



HR POLICY

Introduction

We believe that continued corporate success depends upon the ability to recruit, train, deploy, and retain highly talented professionals in a high-performance work culture and good work ethics.

The organization has a vision of developing itself into a world-class organization, excelling in creating and converting business ideas into successful software products.

HR Vision

“Recruit and retain outstanding talent to deliver excellence to customers and partners.”

Values & Beliefs

- ☞ Technology driven, value based, competitive organization
- ☞ Providing affordable products with high quality, through continuous technical innovations and improvements to satisfy our customers
- ☞ Honesty, Integrity, and fairness
- ☞ Concern for the human aspects
- ☞ Positive attitude
- ☞ Team-work, Continuous learning and development
- ☞ Mutual trust, transparency, openness and professionalism

HR Policies

Working hours

Standard Working Hours at Pearlsoft Technologies LLP are:

Monday to Friday 9:30 am to 6:30 pm

All working hours include a lunch break of maximum of 1 hour.

All Saturdays & Sundays are declared holidays.

The standard working hours may change based on the client requirement and the shift timing shall be agreed by the respective reporting managers based on the need

All employees are expected to adhere to the core working hours as stated above. If any employee chooses to deviate from the core working hours, he/she needs to take approval from the concerned manager.



If there is any unexpected bandh /hartal/lockdown in the city, it will be normal working day for the employees. If unable to reach to office it shall be marked as leave or opt for work from home with approval of the reporting manager.

Attendance

Employee's attendance shall be marked in the given time sheet format or report to the respective managers/client contact on a daily basis

Off hour working

Sometimes on account of the nature of the business, in order to meet project deadlines or customer requirements, an employee may be delayed at work or may have to come in to work either on weekends or holidays.

- Those who work after 8:30 PM on weekdays, the local conveyance expenditure incurred will be either reimbursed or paid by the company as per the company Travel Policy. (Effective from 1st August, 2019)
- For those people who work beyond 9.30 PM at office gets a dinner allowance of Rs 150.
- Local conveyance expenditure incurred by the employee for attending office on holidays would be reimbursed as per company travel allowance rules.
- The lunch or dinner allowance of Rs: 150 per meal can be claimed.

Note: The above benefits are subject to the prior approval from his/her manager only in case of tight customer deadlines.

However, the above benefits are not applicable to those who work on holidays to meet their weekly targets.

Duties

The employees will have to carry out their duties in the best and efficient manner as directed by their managers. All employees are expected to co-operate with the other staff in an amicable manner so as to secure the harmony and smooth working of the office. Employees are expected not to commit any act, which would in any way affect their responsibility or capacity for work or dignity they are holding.



Obligation

During the period of employment with us employees breach their employment terms if they enter into services of, or be employed in any capacity or for any purpose whatsoever by any person, firm or corporation other than Pearlsoft Technologies LLP, and they will not in the said period of their employment be engaged in any business, enterprise or undertaking other than this employment.

Employees will not divulge to anyone in any form documentary or otherwise, any information or particulars or details of any trade or business or any other matter concerned therewith or any trade secrets of processes which may come to their knowledge by reason of being an employee of the company and will always keep secrecy of all information in respect of the company and business conducted in the company's office.

Violation of the above terms will result in organization level /Legal actions

Schedules & Targets

The employees will be assigned weekly targets by their immediate manager, which employees are liable to achieve. Employees shall put in additional hours of work to compensate the delays. People who fail to achieve the targets regularly shall be penalized as per the decision by management and could even lead to termination of service.

Acceptance of Gifts

Any present, offering, award, gift, cash or token of appreciation from a customer/client can only be accepted with the knowledge of the management.

Visitors

Visitors are allowed in the office premises on weekdays during working hours. However, an employee's family members are allowed even during weekends provided the employee accompanies them.

Dress Code

We promote an informal working environment. During the week however, the employee has to adhere to a certain informal dress code. In the case of male employee's full-length trousers and shirts are acceptable during business hours. In case of female employees, salwar kameez, trousers and saree would be a part of the normal dress code. During last working day of the week Jeans/T-Shirts are allowed.

During customer visits, concerned employees may be requested to wear formal business wear.



Personal Information

Employees need to ensure that our records are updated with their personal information on file. This can come in handy in case of unforeseen exigencies. Please ensure the following information is updated on records at all times:

- ☞ Home Address
- ☞ Photo ID Proof
- ☞ Contact Person
- ☞ Alternate contact in case of emergency
- ☞ Phone number
- ☞ Blood Group
- ☞ Special medical instructions during any emergencies (such as allergy to certain drugs etc).

Leaves/Holidays

- ☞ The list of public holidays will be published by November 30 of previous year.
- ☞ Each employee is eligible to take 18 leaves which are the combination of Casual leaves and Sick leaves in a calendar year. 10 unavailed leaves can be carried forward to the next year.

Process

- The employee is required to apply for leave in advance unless in case of emergencies, where he/she shall submit the leave approval request to the manager within 24 hours of resuming duty.
- 2 or more days of sick leaves will require a medical certificate

Retirement

An employee will automatically retire without any notice on reaching the age of 58 years. The management then decides if that employee should continue in service even after attaining the age of retirement.

Resignation

Upon resignation of an employee, a proper handover and knowledge transfer must be completed to the satisfaction of all parties concerned, and should be approved in writing by the immediate manager. Notice period will be applicable as mentioned in the appointment letter.

The employee shall not work with the clients from PearlSoft Technologies LLP for a period of 1 year after the reliving date. Any violation to this shall be considered as breach of confidentiality agreement

Employee Harassment

Activities of the following nature are considered unethical.

- ☞ Downloading / uploading of games, sexually obscene or explicit material
- ☞ Unauthorized transfer of proprietary information such as documents, source code and so on.
- ☞ Unreasonable personal use (e.g.: religious propaganda, hate mails, chain mails etc.)
- ☞ Harassment by display of sexually explicit material
- ☞ Using another person's machine or account to send harassing mail under the identity
- ☞ Harassment to any colleges for sex, cast, location etc are prohibited

Loss to Company

Loss for company occurs due to mistake / negligence of employee, will be recovered from employee(s) responsible for such losses.

Travel Policy

Local Travel

Any Employee using his/her personal vehicle for official purposes or commuting by auto/taxi (in the absence of own vehicle) is entitled to claim reimbursement of local conveyance expenditure.

Auto -> Actual

Taxi -> Actual

2 Wheeler Rs. 4.00 per Km

4 wheelers Rs. 8.00 per Km

Procedure for claiming expenses incurred

The claim can be made by filling the cash voucher. The details need to be filled and signed by the employee and approved by his/her manager. This has to be then submitted to the HR department for payments.

In-Land Travel Policy

An employee may be required to travel within the country for work. The purpose of this policy is to ensure that the employee uses the most efficient and cost-effective mode of transport to accomplish business objectives. The eligibility towards such travel will be decided by management on case to case.



International Travel

- ☞ Travel to all other countries by air. (Economy class by Company identified airlines)
- ☞ Accommodation expense – On actuals identified by company.
- ☞ Per diem - \$40. (Including food)
- ☞ Official Telephone calls – Actuals.
- ☞ Employees are covered under overseas medical insurance. Expenses beyond the claims eligible under the insurance policy will not be borne by the company.
- ☞ Travel advance will be provided with the approval of management.

Acknowledgement

I have read the HR policy carefully and agreed to abide by the same. I also understand that violation of the above policy may lead to disciplinary action including dismissal.

Name: Diana Joseph

Signature:

A handwritten signature in blue ink that reads 'Diana'.

Place: Kakkanad

Date: 08/07/2024