

COMPANY POLICIES & DECLARATION

You must read all the policies contained in this document and listed below. Company policies are part of your employment contract & therefore must be read and understood to ensure you are fully aware of your responsibilities as an employee of Company. Please read and tick off each of these policies to indicate you are aware of the rules and responsibilities you have whilst employed by the company.

- | | |
|---|--------------------------|
| 1. Code of Conduct Policy | <input type="checkbox"/> |
| 2. Dress Code Policy | <input type="checkbox"/> |
| 3. IT, Email & Internet Policy | <input type="checkbox"/> |
| 4. Recruitment & Selection Policy | <input type="checkbox"/> |
| 5. Induction Policy | <input type="checkbox"/> |
| 6. Training & Development Policy | <input type="checkbox"/> |
| 7. Probation Policy | <input type="checkbox"/> |
| 8. Occupational Health & Safety Policy | <input type="checkbox"/> |
| 9. EEO And Anti-Bullying Policy | <input type="checkbox"/> |
| 10. THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013 | <input type="checkbox"/> |
| 11. Leave Policy | <input type="checkbox"/> |
| 12. Performance Management Policy | <input type="checkbox"/> |
| 13. Performance Improvement Policy | <input type="checkbox"/> |
| 14. Gross & Serious Misconduct Policy | <input type="checkbox"/> |
| 15. Absconding Policy | <input type="checkbox"/> |
| 16. Grievance & Complaint Policy | <input type="checkbox"/> |
| 17. Conflict of Interest Policy | <input type="checkbox"/> |
| 18. Employee Non-compete Agreement | <input type="checkbox"/> |
| 19. Intellectual Property & Security Policy | <input type="checkbox"/> |
| 20. Confidentiality and Non-Disclosure Agreement – Employee | <input type="checkbox"/> |
| 21. Environmental Best Practice | <input type="checkbox"/> |
| 22. Notice Period and Full and Final Settlement | <input type="checkbox"/> |
| 23. Summary | <input type="checkbox"/> |

EMPLOYEE DECLARATION

I have read and understand the contents of this manual along with the above policies and I agree to the terms of the conditions of these documents.

Name of the Employee	
Date of Joining:	
Mobile No:	
Designation:	
Aadhaar Card No:	
PAN Card No:	
Email ID	
Address:	
Place/City	
Sign:	
Date:	