

Employment Policy

Declaration of Intent:

Mergestack is an engineering and software solution agency that brings vision to life digitally. We believe that our employees are our biggest asset. We strive for excellence and professionalism that make our organization unique. We believe in a continuous improvement process. We are committed to provide a family-oriented working environment to our employees. Due to our friendly and family oriented approach we expect that our employees will put forward maximum efforts to maximize their performance and achievements towards organizational goals.

The vision of Mergestack is to become one of the top rated software development companies in the region.

EEO:

Mergestack offers equal employment opportunities to their employees. We don't discriminate against any employee on the basis of caste, creed, race, gender, disability, religion, age, marital status, political beliefs or any other characteristics protected by law. Mergestack ensures that all the employees are treated equally. We are really concerned about the dignity of employees so that no harassment can occur in the organization. All the decisions regarding employment, promotion, increments and training opportunities are made entirely on the basis of merit alone.

Harassment Policy:

Purpose:

Mergestack is committed to providing a safe and respectful environment for all employees. Harassment in any form undermines our values and principles. This policy outlines our stance against harassment and the steps we will take to prevent and address any incidents that may occur.

Scope:

This policy applies to all individuals affiliated with our company, including but not limited to employees, vendors, clients, and visitors.

Definition of Harassment:

Harassment is any unwelcome conduct, communication, or behavior, whether verbal, written, electronic, physical, or visual, that creates an intimidating, hostile, or offensive environment for an individual or interferes with their professional performance or participation. Harassment can be based on race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability, or any other protected characteristic.

Examples of Harassment:

Harassment may include, but is not limited to:

- Verbal abuse, offensive jokes, slurs, or derogatory comments related to a person's protected characteristics.
- Unwanted sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.
- Displaying offensive images or materials, either in physical form or electronically.
- Cyberbullying, online harassment, or spreading malicious rumors through electronic communication channels.
- Intimidation, threats, or acts of aggression that create a hostile environment.
- Excluding or isolating individuals based on their protected characteristics.

Prevention of harassment:

To prevent harassment, we will:

- **Promote Awareness:** Regularly communicate this policy and conduct anti-harassment training/orientation for all employees.
- **Encourage Reporting:** Foster an environment where individuals feel safe and encouraged to report any incidents of harassment without fear of retaliation.
- **Prompt Action:** Investigate all reports of harassment promptly and impartially, and take appropriate action based on the investigation's findings.
- **Maintain Confidentiality:** Respect the privacy and confidentiality of all parties involved to the extent possible while conducting investigations.
- **Prohibit Retaliation:** Prohibit any form of retaliation against individuals who report harassment in good faith.

Reporting and Procedure of harassment:

If you experience or witness harassment, follow these steps:

- **Direct Communication:** If you feel comfortable, address the harasser directly and let them know their behavior is unwelcome and offensive.

- **Report to Supervisor or HR:** If the behavior continues or if you are uncomfortable addressing it directly, report the incident to your immediate supervisor, manager, or the Human Resources department.
- **Investigation:** The organization will conduct a thorough and impartial investigation into the reported incident.
- **Action:** Appropriate action will be taken based on the investigation's findings. This may include counseling, disciplinary action, or other measures to stop the harassment.
- **Appeal:** Individuals have the right to appeal the findings or actions taken if they believe the process was unfair or incorrect.

Consequences of harassment:

Individuals found to have engaged in harassment will be subject to disciplinary action, which may include verbal or written warnings, suspension, immediate termination, or legal action, depending on the severity and frequency of the harassment.

Conclusion of harassment:

Harassment is unacceptable and will not be tolerated within our company. By adhering to this policy, we create an environment of respect, inclusivity, and professionalism for everyone involved.

This policy is subject to updates and revisions as needed to align with changing legal and organizational needs.

Onboarding Process:

Once the hiring process is complete, the HR Department initiates the process of documentation of employees. Employees get the company's professional email address and accounts of Slack and StackStream. After that, a welcome pack along with the company's assets are handed to the employee.

Slack:

Slack is the application which is used by Mergestack for communication. Slack is a well-organized application that has chat rooms (channels), direct messaging and chat groups.

StackStream:

Mergestack has created Company Management Software Stack Stream that assists ourselves in keeping the record of employees, streamline reimbursements and to run payroll smoothly. Employees are required to add their details in Stack Stream. They can apply for reimbursements that would further be approved by the HR Department.

Company's Asset Policy:

Company's assets should be used properly and maintained in good working condition. Any destruction of the company's property may be personally liable for replacing and repairing the item. An employee has to sign the asset receiving form after getting the assets of the company.

Onboarding:

When the candidate is on boarded, he has to submit following documents and details:

- Scanned CNIC
- Copies of Educational Documents
- Contact Number
- Home Address
- 2 Emergency Contact Number
- Experience Certificate
- Previous Company Salary Slip

Non-Disclosure Agreement:

- During the 3 months probation period you or the company hold the right to terminate the employment without any notice or assigning any reason. However, after successful completion of probationary period, the company can terminate the appointment by giving one month's notice or one month's salary in lieu thereof. **Technical Employees** have to serve **2 months** notice period whereas **non-technical** employees have to serve **1 month** notice period in case of resignation.
- Your salary information is absolutely confidential and should not be disclosed or shared with your colleagues, or with the employees of your current or other companies.

- If at any time during your employment in the Company, the Company finds you guilty of any misconduct, involved directly/indirectly in a fraud, breach of fiduciary duty, any direct/indirect affiliation (before during employment with Mergestack) with organizations banned by the Government of Pakistan, breach of trust or any representation or information given by you is found to be incorrect, Mergestack management may (without prejudice to its rights under law) terminate your services without any notice or payment in lieu of notice and upon such termination you shall not be entitled to claim any compensation or damages for or in respect or by reason of such determination.
- Upon confirmation of your employment as a permanent employee of the Company, you will be entitled to such employee benefits that are applicable and approved by the management of the Company, from time to time, provided the Company reserves the absolute right to modify such terms and conditions for provision of all and any benefits, from time to time, as it deems necessary.
- As an employee of the Company, you will be governed by its prevailing rules and regulations which may be modified from time to time.
- As an employee for 2 years after leaving the employment you will not divulge directly or indirectly or indirectly to any person or organization any knowledge or information which you may acquire concerning the affairs, property, enterprise, clients, and undertaking of the Company, including but not limited to its business, trade matters and secrets.
- The Employee acknowledges and agrees that, during the term of this employment contract, he/she shall not engage in any form of dual employment, whether as a full-time, part-time, or contractual arrangement, with any other employer, entity, or organization. The Employee shall devote their entire working time and professional efforts exclusively to the duties and responsibilities assigned to them by the Employer under this contract. Any breach of this provision shall be considered a material violation of this agreement and may result in disciplinary action, including termination of employment.
- You will not be eligible to apply directly or indirectly to any client associated with the Compar Company, during your employment and up to 2 years after your departure from the company. You are required to protect the intellectual property rights and interests of the Company. In this respect, within 3 days of your joining the Company, you shall be required to sign a Non-Disclosure, Confidentiality and Conflict of Interest Agreement.

Orientation:

After onboarding, the orientation process starts. The orientation of an employee will be

conducted by:

- HR Department
- Mentor

HR Department:

The formal orientation of newly inducted employees will be conducted by the HR Department on employee date of joining. The HR Department will give an orientation regarding the company's overview and also explain the mission, vision and values of the company. The HR will also guide an employee regarding Do's and Don'ts in a company, working hours, probation period, overtime policy and benefits provided by the company.

Mentor:

After orientation from the HR Department, another orientation session will be conducted with Mentor. The Mentor will give clear instructions to the employee. He will explain the detailed **job description** and is responsible for complete technical training of employees. Mentor will start training the employee and completion of the training period depends upon the employee. Training period can also exceed if the employee is not ready to deal with projects. Mergestack is really concerned regarding project completion within deadline.

Working Hours:

Total office hours are 9, 8 working hours with 1 hour break.

Work From Home (WFH) SOPs:

Mergestack allows employees to work from home but employees have to follow mentioned SOPs. Fresh employees are eligible to work from home after 1 year. For experienced professionals, work from home will be applicable after 6 months of employment in the company. Mergestack offers flexible working hours to its employees. We ensure work-life balance in Mergestack and for this reason we also allow our employees to work from home. We take care of our employee's health and well-being and in return we expect our employees to complete their projects in a timely manner and meet project deadlines.

When working from home, we have compiled some rules in order to maintain performance standards. U We expect our employees to follow these rules as they are also evaluated during the performance evaluation process.

We expect our employees to:

- Complete 8 working hours.
- While working from home employees should be available between 11:00am-8:00pm.
- The working hours range mentioned above can be changed based on the needs of the employee but the timing needs to be approved by your lead i.e If an employee wants to work between 10:00am - 7:00pm then he should get approval of his working hours from project lead and can end his duty at 7:00pm.
- In order to avoid any inconvenience do inform the lead about closing your shift for the day.
- There should be at least 6 overlapping hours with the team but these overlapping hours can be changed after approval of the team lead.
- If you want to change your working hours then you should get approval from your project lead and also notify the team so that your teammates can manage their schedule accordingly.
- Make use of slack status (away from keyboard, namaz break, lunch break) so that your team members know you are away from keyboard.
- In case of unexpected issues like power or internet outage, do inform the lead timely and with his permission complete the missed working hours on the same day later or on an alternate day.

Probation Period:

Confirmation of an employee after employment is preceded by a probationary period of 3 months. Performance during the probationary period will be documented on a Probation evaluation report by the Project Lead. The contents of the probation evaluation report will be shared with the employee and his written consent has to be obtained in the probation evaluation report.

If an employment during the probation period is unsatisfactory then the probation period will exceed or the employee may be suspended from the employment after 1 day notice period.

Late Sitting Dinner:

If a **full time permanent resource** is working late hours due to some office related work then he/she can apply for Rs 500 as a dinner allowance. Employees can apply for reimbursement in the Stackstream platform, which will be approved by the team lead. Amount will be reimbursed to resources with salary.

Compensation:

Salaries are calculated on a Pro-rata basis. Please note that all payments will be made after deduction of applicable income tax, EOBI and all the required withholding taxes & deductions. Salaries are transferred to Employees' bank accounts on the last day of the month.

Benefit Policy:

Mergestack takes care of their employees' health and well-being. For this purpose, we are offering a variety of health benefits to our employees. Our benefits include flexible working hours, free food, gym allowance, paid time off, medical in-patient and out-patient allowances. Benefits policy is applicable on **permanent employees**. Employees can apply for reimbursement on stackstream which will be paid by the company with salary after approval. Employees are advised to upload supporting documents i.e medical, gym receipts in case to apply for medical & gym allowances, on stackstream. Employees in probation period are not eligible for benefits till the confirmation of their services. We are offering variety of benefits that include:

- Free Food
- Medical Benefits
- Gym Benefits
- Vehicle Fuel Benefits
- Financial Security Benefits
- Work/life Balance
- Annual dinners
- Annual Recreational tours
- Annual Performance based Increments
- Paid Leave (applicable on permanent employees)
- Technical Interviews Compensation (applicable to technical team only)

Note: Reimbursements will become active upon the completion of the probation period (date),

starting from that day onwards.

Gym Allowance:

Mergestack believes that healthy employees are less tired, more motivated and tend to be more passionate in better moods. So the company offers 70% or Rs 4000 gym allowance to employees whichever is less, to ensure a healthy working environment. Mergestack offers gym allowance to the employees in which the company contributes 70% of the amount while 30% contributions will be made by the employee.

Vehicle Fuel Benefit:

This policy w-e-f 01-03-2023, refers to all of our employees.

Mergestack offers vehicle fuel benefits to their employees. The amount up to Rs. 4000 can be reimbursed with the salary as a fuel benefit.

Employees can claim the fuel reimbursement by uploading the computer generated fuel receipt on stack stream.

Fuel benefit provided to employees will be:

- If cost is ≥ 4000 then 4000 Rs will be paid by the company.
- If cost < 4000 then fuel cost will be reimbursed to the employee.

If the cost is 4000 Rs or more, the company will pay 4000 Rs. If the cost is less than 4000 Rs, the employee will be reimbursed for the fuel cost.

- No fuel benefit if the employee is working remotely.
- No fuel benefit for part-time employees.

Medical (in-patient & out-patient):

Mergestack not only takes care of their employees but also their families. We offer medical allowances so that our employees are not worried about medical expenses that can drain their energy and time. So, the company offers medical in-patient and out-patient allowances in order to boost up its employees' productivity. Medical allowances contributions made **per year** by the company are:

Medical In-Patient **50,000**

Medical Out-Patient **20,000**

In-patient:

Medical care covers in-patient services with a budget of Rs. **50,000**. In-patient means the patient is **admitted** to the hospital or hospitalized and spends at least **one day** in the hospital. The company will pay for in-patient medical expenses including but not limited to hospitalization cost, medical tests and prescription drugs.

Out-Patient:

Medical care also covers out-patient services with a budget of Rs. **20,000**. Out-patient Services include the treatments of illness outside the hospital. The company will pay for the out-patient medical expenses including but not limited to hospitalization cost, medical tests and prescription drugs.

The medical policy covers:

- Ambulatory patient services (outpatient care you get without being admitted to a hospital).
- In-patient Services
- Emergency services.
- Prescription drugs
- Laboratory services
- All Dietary Supplements

This medical policy doesn't cover

- Any type of beauty products or medicines
- Pediatric services, including oral and vision care
- Laser Treatments
- Adult Dental Services
- Cosmetic Surgery

- Skin Care Medicines and Treatments
- Vision Services
- Infertility Treatment
- Hearing Aids
- Private Nursing
- Acupuncture and Other Alternative Therapies
- Weight Loss Programs and Weight Loss Surgery
- LASIK

List of the pharmacies that are acceptable for reimbursements are:

- Khalid Pharmacy - Liberty Market
- Chughtai Pharmacy
- Faisal Medical Store
- Green Plus Pharmacies
- Servaid Pharmacy
- Mahmood Pharmacy
- D Watson Chemist
- Apex Pharmacy
- POCKET PHARMA
- Clinix Pharmacy
- Guardian Pharmacy
- Pills Pharmacy
- Fazal Din'S Pharma Plus
- Pharmacy One +
- Chaudhry Medical Store
- Union Medical Store
- Pharmacy 1+
- Bashir Sons
- Rainbow Pharmacy

The company reserves the right to limit or deny coverage for any services deemed unnecessary or not medically.

Leave Policy:

Objective:

The objective of leave policy is to ensure employees are provided with reasonable recreation away from work and to maximize their work-life balance. This policy is a guideline for all employees to follow and explain the available leave types, eligibility criteria and procedure to avail the leaves.

Scope:

Employees who have completed their probationary period in Mergestack are eligible to avail casual & sick leaves. Employees under the probation & notice period are not allowed to avail any type of leave. Employees are required to fulfill all responsibilities during the notice period to ensure a smooth offboarding process and effective handover of duties to the team. Therefore, annual leave cannot be availed during this notice period. For annual leaves employees who have completed **12 months** of employment with Mergestack are eligible for the annual leave policy.

Eligibility:

Leave year begins from **1st of January to 31st of December** each year. Leaves will be credited to the individual employee's leave account at the beginning of the year OR from the date of the confirmation. Employees who have joined during the year, their casual & sick leaves will be calculated on a pro-rata leave grant from the date of confirmation of their employment.

Process:

1. Apply for a leave to the HR Department by filling out the form.
2. If the form of leave is sick, the supporting documents should be attached with the leave request.
3. In case of any other form of leave, details should be discussed with the HR Department.
4. Leave requests should be approved **1 day** before the actual leave.

5. In case of **2 or more than 2 casual/annual leaves** the application should be submitted **2 weeks** in advance.

Types of Leaves:

Mergestack offers 3 types of leaves to employees:

1. Sick Leave: The sick leave policy applies to all employees who have completed their probationary period. Mergestack offers **6 paid sick leaves** per calendar year. Sick leaves should be applied through Stackstream. Under certain circumstances employees might need to submit a medical certificate, physician note or supporting documents. The circumstances include but are not limited to:

*Being absent for more than 2 days on sick leave.

*Sick leaves due to being hospitalized.

Employees are urged to keep the HR Department informed at the earliest in order to plan and manage work tasks with the team. Sick leaves cannot be carried forward or encashed.

2. Casual Leave: All the permanent employees are eligible for **6 paid casual leaves** per calendar year. Casual leave should be appropriately applied through Stackstream. Employees are urged to plan their casual leaves and inform the HR Department **2 weeks** prior in case of 2 or more than 2 leaves. **1 day** casual leave needs to be approved a day before actual leave. Casual leaves cannot be carried forward or encashed. All information regarding the need for compassionate leave will be handled with the utmost confidentiality and sensitivity.

4. Compassionate Leave:

The purpose of these leave is to provide employees with paid time off to grieve and handle affairs related to the demise of an immediate family member (Spouse, Parent, Child, Sibling). All employees, both full-time and under probation members, are eligible for compassionate leave upon the death of an immediate family member. Employees are entitled to three (3) paid leaves. Employees must notify their immediate team lead or HR department as soon as possible regarding the need for compassionate leave. Working days of compassionate leave for the bereavement of an immediate family member.

3. Annual Leave: An employee is entitled to **10 days** annual leaves after completion of **12 months** of continuous services. Annual leaves should be applied through Stackstream. Team lead approval is mandatory to avail annual leaves, and employees must provide reasons for their genuine reasons through the Stackstream system. However employees can avail annual leaves after the leaves are credited to the employee leaves account according to the calendar year. Annual leaves cannot be carried forward or un-availed leaves will be considered as lapsed when the calendar year ends. Annual leaves will be encashed to employees. Annual

leave balances of less than one day will not be eligible for encashment. Grant of leave is at the discretion of the lead, and in line with the ground reality of any important tasks or client commitments that cannot be compromised. Leave encashment would be calculated according to a **pro-rata** leave grant. Annual leave encashment amount will be calculated based on the following guidelines considering increment dates:

- If an employee's increment date falls after the 1st of July, the calculation for annual leave entitlement will consider the pre-increment salary.
- Conversely, if an employee's increment date falls on or before the 30th of June, the calculation for annual leave entitlement will consider the post-increment salary.

Sandwich rule will not be applicable for annual leaves. The Administration department is not eligible for annual leaves. Only casual and sick leaves will be provided to the employees in the administration department.

This policy outlines the attendance expectations for employees at Mergestack. Uninformed absences are defined as any absence from work without prior notice to the appropriate team lead or HR manager. Employees are expected to communicate any planned leave or unexpected absence as soon as possible.

Uninformed Absence From Work:

If an employee is absent from work for three (3) consecutive days without providing prior notice or without an acceptable reason, it will be considered a serious violation of company policy. In such cases, the employee may be subject to immediate termination.

Employees are required to notify their immediate team lead or HR manager as soon as they become aware of any circumstance that may lead to their absence. Notification should include the reason for the absence and an estimated duration.

In cases of termination resulting from uninformed absence, failure to notify of absence (3 days) will lead to immediate termination without prior notice from the company. The company retains the authority to compensate solely for working days only.

Terms and Conditions:

1. If an employee needs **2** or more than **2 annual or casual/annual leaves**, it should be applied to the HR Department **2 weeks** prior.
2. Leaves approval would be depended on:
 - Nature of tasks and project situation
 - Employee's lead Approval
 - Client Approval

- Management Approval

In case of sick/emergency leaves, the HR Department should be informed.

3. **2 Half Leaves** will be considered as **1 leave**.
4. When a holiday falls between 2 availed leaves, they are merged together and considered as sandwich leaves. And If leave is between the weekend / public holiday it's also considered sandwich leaves. Saturday and Sunday is our weekend in mergeStack. Below mentioned scenarios are the only scenarios where leaves would be sandwiched see the below as reference, these are the scenarios for sandwich leaves:
 - Leaves, Weekend / public holiday, Leaves (it's Sandwich Leave)
 - Weekend / public holiday, Leaves, Weekend / public holiday (it's Sandwich Leave)
 - Public holidays are not counted as leaves
 - Weekend , Leaves, public holiday (it's not Sandwich Leave)
5. If the company remains open during public holidays or Weekend due to workload, it will be compensated in terms of:
 - Compensation
 - PTO (Paid time off)

The company reserves the right to disapprove leaves deemed unnecessary or depending upon the approval & project situation.

Advance Salary Policy

Purpose Statement:

This Advance Salary Policy w-e-f **01-09-2023** outlines the process and guidelines for employees requesting an advance on their salary. The policy ensures a fair and transparent approach to managing advance salary requests while maintaining the financial stability of both the company and the employee.

Eligibility:

All permanent employees with a minimum of **6 months** of continuous employment are eligible to request for an advance salary. However, employees who are currently in their probationary period or serving notice are excluded from eligibility under the advance policy.

Advance Amount:

Employees can request an advance salary equivalent to their monthly gross salary.

Request Procedure:

To obtain an advance salary, employees need to adhere to the following steps:

- Fill out the "Advance Salary Request Form".
- Specify the reason for the advance request and the desired amount.
- Submit the completed form to the HR Department.
- Your request will be approved by the HR Department.
- If the request is approved it will be proceeded towards the accounts team.
- The processing time for the request will be **2 Weeks**.

HR Review:

HR will assess the request to ensure compliance with the advance salary policy. If HR approves the request, it will be forwarded to the management for final approval.

Management Approval:

The management will review the request and consider factors such as the employee's performance, reason for the advance, and overall financial impact on the company.

Management holds the final authority to approve or deny the request.

Accounts Processing:

Once the advance salary request is approved by management, the HR Department will notify the Accounts Team. The Accounts Team will deduct the approved advance amount from the employee's upcoming future salary. The processing time for the advance request completion will be **2 weeks**.

Repayment:

The advance salary amount will be deducted from the employee's same OR next monthly salary.

Frequency:

Employees are eligible to apply for an advance salary with a gap of **6 months**.

Documentation:

A formal email will be sent to the employee, specifying the approved advance amount, repayment schedule, and any additional terms.

Confidentiality:

All advance salary requests and related discussions will be treated with strict confidentiality.

Review and Modification:

The company reserves the right to review and modify this policy as needed. Any changes will be communicated to employees in a timely manner.

We believe that this policy will facilitate a transparent and structured approach to managing advance salary requests.

The company retains the authority to either grant or decline advance salary requests based on specific circumstances.

Loan Withdrawal Policy:

Purpose:

Loan withdrawal policy describes the provision related to providing interest free loans to the employees of Mergestack.

Objective:

Mergestack takes care of employee needs and provides loan and advance facilities. The purpose of this is to make finance available to employees who have an immediate need of funds as a result of an unanticipated expenditure or emergency or do not have any monetary source available.

Scope:

Employees who have completed **1 year** of employment in Mergestack are eligible for this policy. Employees under the notice period and under the tenure mentioned above are also excluded from this policy.

Limitation to Loan:

The loan amount shall not exceed the employee's monthly salary and should be applied a month before as loan will be paid with monthly salary to the employee. No tax or interest will be applicable on the loan amount. Employees can not apply for the other loan if the amount of the previous loan is unpaid.

Procedure for Attaining the Loan:

The employee can apply for the loan by applying through Google Form and by sharing their concern with the HR Department. By reviewing and determining the nature of emergency and unanticipated expenditure the HR Department will approve the loan. After signing the repayment agreement & automatic payroll deduction contract agreed by both parties, the loan amount will be provided to the employee.

Repayment of the Loan:

Loan should be repaid back to the company within **12-18 months** and the amount will be divided according to the tenure mentioned above and as per agreement between both parties (Employee, HR Department), but tenure cannot exceed 18 Months. The employee is liable to pay the divided amount of the loan every month and the loan amount will be deducted from

employee salary. In case of termination of an employment contract, complete loan amounts should be repaid or deducted from the employee salary or clearance.

Promotion:

Mergestack believes that our employees' knowledge, skills and abilities can't be replaced as they are the most valuable assets to us. We recognize that all the employees aspire to grow with the company for better standard of living and status. With the growth in job responsibilities and benefits, employees feel motivated to improve their performance which can create value for the company as well as provide the company with continuous inflow of individuals who have grown with the organization to shoulder higher responsibilities over time. It's the policy of Mergestack to promote suitable employees to positions of higher responsibility. The company ensures that there will be no discrimination in promotion related decisions.

Personal Information and Privacy:

All personal information of employees will be kept confidential and used only for record maintenance purposes. Employees are required to provide accurate information and also notify the HR team about changes in any information. The information required by the company is:

- Legal Name
- Marital Status
- Home Address
- Contact Number
- Emergency Contact Number
- Dependent Details (Members to support in family)
- Professional Qualification
- Employment History
- Employment Certificates

Dress Code:

Employees should be aware that their attire is the reflection of their professionalism as well as that of the organization. A professional appearance with a high standard of personal hygiene is expected for all employees. Employees should be conservatively neat and well groomed on a daily basis. An employee's appearance can create a positive impact on our company's environment. Employees can wear casual dresses that should be decent. We may change our dress code at events or on special occasions.

Performance Evaluations:

We are committed to fostering career growth and ensuring fair performance goals for our team members. Our focus is on cultivating a culture of equitable performance evaluation and feedback. To achieve this, we conduct biannual & annual evaluations where we review performance based on a structured process, taking into account key performance indicators. This ensures that performance assessments are conducted fairly and transparently, enabling each team member to receive constructive feedback and opportunities for growth.

Tech interviews compensation plan:

At Mergestack, we highly value the dedication and effort each team member contributes to our success. That's why we planned to announce a compensation policy for all technical team members who actively participate in conducting technical interviews.

Under this new compensation plan, technical team members will be eligible for annual payouts based on their involvement in technical interviews. The details of the compensation are as follows:

Conducted Interview Compensation:

For every technical interview conducted, team members will receive a compensation of 300 PKR. This acknowledges the time and expertise invested in assessing potential candidates.

Candidate Selection and Successful Probation Compensation:

Team members conducting interviews will receive a base compensation. Additionally, they are eligible for a bonus of Rs. 5,000 if the candidate they interviewed is selected and completes the probationary period without any warnings. This bonus will be equally distributed among

the members of the interview bench. For instance, in the event that two candidates successfully complete the interview process, a Rs. 5000 bonus will be evenly split between the two team members, resulting in each member receiving Rs. 2500. This bonus is a testament to the crucial role our technical team plays in ensuring the quality and success of our workforce.

Termination/Dismissal Condition:

Services of the employees may be terminated by the company on one month notice period or one month salary in lieu. Mergestack reserves the right to suspend the service of the employee due to his poor performance or behavioral issues. Mergestack can terminate the employee due to his poor performance in writing on the basis of performance evaluation or recommendations of Project Lead. Termination on poor performances will be documented if the individual doesn't improve his performance after verbal and written warnings. Mergestack also reserves the right to dismiss the employee without any notice or warning if the employee is found guilty of misconduct or any fraud on the behalf of the Company.

Resignation:

In a resignation, an employee is to abide by the Company's notice period and exit formalities. The Employee must submit a resignation letter addressed to the project lead, detailing reason for resignation and last proposed date of work. This letter must be submitted at least two months(technical) and 1 month(non-technical employees) before the actual projected date of separation to allow for all other exit formalities to take place and more significantly, recruitment of an appropriate replacement for the vacancy.

Notice Period:

During the probationary period, either the employee or the Company may terminate employment without notice period. Notice period will also not be given to the employee who is found guilty of misconduct or fraud. After confirmation a resignation notice of 60 days for technical employees & 30 days for non-technical employees (w.e.f 01-11-2022) must be given. If an employee doesn't complete his notice period it will be considered as breach of code of conduct and employee salary or any type of compensation and benefits will be withheld.

Clearances of Dues:

Upon confirmation of an employee's departure, all associated documents, materials, and company property must be accounted for. The HR Department will then issue an Employee Clearance Form, which the departing employee must complete to initiate the clearance process before any final settlement of dues. Once the form is submitted, the HR Department will review and forward it to the Administration. The Administration will receive the company's assets from the employee along with an Asset Handling Form. After both the Administration and HR Department have approved the clearance, the Finance Department will process the final settlement of dues. The clearance of dues will occur 14 working days after the employee's final offboarding date.

Following documents must be received at the moment of separation with an employee:

- Resignation or termination letter
- Resignation acceptance form
- Asset Handling form
- Exit Clearance Form

Employment Certificate:

An Employee can get his Experience Certificate after completion of his notice period by contacting the HR Department. The HR team will provide an experience certificate after all the company's assets are returned to the company.

Disclaimer: The company retains the authority to periodically revise and change its policies.

<https://www.mergestack.com>
