

Employee Handbook

1. Office Timings

Our office operates from 9:00 AM to 6:00 PM, Monday to Friday. Employees are expected to be logged in by 9:30 AM. Late arrivals beyond three occurrences in a month may require managerial intervention. Lunch breaks are from 1:00 PM to 2:00 PM.

2. Leave Policy

Employees are entitled to 18 paid leaves annually. This includes 12 casual/sick leaves and 6 privilege leaves. Unused leaves can be carried forward up to a maximum of 30 days. All leave applications should be submitted via the HRMS at least 3 days in advance (except emergencies).

3. Work From Home Policy

Employees can avail up to 5 WFH days per month, subject to managerial approval. WFH should be requested via email with a valid reason. Prolonged WFH requests (more than 3 days continuously) must be routed through HR for review.

4. Dress Code

Smart casuals are allowed on all working days. Employees are expected to dress formally during client visits or online client calls. Wearing company-branded T-shirts on Fridays is encouraged as a team-spirit activity.

5. Code of Conduct

All employees must maintain a respectful, inclusive, and collaborative work environment. Any form of discrimination, harassment, or misconduct will be subject to strict disciplinary action. Confidential information must not be shared outside the organization.

6. IT and Security Policy

All work should be carried out using company-issued devices. Usage of pirated software or accessing unauthorized websites is strictly prohibited. In case of a system malfunction or security

threat, report immediately to IT support at it@company.com.

7. Probation and Confirmation

New employees will undergo a probation period of 6 months. Performance reviews will be conducted during this time. Upon successful completion, employees will receive a confirmation letter and will be eligible for additional benefits.

8. Performance Appraisal

Performance reviews are held annually, typically in March. Appraisal is based on project delivery, teamwork, innovation, and client feedback. Employees are encouraged to maintain a goal sheet on the HRMS portal.

9. Learning and Development

Our organization encourages continuous learning. Each employee has access to online courses, internal workshops, and certification reimbursements (up to INR 15,000 per year). Reach out to L&D at training@company.com.

10. Emergency Contacts

In case of medical or personal emergencies during office hours, contact HR immediately. Emergency helpline: +91-9876543210. Fire drills are conducted quarterly; all employees are expected to participate.