

Valtech \*

**CODEx**



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# Welcome!

Hello Valtechies,

Whether you are new to Valtech India or seasoned, this handbook is your go-to quick reference guide for everything here in Valtech India. From policies to perks, we have got you covered.

As we grow together, we will keep updating our handbook to meet your needs. This handbook is applicable to all employees / consultants / trainees / contractors of Valtech India.

For any questions or assistance reach out to P&C.

Here is to your ongoing success at Valtech!

People & Culture

Happy reading!

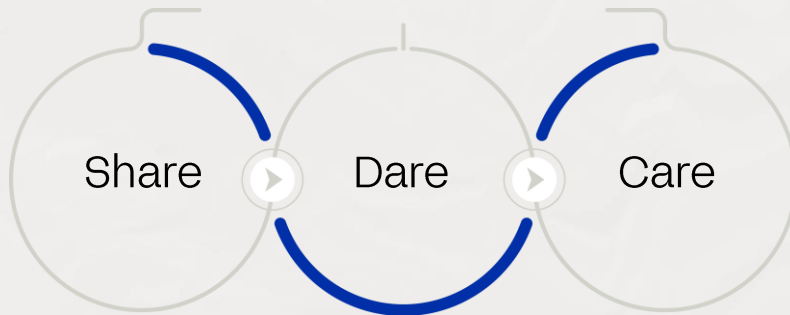


# Code of Conduct

Our Code ensures fairness, professionalism, and integrity for all Valtech India associates. It serves as our guiding light, emphasizing the significance of confidentiality, legal compliance, and maintaining high standards.

Together, let's uphold these principles to foster a workplace built on trust and respect.

## Our Values



At Valtech, we are all about unity. We strive to connect, support, and inspire each other as a closely connected team. Together, we share, care, and fearlessly reach for new heights, not just for ourselves, but for our customers too.

## Workplace Safety & Security

At Valtech, your safety and health are fundamental to our values. Should any concerns arise, we approach them with care and support. Rest assured, your well-being, both mental and physical, is our utmost priority.

To know more about the policy, please [click](#) here.

## Corporate Social Responsibility (CSR)

At Valtech India, we are passionate about making a positive impact on society and the communities we serve. Environmental responsibility is a cornerstone of our values, and we go above and beyond to ensure full compliance with all applicable laws. Moreover, we strive to cultivate a culture of social and environmental engagement not only within our organization but also among our employees, suppliers, vendors, and business partners. Together, we are dedicated to building a better, more sustainable future for all.

To know more about the policy, please [click](#) here.



# Diversity, Equity & Inclusion

At Valtech, we embrace Diversity, Equity, and Inclusion (DE&I) in every aspect of our work from our interactions within the team to our collaborations with clients and strategic partners. Through our 5-pillar strategy, we empower local and regional teams while fostering global collaboration. Together, we are committed to creating an environment where everyone feels valued, respected, and empowered to succeed.



confluence.valtech.com

## Fempower Guidelines

We prioritize the well-being and success of our women employees. We offer hybrid work options and telecommuting. Additionally, we provide transportation support during pregnancy and comprehensive maternity leave benefits. We are committed to foster an inclusive environment and empower women to thrive both personally and professionally. Together, we build a workplace that celebrates diversity and promotes a healthy work-life balance.

[IN.Fempower@valtech.com](mailto:IN.Fempower@valtech.com) Group email ID for all women folks to share information of common interest.

To know more about the policy, please [click](#) here.

## Net Zero & Sustainability

We are dedicated to reduce our carbon footprint and promote sustainability throughout our operations. Our goal is to achieve net zero carbon emissions targets such as sustainability initiatives, energy efficiency measures, waste reduction programs, etc.

Your Role in Sustainability: By participating in sustainability initiatives, you contribute to creating a more sustainable workplace and world.

Our Near-term target (50%emissions reduction) by 2030 & Our Net-zero target (90%emissions reduction) by 2040

# Ways of Working

## Working hours

1. General shift: 09.00 AM to 06.00 PM IST.
2. Minimum working hours per day: 09 hours (includes 01-hour break).
3. Flexi Hours: Subject to project & customer requirements, with prior approval or timely intimation to the reporting manager.
4. The attendance help desk team handles attendance exceptions with reporting managers bi-annually.
5. Exceptions for 24/7 customer support, on-site employees, and travelling sales/marketing teams require the Head of HR(P&C) or MD approval.

## Transport

Shuttle facility will be provided to and fro from the nearest metro station for associates to commute during business hours (9 AM & 6 PM IST) service extends for women associates working post 8 PM IST. Parking is first-come, first-serve. Park outside if spaces are full. For specifics on transport policy in India, please read the policy or login to People Strong – HRIS and refer to our Shift and Transportation policy. Alternatively, reach out to your P&C Partner.

To know more about the policy, please [click](#) here.

## ID / Access Card

Employees must always display their ID cards while at work. If the ID card is lost, the employee should inform P&C team to get a replacement. The ID card identifies Valtech employees and provides access to services on Valtech premises. Employees need to record their "in time" and "out time" by writing it in the register or swiping their card. Use the secure app to book your seat in the office.

## LEARNING & DEVELOPMENT

We owe our success to our employees. To show our gratitude, we will invest in our employee's professional development. We want employees to feel confident about improving their efficiency and productivity. We also want to help our employees achieve personal growth and success.

This policy aims to support employees in obtaining training and certifications both in technical and non-technical streams as well as provides guidelines to obtain management approval for any such program to avail reimbursement.

Training programs are delivered through In-house classroom training, external / open training, and online learning.

# Academy

Academy is an internal training platform to which all employees are enrolled and have access to. Valtech Academy empowers you to take ownership of your personal and professional development, keeping you ahead of the game and always connected as One Valtech.

We envision the Valtech Academy program to be an enabler for all employees for learning across the world. Whatever stage of the employee journey they may be on, an employee will have a clear understanding of the development path they should be taking.

New employees will be required to do few mandatory training sessions. These will be available when you login to the link given

## Certifications

Individual learning and certifications enhance competencies for individuals and organizations. Employees should inform the Learning and Development Team before pursuing certifications, and their relevance will be evaluated by the team and their reporting manager. The evaluation outcome will be shared with top management for approval. After approval, employees can prepare and upon successful completion, they can claim reimbursement for the related costs incurred, with proof. Ex: certificate, bills, invoices, etc. Applicable to all Valtech employees who have completed 6 months of service.

## Reimbursement & Lock-in Period

If the employee has availed reimbursement in the lock-in period and for any new claims the related lock-in will start from the end of the existing lock-in period. If separation is initiated by an employee, the reimbursed amount should be returned by the employee to the organization if the employee hasn't completed his/her lock-in period. For some reason, if separation is initiated by the organization, then the lock-in period is not applicable. No lock-in period for management-initiated training and certification for the benefit of business requirements. The reimbursement amount is applicable for training or certification or both.

To know more about the policy, please [click](#) here.

## REWARDS & RECOGNITION

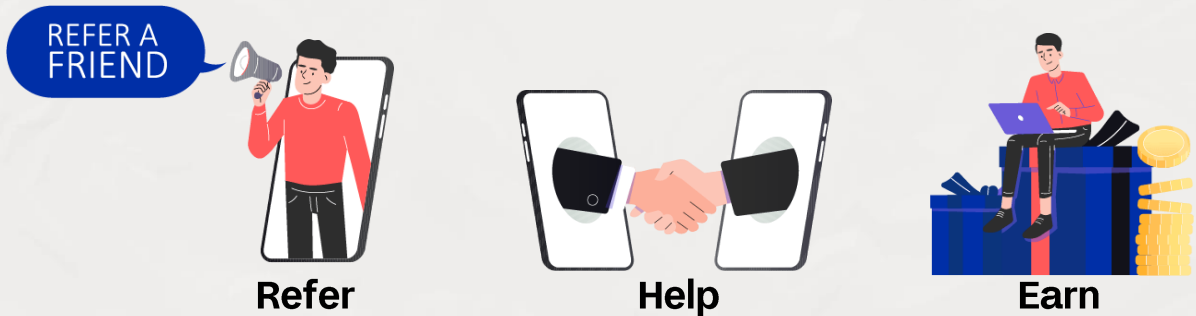
- Valtech promotes rewards for excellent performance and achievement to motivate employees, driving organizational success and inspiring Valtechies to strive for superior performance.
- We have an annual and biannual reward & recognition program. Targeting to recognize and reward top performance.
- Various awards are given to deserving employees during these programs.

To know more about the policy, please [click](#) here.

# Employee Referral Policy

Employee Referral Program at Valtech India boosts Talent Acquisition and diversifies candidate pool. Through this program, employees actively identify potential candidates and are recognized and rewarded with Referral Incentives. Eligible associates, candidates, and ex-employees can email suitable resumes to: [IN.Referral@valtech.com](mailto:IN.Referral@valtech.com)

To know more about the policy, please [click](#) here.



## Service Awards

Employees who have served for 3, 5, 10, or 15 years from the date of joining the organization (excluding notice periods after resignation) will have their service regularized. This applies to individuals who joined as Consultants/Contractors. Effective 01-Jan-2012, trainee period is included for associate tenure and eligibility. completion of 3/5/10/15 years of service.

Award: Certificate + Cash Award

## WELLNESS

### Doctors' Schedule

In Bengaluru Dr. L.S. Vijaya Kumar will be in-person consultations every Wednesday from 4:00 PM to 5:30 PM and Dr. Geetha will be available for in-person consultations every Friday from 10:00 AM to 11:30 AM in Dormitory 1 near the ground floor emergency exit door. For Pune and Gurugram, consultations will be held virtually. Both doctors are also accessible for tele-consultations. For appointments, please contact Dr. Geetha at 9880450527 and Dr. Vijaya Kumar at 9845196383

### Employee Assistance Program (EAP) - ResilienceWorks

- Valtech partners with ResilienceWorks to offer Employee Assistance Program (EAP) services.
- ResilienceWorks provides confidential counseling sessions, workshops, and resources to help employees manage life's challenges effectively.
- To access ResilienceWorks services, Register on their platform using your email id at <https://resilienceworks.in/goodreads/viewall>
- Once registered, you can schedule counseling sessions, attend workshops, explore other available resources
- Your well-being is important to us, and we encourage you to utilize the support provided by ResilienceWorks whenever needed.



# COMMUNICATION TECHNOLOGY

## E-mail Etiquette

Employees would be expected to follow basic e-mail etiquette as listed below:

- Polite and Professional language is to be always used in communication via e-mails.
- Forwards / e-mail attachments which are not related to Valtech's business or operations, are a huge burden on the performance and storage size of e-mail boxes of recipients, Valtech India Confidential besides carrying potential viruses. Hence the official e-mail system should not be used for circulation of these forwards/attachments.
- Use of official email and internet facilities for illegal activities (including viewing pornography, gambling etc.) is prohibited.
- Usage of official e-mails for personal communication is to be minimized as far as possible.

### Inappropriate E-mail Usage

Sending threatening, abusive, pornographic, or other illegal/immoral material through E-mail to any personal or professional acquaintances is prohibited.

Valtech reserves the right to access an employee's E-mail account in his / her unexpected or prolonged absence (e.g., due to sickness) to allow us to continue to undertake the employee's normal role.

## Company allotted devices

As an employee, you may receive [company cell phone, laptop, or other device] Unless otherwise mentioned in your contract, any equipment we offer belongs to our company and you may not sell it or give it away. You are also responsible for keeping our equipment safe and in as good condition as possible. If your equipment breaks or malfunctions, let us know so we can arrange to get it repaired.

# SOME TIPS TO SECURE YOUR DEVICES

- Keep all devices password-protected
- Ensure you do not leave your devices unattended
- Install security updates for browsers and other systems as soon as updates are available
- Log into company accounts and systems through secure and private networks only

To know more about the policy, please [click](#) here.

IT website is a one-stop shop for all your IT needs. This includes all IT issues, account creation, system status, and email support.

To submit IT support tickets: (You may raise tickets through email Only when Service Desk is unavailable)

Link: <https://servicedesk.valtech.com/>

# IMPORTANT & USEFUL WEBSITE LINKS

Our website: <https://www.valtech.com>

Confluence: <https://confluence.valtech.com>

Viva Engage: <https://engage.cloud.microsoft>

HRMS: <https://valtechindia.peoplestrong.com>

Group Medical Insurance/Ethika: <https://valtechindia.ethika.in>

Valtech Academy: <https://academy.valtech.com>

Valtech profiles: <https://profiles.valtech.com/consultants>

Time Sheet Portal : [https://auth.openair.com/login\\_sso](https://auth.openair.com/login_sso)

P&C email id: [IN.PeopleCulture@valtech.com](mailto:IN.PeopleCulture@valtech.com)

General Admin email id: [IN.generaladmin-team@valtech.com](mailto:IN.generaladmin-team@valtech.com)

Payroll Email : [IN.Payroll-Helpline@valtech.com](mailto:IN.Payroll-Helpline@valtech.com)

IT Email: [IN.ITTeam@valtech.com](mailto:IN.ITTeam@valtech.com)

# POLICIES & PRACTICES

## Joining & Induction

New joiners to join the organization as per the date mentioned in the Offer letter issued by Talent Acquisition team. All the employees are required to submit the necessary documents as mentioned in the Offer letter on or before the date of joining.

P&C, General Admin & IT teams will collaborate to arrange resources such as ID / access cards, laptops, workstations, necessary portal access, etc.

Upon creation of your Valtech Employee ID, a welcome email with the user manual of Key resources/portals which are essential to get started in your journey at Valtech will be shared.

In the first week of joining, you must have completed the local Induction and a business Introduction at the location of posting. We have a Global onboarding team who will facilitate Global Induction, giving you an exposure of Valtech Global.

## Probation

All the new joiners joining us will be subjected to a probationary period of six months. The probationary framework is designed to ensure that new employees can exhibit the necessary skills to carry out the job for which they have been recruited, to the required standards.

Regular performance reviews of the employees will be carried out by the reporting manager. Should an employee fail to meet the required performance goals during the probationary period s/he will be given appropriate feedback followed by a final review. Probation can be extended as per manager's discretion.

On satisfactory completion of the stipulated probationary period, the employee is confirmed.

Note: All Employees must follow the probation clause as mentioned in their Letter of Appointment.

## Hybrid Workplace Policy

We initially shifted to remote work during the pandemic, but eventually transitioned to a hybrid mode where colleagues returned to the office multiple days per week. Valtech India formally adopts the hybrid work model, combining remote flexibility with in-person collaboration in office spaces.

Workplace mode options:

Option 1: Work in offices at least two days a week. Reporting managers can decide and implement additional days for office work.

Option 2: Work in the office for 10 weekdays in a row (excluding weekends and including Valtech local public holidays) from Monday to Friday of the following week. Discuss and agree with the reporting manager ahead of time before choosing option 1 or 2.

To know more about the policy, please [click](#) here.

# Performance Management

Performance feedback improves effectiveness and team communication. Our practices include clear job responsibilities, feedback, development opportunities, and recognition. We conduct [annual/bi-annual] reviews focusing on achievements, improvement areas, and career growth. Compensation details are confidential. Variable Pay is available based on individual and Company performance. Check HRIS for details and contact P&C Partner for clarifications.

To know more about the policy, please [click](#) here.

## Dress Code

The Valtech dress code ensures a professional and consistent appearance that reflects on both employees and the company. Please dress suitably for our business and position to maintain a positive appearance and avoid offending customers, clients, and colleagues. Clothing should be safe and non-provocative.

To know more about the policy, please [click](#) here.



## POSH Policy

Valtech India is dedicated to promoting a safe and inclusive work environment, free from prejudice, gender bias, and sexual harassment. To uphold this commitment and comply with the recent Prevention of Sexual Harassment at the Workplace bill, we have developed our Policy. Please contact the Valtech India Committee for case redressals. Find the Internal Committee & External members names and contact details in the Posh policy in people strong or the company notice board.

To know more about the policy, please [click](#) here.

## Workplace Behaviour, Disciplinary Procedure & Behaviour Protocol

### Work Place Behaviour

To ensure a safe and respectful workplace, Valtech (India) prohibits hostile, intimidating, violent, and inappropriate behaviours from all associates, whether they are company employees or contracted individuals. This applies to all Associates in both the Office and client's premises. The Company has a zero-tolerance policy for inappropriate behavior. Associates must not engage in this behaviour at work. If there is evidence of misconduct, the People & Culture Department can take disciplinary action, including termination and legal action against the involved Associate(s)

## Workplace related guidelines

Every employee is required to maintain the decorum of the office. Only official printed matter may be displayed on the cubicle walls. Personal memorabilia can be displayed on the table provided. Every employee must ask for permission from the concerned person/ authority, before installing any personal software on the system allotted to him.

To know more about the policy, please [click](#) here.

# Mediclaim and Insurance Policy

- Covered Family Members (6): Self, your spouse, two dependent children, and two dependent parents are eligible for coverage.
- Sum Insured: 4 lakhs/family
- Network Hospitals: To find out which hospitals are in our network, please visit this link: <https://www.medibuddy.in/networkhospitals>
- Insurance Provider: The New India Assurance Company Limited
- Third-Party Administrator (TPA): Medi Assist. They process cashless or reimbursement requests related to hospitalization, for you and your insured family members.
- To access Ecards please login to the link given.

To know more about the policy, please [click](#) here

# Financial Assistance Policy

The purpose of this Policy is to provide financial assistance in the form of Salary in Advance to Associates during financial exigencies.

All associates who are on-roll of the company and have completed a minimum of One year of uninterrupted service are eligible to avail of the 'Salary in Advance' options. An amount equivalent to the associate's 6 months' "BASIC" component of the salary will be given to meet their financial exigencies. This Salary in advance can be availed only once in a financial year.

To know more about the policy, please [click](#) here

# Travel Policy

This policy is designed to ensure your travel outside the principal place of work is comfortable and within affordable limits.

Our travel policy covers all aspects of your domestic and international travel requirements related to official purposes.

To book your travel, you will be required to complete a few forms and obtain the necessary approvals before you can be issued a ticket. Our Travel desk team can be approached for specific information.

A good source of general travel information, such as travel, insurance, allowance, etc. is available in the policy document.

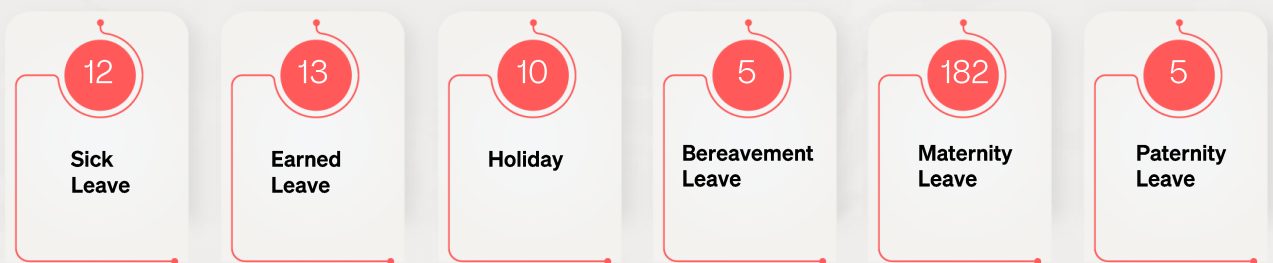
To know more about the policy, please [click](#) here



# Leave Policy

- Leave policy runs from January 1st to December 31st, with prorated credits for new or departing employees.
- Earned Leave (EL) exceeding 30 days in a year will be encashed in February.
- Exiting employees will have their remaining EL fully encashed as part of their final settlement.
- Leaves require advance approval; unreported absences over 3 days are treated as absenteeism.
- Negative EL balance has limits and implications, with deductions during reconciliation in July and December.

To know more about the policy, please [click](#) here.



## Shift Allowance

In response to the dynamic needs of our clients and the requirements of shift work, some employees at Valtech India may be required to work during non-regular business hours. Our normal business hours are from 9:00 AM to 6:00 PM IST, Monday to Friday, excluding declared public holidays.

Valtech India aims to accommodate such non-business hours and shift-based work. This policy outlines the benefits and facilities extended to employees in these circumstances.

To know more about the policy, please [click](#) here.

## Compensatory Leave Policy

Compensatory Leave is granted to an Associate for having worked on the days of Festival / National Holidays and during weekly off. Such Associates can avail Compensatory Leave on any other subsequent working day within 12 months duration, subject to a maximum carry-forward of 10 days of Compensatory Leave, after the end of the Calendar year.

To know more about the policy, please [click](#) here.

# Sabbatical Leave Policy

The objective of this policy is to offer employees of Valtech India an opportunity to take extended, unpaid leave for personal reasons such as pursuing further education, enhancing knowledge, join spouse abroad, or relocation within India. This policy applies to all regular full-time employees of Valtech India.

Employees who have completed one year of continuous service at Valtech may take up to three months of unpaid sabbatical leave provided all the approvals are in place.

To know more about the policy, please [click](#) here.

# Internship Policy

At Valtech India, we offer internship opportunities exclusively to final-year students seeking valuable work experience.

Duration: Internships range from a minimum of 30 days to a maximum of 90 days

Stipend: We do not provide a stipend for interns.

To know more about the policy, please [click](#) here.

# Transfer & Relocation Policy

To provide one-time assistance and administrative support to eligible hires and company-initiated inter-office transfer within India :

- This policy is applicable to all the new hires whose previous company work location was other than Valtech office locations and company-initiated internal transfers of Valtech India

For relocation-related queries, you may reach out to Talent Acquisition Team  
[IN.TalentAcquisition@valtech.com](mailto:IN.TalentAcquisition@valtech.com)

To know more about the policy, please [click](#) here.

# Resignation

An employee desiring to leave the services of the Company is required to give the Company sufficient notice .You resign when you voluntarily inform your manager/P&C Partner and drop an email of the same. The notice period for all employees is as mentioned in the employee appointment letter.

The Company reserves the right to pay or recover salary in lieu of notice period or to relieve you before the expiry of the notice period. All Payment and recoveries made under this clause will be based on the Gross salary.

# Exit Interview

When employee leaves the company, s/he will have an exit interview with an individual from the P&C team who will reach out, on or before his/her last working day.

This exit interview documents the reasons that influenced an employee to leave and solicits constructive feedback to improve the company.

# Retirement

The amended retirement age is 58 (Fifty-eight) years, i.e., an employee retires at the end of the month in which the employee attains the age of 58 years.

# Employee Misconduct & Termination Guidelines

Our approach to handling employee misconduct prioritizes correction and assistance whenever possible. We aim to thoroughly investigate serious offenses while providing opportunities for behaviour correction. In cases requiring termination, our actions will be both lawful and respectful. We may terminate an employee either for cause or without cause.

**Financial Impact:** Termination without notice and withholding of gratuity may occur if there's a substantial financial loss due to gross negligence or dishonest actions.

**Absconding:** In cases of absconding, strict legal measures will be taken to address the situation.

**Additional Measures:** Depending on the severity of the misconduct eg : Moonlighting or Working for the same client in the next organization without following the clause given in the appointment letter, impersonation in Interview's actions will be taken by P&C team.

We strive for positive employee-employer relationships, but when conflicts arise, we handle them with fairness, adherence to the law, and respect for all parties involved.

# VALTECH INDIA OFFICES

## Valtech Bengaluru

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## Valtech Gurugram

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012344835400/ +91 9901203753

[In.info@valtech.com](mailto:In.info@valtech.com)

## Valtech Pune

Amar Madhuban Tech Park Sr No.43,44- 8th Floor, Baner, Pune Maharashtra -411045

[In.info@valtech.com](mailto:In.info@valtech.com)



# DISCLAIMER

1. Our organization's policies are here to support you, ensuring a fair and positive work environment
2. We believe in continuous improvement; hence policies will evolve for betterment. All policies and procedures are subject to change at the discretion of the company without prior notice. Any modifications will be communicated by People and Culture team (P&C).
3. We have summarized our policies for your convenience, aimed at empowering you and enhancing your success here