Satisfactory justification must be given for choosing the transport as a personal cab. Wherever possible and applicable, means of public transport metros, buses & other most economical means of commute must only be availed, failing which the reimbursement may be kept on hold or cancelled. The decision of the management shall be binding and final.

9.2 Safety & Security of Employees While on travel

One of the most important aspects of any business travel policy is to protect employees while on international or domestic travel. Some of the measures that are being taken is as follows:

1. As per the travel policy format, employee is supposed to inform travel desk & immediate reporting manager about their stay along with the proof of itinerary.
2. They are also supposed to provide their hotel contact number as soon as they reach the destination.
3. Time to time intimation of their stay and plan of the day must be done to the Company/ management.
4. It is the utmost responsibility of the employee to ensure his/ her safety during travel – whether local, domestic or international. The employee is solely responsible for his/her safety during the travel and the Company/ management cannot be



Employee's Signature with Date:



held accountable or responsible for any accidents/ injuries/ personal damages/ loss that the employee suffers during the travel. Decision of the management shall be final and binding in all ways.

9.3 Corporate travel policy best practice

The practices mentioned in the travel policy template are some of the best practices as they include:

1. Employee friendly practices
2. Details on reimbursable and non-reimbursable items
3. Clear and easy to follow process & procedure for travel
4. Information about safety and security

9.4 Out of Pocket Expenses (for business purposes only) Reimbursement Policy

1. The employee may spend his/her money for procuring material that is needed immediately for smooth business operations. The same needs to be approved by the reporting manager before the spending is done. This approval must be via an email and approval for the same must be received without fail, before the spend is done.
2. The employee must fill the “procurement request form” incase any material needs to be procured for smooth operations of the company. The same needs to be permitted by the management before the procurement is made.
3. All approved “out of pocket” expenses will be reimbursed in full by the Company, upon receipt of duly filled and signed “reimbursement form” along with the original bills/ invoices for the spend. The reimbursement forms must be submitted to the HR within 3 days from the date of spending by the employee/ on or before 30th of every month (whichever is earlier) to enable reimbursement of the same along with the credit of salary, failing which calls an appropriate action by the management.
4. An advance amount can be taken from the Company for any procurements. The same can be informed to HR and a “advance money receipt” form can be received, filled and submitted to the HR / reporting manager and management for approval.

10. DO AND DON'TS FOR HARDWARE LABORATORY

DO'S

1. Turn off appliances when you leave office.
2. Pull the plug itself, not the cord attached to it, to avoid damage to cables.
3. Always disconnect from power before cleaning the hardware equipment.
4. Keep electrical cords away from hot appliances.
5. Keep appliances clean and free of dust, lint and grease.
6. Use moisture resistance cords when outside.
7. Wear rubber soled shoes when operating power tools.
8. Follow manufacturers' instructions when operating electrical devices. All electrical devices should carry on underwriters Laboratory approval tag.
9. Make sure outdoor electrical outlets are covered with weather proof covers.
10. Use extension cords only for temporary applications.
11. Use heavy duty cords when using power tools.



Employee's Signature with Date:



12. Keep work areas clean and dry. Sparks can ignite wood scraps, sawdust and solvents.
13. Make sure your power tools are grounded or certified double insulated.
14. When utilizing adapters, make sure to screw in the wire for grounding.
15. Certain outlets for outdoors appliances or tools should have a ground fault interrupter (G.F.I). This type of circuit breaker, installed in an outlet, protects the user from shock.
16. Disconnect any appliance that sparks and have it repaired immediately.

DON'TS

1. Never overload a power socket by plugging in too many appliances.
2. Plug three-way grounded plugs into appropriate outlets. Never tamper with the third prong.
3. Overload motors, circuits, or outlets.
4. Run cords along the floor.
5. Use temporary wiring.
6. Put anything but a plug into an electrical outlet.
7. Touch anything electric with wet hands.
8. Leave machinery or heating equipment running unattended after working hours.
9. Let cords get twisted or tangled.
10. Get closer than 10 feet to power line (if you're an unqualified employee)
11. Reach blindly into a space that may contain energized equipment.
12. Wear metal jewellery when working with electrical appliances.
13. Use a power tool that smokes, sparks, smells, or shocks.
14. Don't overcrowd near the table, work in an efficient manner.

Note:

- Misuse of Company resources and conduct in violation of Company policy will result in disciplinary action in accordance with the Company policy, up to and including termination.
- The Company reserves the right to amend, modify and revise any or all clauses of this process note depending upon market practices and exigencies of business.



Employee's Signature with Date:



HOLIDAYS LIST for YEAR 2021

S. NO.	DATE	DAY	OCCASION
1	14/01/2021	THURSDAY	SANKRANTI
2	26/01/2021	TUESDAY	REPUBLIC DAY
3	29/03/2021	MONDAY	HOLI
4	02/04/2021	FRIDAY	GOOD FRIDAY
5	13/04/2021	TUESDAY	UGADI
6	21/07/2021	WEDNESDAY	BAKRID
7	02/08/2021	MONDAY	BONALU
8	15/08/2021	SUNDAY	INDEPENDENCE DAY
9	10/09/2021	FRIDAY	GANESH CHATURDHI
10	02/10/2021	SATURDAY	GANDHI JAYANTHI
11	15/10/2021	FRIDAY	DUSSERA
12	04/11/2021	THURSDAY	DIWALI
13	25/12/2021	SATURDAY	CHRISTMAS

