

# MULTIVERSITY GROUP EMPLOYEE HANDBOOK

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Dear Colleague,

Welcome to Multiversity family, this is a handbook which covers Policies, Key Procedure, Guidelines and Employee Benefits as well as IT Policy applicable to all FULL TIME / CONSULTANT / TRAINEE / MFS students.

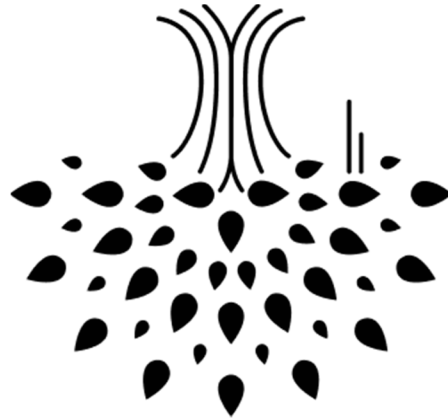
Kindly study this handbook in detail.

Regards,  
Team Multiversity

## COMPANY HISTORY

**Multiversity** was founded on 2<sup>nd</sup> September, 2000 on the auspicious day of **Rishi Panchami**, at the threshold of the new century, to advance the application of Information Technology in the areas of Education, Governance and Services. It has made significant contributions in each. Multiversity has created Technologies and Services for the emerging knowledge-based society. Millions of users have used our products and services, underlining our commitment to develop world-class Technologies and Solutions. Multiversity also works closely with various Government, Semi-Government and local Self-Government bodies all over India in the areas of e- Learning, e-Governance and e-Services and has successfully completed projects having large-scale social implications.

## STORY OF OUR LOGO



### MULTIVERSITY - OUR INSIDE AND OUT

This tree is the eternal Ashwattha tree whose roots are heavenward and its branches are downwards. Symbolic to the ability of mankind to take in information and store the knowledge, the tree is personified to say that it is He who is called the Brahman, he who is Immortality and it is He who is the bright one. In Him lie all worlds and in Him lie all answers. There is no going beyond Him and that is the thing you all seek.'

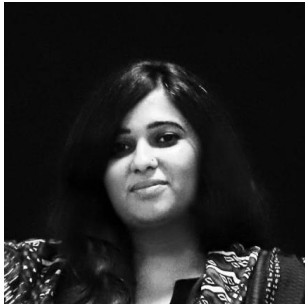
To explain it simply, 'Ashwattha Tree', an important part of the Bhagavad Gita, is an inverted peepal or banyan tree which is considered to be one of the most mystical and spiritual symbols. The roots of the tree face upwards signifying that the tree, just like us humans, take nourishment and knowledge from the cosmos and the divine. The leaves and branches of the tree are said to represent the Vedas that store in them the answers to life.

It is said that the one who understands the Vedas understands the true meaning of life.

Hence, taking inspiration from the 'Ashwattha Tree' our brand, Multiversity, stands by the importance of continuously learning and experiencing life. We definitely do not know all the answers, but we are those that will not stop till we find them.

## WELCOME MESSAGE FROM THE MANAGEMENT

We want you to feel like you belong here and that you have the ability to thrive and help shape a better future for society and for the planet, day by day, little by little. No matter where you come from or what role you play, as a group, we will support you to do your best work, enjoy each day, and grow as you deliver excellence through the projects that define our mission. Our mantras are holistic growth and wellbeing. On behalf of the group, we look forward to your contribution and efforts towards the furtherance of the mission.



SAMHITA BHATKAR



TAIJASA BHATKAR



NACHIKETAS BHATKAR

## **VISION – SYNTHESIS OF SCIENCE & SPIRITUALITY IN SERVICE OF MANKIND**

### **Multiversity**

Founded on September 2nd, 2000, Multiversity is dedicated to advancing the application of information technology in the areas of education, governance, and services. Our mission is to create technologies and services for the emerging knowledge-based society, and we have made significant contributions to this end. Millions of users have used our products and services, underlining our commitment to developing world-class technologies and solutions.

At Multiversity, we work closely with various government, semi-government, and local self-government bodies all over India in the areas of e-Learning, e-Governance, and e-Services. Our goal is to provide high- quality, affordable education to everyone, regardless of their location or socioeconomic status. We believe that quality education should be accessible to all, and we are working towards making that a reality through technology in eLearning form.

Our vision is the synthesis of science, spirituality, and culture in the service of humanity. We are committed to transforming the lives of the grassroots level through quality education that is accessible to all. Our founder, Dr. Bhatkar has always believed that everyone should receive the same quality of education, from rural to urban areas, from Mumbai to Gadchiroli. We share this belief, and we work hard every day to make it a reality.

## **MULTIVERSITY GROUP OF COMPANIES**

Multiversity is comprised of two companies and one public charitable trust:

- **Multiversity (P) Limited - FORMED ON 08/09/2000**
- **Knowledge-Divine Information Technology (P) Limited (Know-IT) - FORMED ON 30/09/1998**
- **India International Multiversity (IIMV) – FORMED ON 30/11/2000.**

### **Our key projects have included:**

Digitization of the pilgrimage place to knowledge pilgrimage place of Shirdi Sai Baba Sansthan, which included the entire system's digitization in a structured format, including the generation of the token system, standing in the queue, and arranging Ladoos for lakhs of devotees.

Award-winning replication of similar projects in Pimpri Chinchwad Municipal Corporation under the eGovernance project in 2001. Development of eLearning content for MKCL for the digital literacy program in nine different languages, including Saudi, Egypt, Malaysia, and Sri Lanka, reaching more than 15 million learners. Work with big brands like IDBI, NABARD, TATA, Mahindra, Bajaj FinServ, Commercial Bank Qatar, Yokohama Tyres, TVS Motors, McDonald's, Australian Government projects, and many more across the globe.

### **Multia**

Multia is a design agency headed by Samhita and Taijasa, focused on designing for tomorrow. We are one of the most sought-after studios, working with Fortune 500 companies. Clutch recently nominated us as one of the top 5 leading agencies in India. We have a good presence in India and abroad, and we are always striving to deliver excellence in all our projects.

### **C-DAC Operations**

Multiversity is proud to be the first training center of CDAC. Our high-class, high-quality, state-of-the-art training center is located in the heart of the city, Deccan Gymkhana. We offer annual training for 300 students in Diploma in Advanced Computing in big data analytics and now offer new courses.

### **MKCL Offerings**

We are the channel partners for all MKCL offerings in Pune, Nagar, and Nashik districts. We handle around 1000 training centers for administration, marketing, logistics, and student counseling.

### **Bihar Skill Development Mission Initiative**

We are building content and handling two districts under BSDM, a Bihar Government initiative, where we aim to have 100 training centers. Our model center is located in Gaya.



# COMPANY VALUES

## What we expect from each other

From the moment you join People, you become a valuable part of the company. And without a Traditional hierarchy, knowing what's expected of you or what to expect from others might seem like uncertain territory.

We really do mean it when we tell you that you're now an equal member of the team, but to help you understand how everybody fits in with each other, here is a bit of advice on how to manage your expectations on a level playing field.

One of the biggest things you can expect, is to see people turning ideas into action and making decisions.

It doesn't matter if they're the wrong decisions either... I mean, we hope they'll be right; but the fact is, the right decision could be a hundred and one different things... **Multiversity's** people are hired very selectively for their unique set of skills, and therefore they are also the right people to decide how to use those skills. In other words, if you think something's a good idea then it probably is. Or then again it might not be. There's only one way to find out.

### A few other pointers for you:

- ✓ If you see somebody doing something that you think could be done better, suggest your idea. They'll thank you for it (and might even decide to use it).
- ✓ If a colleague makes a suggestion, don't take it as a personal attack. Thank them for it (you might even decide to use it).
- ✓ If you think you'd be good at something you've never done before, then do it. We have staff from every walk of life and from every industry... so don't be shy, ask if they'll show you a thing or two.

Here are a few more things you can expect from Multiversity's staff:

- ✓ We respect each other's decisions and value each other's area expertise.
- ✓ We praise one another for being pro-active.
- ✓ We praise one another for taking the Company somewhere new.
- ✓ We welcome requests for help and give that help where possible.
- ✓ We communicate clearly, keep their promises and work as a Team.

## CHIEF MENTOR - DR. VIJAY BHATKAR



DR VIJAY BHATKAR IS ONE OF THE MOST ACCLAIMED SCIENTISTS AND IT LEADERS OF INDIA. HE IS BEST KNOWN AS THE ARCHITECT OF INDIA'S FIRST SUPERCOMPUTER AND AS THE FOUNDER EXECUTIVE DIRECTOR OF C-DAC, INDIA'S NATIONAL INITIATIVE IN SUPERCOMPUTING. HE IS CREDITED WITH THE CREATION OF SEVERAL NATIONAL INSTITUTIONS, NOTABLY AMONGST THEM BEING C-DAC, ER&DC, IIITM- K, I2IT, ETH RESEARCH LAB, MKCL AND MULTIVERSITY GROUP OF COMPANIES.

HE HAS BEEN A MEMBER OF SCIENTIFIC ADVISORY COMMITTEE TO CABINET OF GOVERNMENT OF INDIA, GOVERNING COUNCIL MEMBER OF CSIR, INDIA AND EGOVERNANCE COMMITTEE CHAIRMAN OF GOVERNMENTS OF MAHARASHTRA AND GOA. HE IS THE CHAIRMAN OF IIT, DELHI.

A FELLOW OF IEEE, ACM, CSI, INAE AND LEADING SCIENTIFIC, ENGINEERING AND PROFESSIONAL SOCIETIES OF INDIA, HE HAS BEEN HONOURED WITH PADMASHRI AND MAHARASHTRA BHUSHAN AWARDS. OTHER RECOGNITIONS INCLUDE SAINT DNYANESHWAR WORLD PEACE PRIZE, LOKMANYA TILAK AWARD, HK FIRODIA AND DATAQUEST LIFETIME ACHIEVEMENT AWARDS, AND MANY OTHERS. HE WAS A NOMINEE FOR PETERSBURG PRIZE AND IS A DISTINGUISHED ALUMNI OF IIT, DELHI.

DR BHATKAR HAS AUTHORED AND EDITED 12 BOOKS AND 80 RESEARCH & TECHNICAL PAPERS. HIS CURRENT RESEARCH INTERESTS INCLUDE EXASCALE SUPERCOMPUTING, AI, BRAIN-MIND-CONSCIOUSNESS, AND SYNTHESIS OF SCIENCE & SPIRITUALITY.

HE IS PRESENTLY THE CHANCELLOR OF INDIA INTERNATIONAL MULTIVERSITY, CHAIRMAN OF IIT DELHI, AND CHAIRMAN OF ETH RESEARCH LAB AND NATIONAL PRESIDENT OF VIJNAN BHARATI.

### WELCOME MESSAGE FROM THE CHIEF MENTOR

<https://www.youtube.com/watch?v=2sb8vZTzycI>

## DIRECTORS & MANAGEMENT BOARD

Sr. No.	Name	Designation
1	Dr. Vijay Bhatkar	Chief-Mentor - Multiversity Group, Chairman - India International Multiversity
2	Shri. Kisan Maharaj Sakhare	Director -Know-IT, Trustee - India International Multiversity
3	Ms. Samhita Bhatkar	Director - Know-IT & Multiversity, Secretary & Trustee - India International Multiversity, Creative Director & Founder- Multia
4	Mr. Yashodhan Sakhare	Director -Know-IT
5	Mr. Chidambareswar Sakhare	Director -Know-IT
6	Ms. Taijasa Bhatkar	Director - Know-IT & Multiversity Trustee - India International Multiversity,
7	Mr. Nachiketas Bhatkar	Managing Director & CEO - Multiversity & Know-IT Managing Trustee - India International Multiversity

## ORGANIZATION STRUCTURE

[https://multiversitypl-my.sharepoint.com/:x:/g/personal/hr\\_multiversity\\_co\\_in/EU6kR0-h3UdPi9O5RKk98ycBrQQHylhOiHUEgnBR9eNBWQ](https://multiversitypl-my.sharepoint.com/:x:/g/personal/hr_multiversity_co_in/EU6kR0-h3UdPi9O5RKk98ycBrQQHylhOiHUEgnBR9eNBWQ)

## **INTRODUCTORY INFORMATION**

### **Confidentiality agreement:**

Information that pertains to multiversity's business, including all non-public information concerning the company, its vendors and suppliers, is strictly confidential and must not be given to people who are not employed by multiversity.

Please help protect confidential information - which may include, for example, trade secrets, customer lists and company financial information - by taking the following precautionary measures:

- ✓ Discuss work matters only with other multiversity staff members.
- ✓ Who have a specific business reason to know or have access to such information.
- ✓ Do not discuss work matters in public places.
- ✓ Monitor and supervise visitors to multiversity to ensure that they do not have access to company information.
- ✓ Destroy hard copies of documents containing confidential information that is not filed or archived.
- ✓ Secure confidential information in desk drawers and cabinets at the end of every business day.

Your cooperation is particularly important because of our obligation to protect the security of our clients' and our own confidential information. Use your own sound judgment and good common sense, but if at any time you are uncertain as to whether you can properly divulge information or answer questions, please consult or discuss with your immediate supervisor, or a member of the management.

### **Conflict of interest:**

Staff members must avoid any interest, influence or relationship which might conflict or appear to conflict with the best interests of multiversity. You must avoid any situation in which your loyalty may be divided and promptly disclose any situation where an actual or potential conflict may exist.

### **Each staff member shall –**

Shall act in accordance with the highest standards of personal and Professional integrity, honesty, good faith, with diligence and responsiveness, excellence in quality, with academic responsibility and freedom and ethical conduct.

Shall avoid any dealing with a contractor, any partner, vendor or supplier or any professional that compromises the ability to transact business on a professional, impartial and competitive basis or that may influence discretionary decision to be made by the board members / company.

Shall not hold any position or job or engage in outside business or other interest without prior permission.

Shall not exploit for their own personal gain, opportunities that are discovered through use of corporate property, information or position, unless the opportunity is disclosed fully in writing to the board of directors of the company and subsequently after approval from the board.

Shall exercise powers conferred upon him for achieving business goals of the company in a fair and honest manner with reasonable direction and after weighing of the consequences of such use.

### **Code of conduct & business ethics**

Multiversity Expects Every Staff Member to Adhere to the Highest Standards of Job Performance and Of Personal Conduct, Including Individual Involvement with Company Personnel and Outside Business Contacts.

The Company Reserves the Right to Discipline or Discharge Any Staff Member for Violating Any Company Policy, Practice or Rule of Conduct. The Following List Is Intended to Give You Multiversity's Expectations and Standards. However, It Does Not Include Every Type of Unacceptable Behavior That Can or Will Result in Disciplinary Action. Please Note That Multiversity Reserves the Right to Determine the Nature and Extent of Any Discipline Based Upon The Circumstances of Each Individual Case.

#### **STAFF MEMBERS MAY BE DISCIPLINED OR TERMINATED FOR POOR JOB PERFORMANCE, INCLUDING, BUT NOT LIMITED TO THE FOLLOWING:**

- Unsatisfactory Quality or Quantity of Work
- Repeated, Unexcused Absences or Lateness
- Failing To Follow Instructions or Company Procedures, or
- Failing To Follow Established Safety Regulations.

**STAFF MEMBERS MAY ALSO BE DISCIPLINED OR TERMINATED FOR MISCONDUCT, INCLUDING, BUT NOT LIMITED TO THE FOLLOWING:**

- Falsifying An Employment Application Or Any Other Company Records Or Document failing to Record Working Time Accurately Or Recording A Co-Worker's Timesheet.
- Insubordination or Other Refusal to Perform.
- Using Vulgar, Profane Or Obscene Language, Including Any Communication Or Action that Violates MVL's Policy against Harassment And Other Unlawful Forms Of Discrimination, Disorderly Conduct, Fighting Or Other Acts Of Violence.
- Misusing, Destroying Or Stealing Company Property Or Another Person's Property.
- Possessing, Entering With Or Using Weapons On Company Property.
- Possessing, Selling, Using Or Reporting To Work With Alcohol, Controlled Substances or Illegal Drugs Present In the Staff Member's System, On Company Property or On Company Time
- Violating conflict of interest rules
- Disclosing or using confidential or proprietary information without authorization
- Violating the Company's computer or software use policies, and
- Being convicted of a crime that indicates unfitness for a job or presents a threat to the Company or its staff members in any way.

**Dating in the workplace:**

Staff members are strongly discouraged from forming romantic or sexual relationships. Such relationships can create the impression of impropriety in terms and conditions of employment and can interfere with productivity and the overall work environment. If you get in to such relation you must immediately disclose this to the People & Culture Team for guidance.

You should also be aware of, and are expected to comply with, Multiversity's policy against sexual and other forms of illegal harassment in the workplace.

Appropriate action, which may include a transfer or reassignment, leave of absence, suspension or termination, will be taken against those who violate this policy.

**DRESS POLICY:**

Appropriate office attire is required. Suppliers and customers visit our office and we wish to put forth an image that will make everyone proud to be Multiversity staff members. Be guided by common sense and good taste.

## **Ethical and legal business practices**

Multiversity expects the highest standard of ethical conduct and fair dealing from each staff member, officer, director, volunteer and all others associated with the Company. Our reputation is a valuable asset, and we must continually earn the trust, confidence and respect of our suppliers, our members, our customers and our community.

This policy provides general guidance on the ethical principles that all must follow, but no guideline can anticipate all situations. You should also be guided by basic honesty and good judgment, and be sensitive to other's perceptions and interpretations.

If you have any questions about this policy, consult your immediate supervisor or the Management. You are expected to promptly disclose to the management of the company anything that may violate this policy. MVL will not tolerate retaliation or retribution against anyone who brings violations to management's attention.

## **Complying with laws and regulations:**

All of MVL's activities are to be conducted in compliance with the letter and spirit of all applicable laws and regulations. You are charged with the responsibility of understanding the applicable laws, recognizing potential dangers and knowing when to seek legal advice.

## **Giving and receiving gifts:**

You may not give or receive money or any gift to or from a supplier, government official or other organization. Exceptions may be made for gifts that are customary and lawful, are of nominal value and are authorized in advance.

You may accept meals and refreshments if they are infrequent, are of nominal value and are in connection with business discussions.

If you do receive a gift or other benefit of more than nominal value, report it promptly to a member of management.

## **Staff member privacy and other confidential information:**

Multiversity collects only personal information about staff members that relates to their employment. Only people with a business-related need to know are given access to this information, and the C.E.O. must authorize any release of the information to others. Personal information, other than that required to verify employment or to satisfy legitimate investigatory or legal requirements, will be released outside the company only with staff member approval.

If you have access to any confidential information, including private staff member information, you are responsible for acting with integrity. Unauthorized disclosure or inappropriate use of confidential information will not be tolerated.

## **ACCOUNTING AND FINANCIAL REPORTS:**

Multiversity's financial statements and all books and records on which they are based must accurately reflect the Company's transactions. All disbursements and receipts must be properly authorized and recorded.

You must record and report financial information accurately. Reimbursable business expenses must be reasonable, accurately reported and supported by receipts.

Those responsible for handling or disbursing funds must assure that all transactions are executed as authorized and recorded to permit financial statements in accord with accounting provisions in force.

## **Account and customer information:**

Staff members are prohibited from distributing account, client, and/or customer information to anyone, in any form, except the named account holder, client or customer.

## **Compliance:**

Staff members who fail to comply with this policy will be disciplined, which may include a demand for reimbursement of any losses or damages, termination of employment and referral for criminal prosecution. Action appropriate to the circumstances will also be taken against immediate supervisors or others who fail to report a violation or withhold relevant information concerning a violation of this policy.

## **Grievances:**

Staff members are encouraged to bring concerns, problems and grievances to management's attention. You are also obligated to report any wrongdoing, of which you become aware, to your immediate supervisor / HR Manager / Management.

## **Progressive discipline:**

Multiversity retains the discretion to discipline its staff members. Oral and written warnings and progressive discipline up to and including discharge may be administered as appropriate under the circumstances.

Multiversity reserves the right to terminate any staff member whose conduct merits immediate dismissal without resorting to any aspect of the progressive discipline process.



# **WORKPLACE PROFESSIONALISM AND COMPANY REPRESENTATION**

## **Smoke-free workplace**

Smoking is prohibited inside Multiversity facilities. We recommend avoiding smoking during office hours (sitting at MVL or at client / customer). All staff members, clients and other visitors are expected to comply with this policy, and staff members who violate it would be disciplined.

## **DRUGS AND ALCOHOL: DRUG-FREE WORKPLACE**

### **Drug and alcohol policy:**

Multiversity strives to maintain a workplace free of drugs and alcohol and to discourage drug and alcohol abuse by its staff members. Misuse of alcohol or drugs by staff members can impair the ability of staff members to perform their duties, as well as adversely affect our customers' and customers' confidence in our company.

#### **ALCOHOL:**

Staff members are prohibited from using or being under the influence of alcohol while performing company business for Multiversity, while operating a motor vehicle in the course of business or for any job-related purpose, or while on company premises or a worksite.

#### **ILLEGAL DRUGS:**

Multiversity staff members are prohibited from using or being under the influence of illegal drugs while performing company business or while on a company facility or worksite. You may not use, manufacture, distribute, purchase, transfer or possess an illegal drug while in Multiversity facilities, while operating a motor vehicle for any job-related purpose or while on the job, or while performing company business. This policy does not prohibit the proper use of medication under the direction of a physician; however, misuse of such medications is prohibited.

#### **DISCIPLINARY ACTION:**

Staff members who violate this policy may be disciplined or terminated, even for a first offense. Violations include refusal to consent to and comply with testing and search procedures as described.

#### **SEARCHES:**

Multiversity may conduct searches for illegal drugs or alcohol on company facilities or worksites without prior notice to staff members. Such searches may be conducted at any time. Staff members are expected to cooperate fully.

Searches of staff members and their personal property may be conducted when there is reasonable suspicion to believe that the staff member has violated this

policy or when circumstances or workplace conditions justify such a search. Personal property may include, but is not limited to, purses, boxes, briefcases, as well as any Multiversity property that is provided for staff members' personal use, such as desks, lockers, and files.

An staff member's consent to a search is required as a condition of employment and the staff member's refusal to consent may result in disciplinary action, including termination.

#### **DRUG TESTING:**

Multiversity may require a blood test, urinalysis, hair test or other drug or alcohol screening of staff members suspected of using or being under the influence of drugs or alcohol or where other circumstances or workplace conditions justify such testing. The refusal to consent to testing may result in disciplinary action, including termination.

### **WORKPLACE VIOLENCE**

Multiversity has a zero-tolerance policy concerning threats, intimidation and violence of any kind in the workplace either committed by or directed to its staff members. Staff members who engage in such conduct will be disciplined, up to and including immediate termination of employment.

Staff members are not permitted to bring weapons of any kind onto company premises or to company functions. Any staff member who is suspected of possessing a weapon will be subject to a search at the company's discretion. Such searches may include, but not be limited to, the staff member's personal effects, desk and workspace.

If a staff member feels he or she has been subjected to threats or threatening conduct by a co-worker, vendor or customer, the staff member should notify his or her immediate supervisor or another member of management immediately. "Names of Staff members will not be disclosed for the sake of their safety"

#### **Workplace solicitation:**

To promote a professional workplace, prevent disruptions in business or interference with work, and avoid personal inconvenience, Multiversity has adopted rules about soliciting for any cause and distributing literature of any kind in the workplace.

Staff members may not solicit on Multiversity property or use company facilities, such as e-mail, voicemail or notice boards during working time for solicitation. This policy applies to collecting funds, requesting contributions, selling merchandise, gathering staff member signatures and promoting membership in clubs or organizations.

Non Staff members may not make solicitations or distribute literature at any time. Multiversity may grant limited exemptions from these rules at its discretion.

#### **Zero tolerance for workplace violence:**

Multiversity has a zero-tolerance policy concerning threats, intimidation and violence of any

kind in the workplace either committed by or directed to its staff members. Staff members who engage in such conduct will be disciplined, up to and including immediate termination of employment.

Staff members are not permitted to bring weapons of any kind onto company premises or to company functions. Any staff member who is suspected of possessing a weapon will be subject to a search at the company's discretion. Such searches may include, but not be limited to, the staff member's personal effects, desk and workspace.

If a staff member feels he or she has been subjected to threats or threatening conduct by a coworker, vendor or customer, the staff member should notify his or her immediate supervisor or another member of management immediately.

–Names of Staff members will not be disclosed for the sake of their safety

## **GENERAL EMPLOYMENT INFORMATION**

Multiversity provides equal opportunity in all of its employment practices to all staff members and applicants without regard to race, color, religion, gender, national origin, age, disability, marital status, military status or any other category protected by central, state and local laws. This policy applies to all aspects of the employment relationship, including recruitment, hiring, compensation, promotion, transfer, disciplinary action, layoff, return from layoff, training and social, and recreational programs. All such employment decisions will be made without unlawfully discriminating on any prohibited basis.

### **Sexual harassment and discrimination policy**

Multiversity strives to maintain an environment free from discrimination and harassment, where staff members treat each other with respect, dignity and courtesy.

This policy applies to all phases of employment, including but not limited to recruiting, testing, hiring, promoting, demoting, transferring, laying off, terminating, paying, granting benefits and training.

### **Prohibited behavior:**

Multiversity does not and will not tolerate any type of harassment of its staff members, applicants for employment, or its customers. Discriminatory conduct or conduct characterized as harassment as defined below is prohibited.

The term harassment includes, but is not limited to, slurs, jokes, and other verbal or physical conduct relating to a person's gender, ethnicity, race, color, creed, religion, sexual orientation, national origin, age, disability, marital status, or any other protected classification that unreasonably interferes with a person's work performance or creates an intimidating, hostile work environment.

### **Sexual harassment by non-staff members:**

Multiversity will also endeavor to protect staff members, to the extent possible, from reported harassment by non-staff members in the workplace, including customers, clients and suppliers.

### **Complaint procedure and investigation:**

Any staff member who wishes to report a possible incident of sexual harassment or other unlawful harassment or discrimination should promptly report the matter to Grievance Officer, designated from time to time. If that person is not available, or you believe it would be inappropriate to contact that person, contact any member of the Multiversity will conduct a prompt investigation as confidentially as possible under circumstances. Staff members who raise concerns and make reports in good faith do so without fear of reprisal; at the same time staff members have an obligation to cooperate with Multiversity in enforcing this policy and investigating and remedying complaints.

Any Staff Member Who Becomes Aware of Possible Sexual Harassment or Other Illegal Discrimination against Others Should Promptly Intimidate your immediate supervisor / HR Manager / Management.

Anyone Found To Have Engaged In Such Wrongful Behavior Will Be Subject To Appropriate Disciplinary Action, Which May Include Termination.

**RETALIATION:**

Any Staff Member Who Files A Complaint Of Sexual Harassment Or Other Discrimination In Good Faith Will Not Be Adversely Affected In Terms And Conditions Of Employment And Will Not Be Retaliated Against Or Discharged Because Of The Complaint.

In Addition, We Will Not Tolerate Retaliation Against Any Staff Member Who, In Good Faith, Cooperates In The Investigation Of A Complaint. Anyone Who Engages In Such Retaliatory Behavior Will Be Subject To Appropriate Disciplinary Action, Up To And Including Termination.

## SEVERE WEATHER AND EMERGENCY CLOSINGS

### Emergency measures (inclement weather):

We realize that bad weather or hazardous commuting conditions may occasionally make it impossible for staff members to report to work on time. Currently, due to unpredictable weather and increase in global warming has caused excess rain, heat and other such occurrences.

There may be road closure, diversion, etc. You may suitably plan for that also. This is applicable to all our office locations – **Nashik, Pune and Gaya**. We request you to take your decision wisely and & per your judgment.

However, you are expected to make a diligent effort to report to work when conditions have improved. If you determine that you are unable to report to work because of the conditions, inform your immediate supervisor as soon as possible.

If it becomes necessary to shut down the office due to weather or other emergency, every effort will be made to notify staff members. If there is a question as to whether the office will be open, call your place of work, or immediate supervisor. Work can be compensated later on. This is not applicable if you are not working from home. When in doubt please remember to better be safe than sorry.

## **SOCIAL RESPONSIBILITY - GLOBAL WARMING**

Dear Colleague

The earth as an ecosystem is changing, attributable in great part to the effects of globalization and man. More carbon dioxide is now in the atmosphere than has been in the past 650,000 years. This carbon stays in the atmosphere, acts like a warm blanket, and holds in the heat — hence the name 'global warming.'

The reason we exist on this planet is because the earth naturally traps just enough heat in the atmosphere to keep the temperature within A very narrow range - this creates the conditions that give us breathable air, clean water, and the weather we depend on to survive. Human beings have begun to tip that balance. We've overloaded the atmosphere with heat-trapping gasses from our cars and factories and power plants. If we don't start fixing the problem now, we're in for devastating changes to our environment. We will experience extreme temperatures, rises in sea levels, and storms of unimaginable destructive fury. Recently, alarming events that are Consistent with Scientific Predictions about the Effects of Climate Change Have Become More and More Commonplace.

There Are Many Simple Things You Can Do In Your Daily Life — What You Eat, What You Drive, How You Build Your Home — That Can Have An Effect On Your Immediate Surroundings, And On Places As Far Away As Antarctica. Here Is A List Of Few Things That You Can Do To Make A Difference.

- Use Energy In A Responsible Manner. Examples Include Shutting Down Of AirConditioners, Lights, Fans, Computers When Not It Use Or Are Not Required.
- Use Natural Resources Such As Water Judiciously.
- Manage Waste Properly. Recycle Wherever Possible. Print Only Important Documents On Blank Papers. Other Documents Could Be Printed On Used Paper.
- Pool Cars, Two Wheelers To Come To Work to Reduce Emissions and Lower FuelConsumption.
- Promote Procurement Of Materials With Low Environmental Impact.
- Promote Effective Use Of Raw Materials, And Minimize Consumption.

Global Warming Is A Dramatically Urgent And Serious Problem. We Don't Need To Wait For Governments To Find A Solution For This Problem: Each One Of Us Can Bring An Important Help Adopting A More Responsible Lifestyle: Starting From Little, Everyday Things. It's The Only Reasonable Way To Save Our Planet, Before It Is Too Late.

If You Have Any Ideas Which Can Be Added To Our Green Initiatives, Please Do Let Us Know By Mailing Or Meeting Me.

- Managing Director & C.E.O.

## **SAFETY AND SECURITY**

### **Fire safety:**

Every staff member is responsible for recognizing potential fire dangers and taking an active role in preventing fires.

Staff members are required to observe all safety requirements.

### **Safety:**

Multiversity is committed to maintaining a safe and healthy environment for all staff members. Report all accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues immediately to your immediate supervisor.

If you or another staff member is injured, contact your immediate supervisor immediately. Seek help from outside emergency response agencies, if needed. Contact information is posted on the notice boards.

### **Security:**

Multiversity is committed to ensuring staff members' security. Our premises are equipped with security and fire alarm system. All staff members are given identification cards when they join the Company. It is recommended to wear your ID at all times while on Company business, whether you are on or off Company premises. If you leave Multiversity, you must surrender your ID and any company keys you have been issued.



## **PARKING POLICY**

- Staff members can park their two-wheelers & four-wheelers on **“FIRST COME FIRST SERVED”** on regular basis.
- Remember to lock your car, bike every day and park within the specified areas. Take care of all belongings, helmets & any other valuable items. Courtesy and common sense in parking will avoid accidents, personal injuries, and damage to your vehicle and to the vehicles of others.
- If you should damage another car while parking or monitoring through the parking lot, immediately report the incident, along with the license numbers of both vehicles and any other pertinent information you may have, to the building Security / Housekeeping staff.
- Multiversity does not assume any liability for any loss or damages to person or property that may occur as a result of use of the building’s parking lot.
- If you have any concerns, please contact Mr. Nilesh Shaligram / Sitaram Kaka.

## **PERSONAL PROPERTY**

Due to the strict liability guidelines of our insurance carrier, under no circumstances are you allowed to keep personal equipment or vehicles on MULTIVERSITY property where damage or fire could result. Personal belongings can be stored at your workstation while you are working; all personal items should be taken home with you at the end of your shift. You are responsible for your belongings.

### **Property & Equipment care**

It is your responsibility to understand the machines you need to use to perform your duties. Good care of any machine that you use during the course of your employment, as well as the conservative use of supplies, will benefit you and MULTIVERSITY. If you find that a machine is not working properly or in any way appears unsafe, please notify your manager/supervisor immediately so that repairs or adjustments may be made. Under no circumstances should you start or operate a machine you deem unsafe, nor should you adjust or modify the safeguards provided. Waste of time, materials, equipment and utilities is costly to you and MULTIVERSITY. You can help make every minute count. Eliminate waste whenever possible. In the long run, you will benefit by helping to reduce operating costs.

## **BENEFITS - EXPENSE REIMBURSEMENT**

### **Local transport claim**

For those who do not own a vehicle and have to travel long distances for work within city or district can use Ola / Uber/ Rickshaw or any other local transport, as per availability.

You need to produce local transport bill (tickets) while submitting the claim.

### **Claiming process:**

All eligible reimbursements for conveyance, traveling and any other category should be claimed on a monthly basis and the claims for the preceding month should be submitted to the Accounts by the **5<sup>th</sup>** of the following month after obtaining due approvals. This will allow us to apportion the expense in the correct month.

## **TRAINING POLICY**

### **PERFORMANCE MANAGEMENT, APPRAISALS/REVIEWS:**

[Annual Appraisal Process 2022-23.pdf](#)

### **HYBRID POLICY:**

[Hybrid Work Policy 14102022.pdf](#)

### **REFERRAL POLICY**

[Multiversity Group Referral Policy June 2021 \(2\).pdf](#)

## LATE WORKING POLICY

- As Company providing snacks to all staff members at 6:30 p.m.
- Staff members working till late night can **order vegetarian food online through Swiggy/Zomato app.**
- Multiversity **will reimburse** the staff for the **cost of the taxi fare, snacks or dinner ordered online.**
- If working on holidays, a mail should be sent to HR, Admin and System Admin departments to make all the necessary arrangements for smooth functioning of the work. Food can be ordered as mentioned above.
- At Multiversity, we have no room for meat in our culture. Our vegetarian tradition is a proud one, and we hope you will join us in it.

### REIMBURSABLE GUIDELINES:

- Staff staying late can claim for cab/taxi fare reimbursement.
- Staff can claim for meal reimbursement up to Rs. 250/- including Delivery.

## **LOCAL CONVEYANCE REIMBURSEMENT**

The local Conveyance reimbursement is applicable while travelling out of office for official work and to provide procedures for the approval, reimbursement, and control of travel expenses.

**Four Wheelers** - Rs. 12/-per Km

**Two wheelers** - Rs. 6/- per Km

## TRIP POLICY

Group Trips is a way to not only boosting morale, but also a means to improve teamwork and internal communications.

Travel takes us out of our comfort zones and inspires us to see, taste and try new things. It constantly challenges us, not only to adapt to and explore new surroundings, but also to engage with different people, to embrace adventures as they come and to share new and meaningful experiences with friends and loved ones.

Team should always try to plan their Trips to new places where most of the members have not visited the place.

- Historical Places
- Places in Nature
- Social Causes

Teams should ensure to try involving each member of the Team for outings, which will help members to build a strong communication within the team.

We are aware that it is not possible for every team to plan and organize one day trips due to deadlines. Accordingly, People and Culture Team will be planning and organizing one day Trips for all staff members every Quarter. Dates will be notified in the start of the year so Teams can plan accordingly.

In view of the above, each Teams can join in for any 3 one day trips organized by the Team and can plan for one

- ✓ We want to offer you a culture that inspires you to do your best at work and keeps you happy and relaxed.
- ✓ You could be celebrating a milestone.
- ✓ You could try to brainstorm for a project that requires people to collaborate.
- ✓ It could be a way of thanking your team for their contributions.
- ✓ You can try to foster better communication and teamwork.

### POLICY DETAILS:

- ✓ We understand that everyone needs a team outing to help recharge and get away from the daily grind, hence our trip policy allows teams to plan for three 1-day trips annually (Maximum 1 trip per Quarter) and one "2 nights/3 days" trip in a Year (January – December). No 2 trips allowed to be planned in 1 quarter.
- ✓ The upper Limit of expenses reimbursable is up to **Rs. 1800/- per person (For a One- day Trip)**. This will be led by People & Culture Team.
- ✓ An annual trip to help recharge and get away from the daily grind can be planned by the Staff (Calendar Year, January - December) for 2 nights and 3 days. The staff can consider 2 working days while planning this trip.

- ✓ The upper limit of expenses reimbursable is up to **Rs. 5,000 /- per person (for 2 nights and 3 days)**.
- ✓ Because we know how much you love vacationing, we put together trips that cover all the bases. This includes transport charges, lodging, local activities, sightseeing, and vegetarian food charges (Because non-veg food doesn't fit in our culture. To be vegetarian is to reject violence towards all living beings).
- ✓ Expenses exceeding Rs. 5,000/- to be borne by the staff members.
- ✓ To pay for all expenses related to your travel, we will provide you with an advance of Rs.4, 500/- per staff member participating in the trip. The remaining amount, Rs. 500/- will be reimbursed after the submission of receipts and bills related to your trip expenses.
- ✓ Please remember to submit the expenses for this trip within 7 days after you get back so that we can begin the reimbursement process in time.
- ✓ If you're not able to participate in the trip after paying your advance contribution, we'll need you to pay the cancellation charges (subject to cancellation being possible). If no amount can be recovered, you'll have to bear the expenses.

A trip in charge to take care of transport arrangements, lodging arrangements, advance payments, expense reports, etc. must be nominated to keep things under control.

- ✓ This is a time for everyone to unwind and enjoy so we kindly ask that you refrain from consuming any illegal substances during your stay.
- ✓ We want everyone to have a good time during this trip, but safety has to be our top priority. Staff must ensure that they and their fellow staff members are safe at all times during this trip.
- ✓ In the event of an emergency, please contact one of our Company Officials immediately.
- ✓ Family members are welcome to join the trip; however, they will be responsible for their own trip expenses.
- ✓ All staff members are encouraged to participate in company-organized trips because such trips are a great way to get outside, have fun, and do something together as a team.
- ✓ It's understandable that you would want to take a break from work and go on a company-organized trip. However, it is also important that you finish urgent work/deliveries adhering to deadlines. An appraiser/manager may decide to have the staff members attend work in such scenarios, consequently, the staff will have to miss the trip.



### **SOME DO'S AND DON'TS:**

- ✓ This is a time for everyone to unwind and enjoy so we kindly ask that you refrain from consuming any illegal substances during your stay.
- ✓ We want everyone to have a good time during this trip, but safety has to be our top priority. Staff must ensure that they and their fellow staff members are safe at all times during this trip.
- ✓ In the event of an emergency, please contact one of our Company Officials immediately.

## DINE OUT POLICY

We're aware that it may not always be possible to take a trip as a team. If for any quarter, a team is not able to go for a trip due to weather conditions or work deliveries, the team can plan to go for a meal. The upper limit of expenses reimbursable is **Rs. 500/- per person**. An **advance of Rs. 300/-** will be given per staff attending the meal.

**Note:** The remaining amount will be reimbursed after the submission of expenses, bills, etc. Alternatively, the team can pay directly and submit the bills for reimbursement later.

At Multiversity, we have no room for meat in our culture. Our vegetarian tradition is a proud one, and we hope you'll join us in it.

## TEAM BONDING GUIDELINES

The purpose of this policy is to promote a positive work environment and strengthen relationships among team members through regular team-building activities. These activities are designed to take the team out into nature, encourage participation, improve communication and facilitate a better understanding of individual strengths and weaknesses among team members. The brainstorming activities for a project that requires people to collaborate. This policy applies to all employees of Multiversity Group. The planning and execution of team bonding activities **happen during working hours**.

### **Department-wise Team Building Activities:**

**Monthly one team** building activities per year shall be planned by the department head. Team building activities shall be scheduled **at the end of the workday** to minimize disruption to regular work schedules.

### **Activities:**

Team bonding activities may include but are not limited to outdoor trips, collaborative projects, team challenges, and fun activities. The choice of activities shall be determined based on the preferences of the department members, ensuring participation from all team members.

- We recommend one person to be responsible for coordinating and organizing team bonding activities within their respective departments.
- Team bonding Incharge to take care of arrangements, advance payments, expenses reports, etc. must be nominated to keep things under control.
- Teams should ensure to try involving each member of the Team for team bonding activities, which will help members to build a strong communication within the team.

### **SOME DO'S AND DON'TS:**

- ✓ Finalize the goals and objectives of the team bonding activity. Ex. include improving communication, building trust, or boosting morale.
- ✓ Consider the preferences, interests, and availability of team members.
- ✓ Send out invitations or notifications to team members, providing details such as date, time, location, and any other relevant information.
- ✓ Document any insights learned from the activity that can inform future planning and execution.

Express appreciation to team members for their participation and contribution to the activity. Recognize any notable achievements or efforts.

- ✓ In the event of an emergency, please contact one of our Company Officials immediately.

**Locations:**

- ✓ Treks
- ✓ Parks
- ✓ VSA
- ✓ Durga Tekdi (Nigdi)

**Note:**

The consumption of smoke and alcohol during team bonding events is strictly prohibited to maintain a professional and safe environment for all employees.

This policy shall be effective from **1<sup>st</sup> April 2024**.

## **WORK ANNIVERSARY CELEBRATION POLICY**

At Multiversity, we believe in creating an environment where everyone feels proud and fulfilled. Our mentor has always guided us to understand the importance of acknowledging our efforts and ensuring that our contributions bring us joy and satisfaction.

That's why we've devised a policy to recognize your dedication and loyalty.

Let's keep upholding our values of respect and appreciation as we move forward. Together, we're building a culture where everyone takes pride in being part of the Multiversity family.

Thank you for being such an integral part of our journey.

**POLICY DETAILS:****Rewards and Benefits:**

**Common for All Work Anniversaries, i.e. 5, 10 & 15 Years w.e.f. 30<sup>th</sup> September 2024.**

- Personalized Thank-You Note from Management
- Certificate of Achievement
- Photo Frame featuring Dr. Bhatkar and Management
- Public Announcement on Company LinkedIn and Social Media Platforms

**5 Years**

Employees who have completed 5 years of service will receive **Sodexo vouchers worth Rs. 7,000/-** w.e.f. 30<sup>th</sup> September 2024.

**10 Years**

Employees who have completed 10 years of service will receive a **1-week Wellness Program Voucher (Yoga and Relaxation) at Kaivalyadham** for themselves and their spouse / friend / family member (total of 2 persons). This retreat will include accommodation in a non-AC double bedroom with meals for one-week upto **Rs. 21,700/-** w.e.f. 30<sup>th</sup> September 2024.

**(Note:** Members who are working out of station can visit a wellness retreat close to their location of their choice. And the amount will be reimbursed as per above mentioned figure.)

### **15 Years**

Employees who have completed 15 years of service will be eligible for reimbursement of up to **Rs. 50,000/- for a trip with family/friends** w.e.f. 30<sup>th</sup> September 2024.

**Notes:****Leave Approval:**

Before planning the Wellness Retreat or Family trip, employees must seek approval for leave from their respective managers.

**Expense Reimbursement:**

After the completion of the Wellness Retreat or Family trip, employees must submit original bills for reimbursement. The company will reimburse the expenses up to pre-decided limits within 7 working days.

**Eligibility:**

- Work anniversary will be calculated for all staff working on a full-time basis including MFS, trainees & full-time consultants.
- The rewards are to be availed within one-year from the date of the work anniversary.

## LEAVES – POLICIES

**SECTION A:** New Joinees, Staff who have not yet completed 1 year in the Group: 1.5 CL will be credited on a monthly basis.

**SECTION B:** Below is the compiled list of all leaves applicable to staff who have completed 1 year in the organization.

### **Casual leaves:**

**18 CASUAL LEAVES** will be credited at the start of the every calendar year.

Sandwich Leaves - Only the work days will be deducted from the CL balance. For instance, if Staff A has taken leaves from Friday till Monday, only Friday and Monday will be deducted from their CL balance, and **not** Saturday and Sunday as well.

### **Compensatory Leaves/ Comp Off**

Compensatory leaves are applicable when Staff has worked on either day of the weekend, both days of the weekend or on company-listed holidays.

Note: Overtime work on weekdays are not considered for compensatory off leaves.

### **Attendance Record**

Each staff member is required to punch in SPINEHR app/Biometric device at office once a day. This can be done either in the morning at the start of the work day, or in the evening at the end of the work day.

**IMPORTANT:** Please note that if a Staff member does not punch in attendance at all during a work day, it will be marked as Leave and the Leave will be deducted from casual leave balance. In there is no CasualLeave (CL) Balance, it will be deducted from the Earned Leave (EL) balance. If EL is not applicable / exhausted, then it will be considered as Leave without Pay (LWP).

### **Earned leave/privilege leave**

As per your offer letter, Earned Leave of 30 days per calendar year may be applicable to you. EL will be credited only after successful completion of one full year of service.

Earned Leaves not availed during a particular year will be carried forward to the next calendar year. This is subject to the condition that the leave so carried forward plus credit for the past calendar year does not exceed the maximum limit of 90 days accumulation. Once accumulated leaves exceed 90 days, corresponding encashment may be credited to the staff members account directly. This will be decided yearly by the Finance & Accounts Team as per the Company's financial performance.

Leave encashment shall be admissible only once in a calendar year. Staff member encashing EL will receive Basic Salary. This encashment is taxable as per the prevalent Income Tax Rules.

It is recommended that staff members can avail up to 15 days leave from EL Balance for their marriage. (Please note staff members are eligible to apply for EL after completion of one year)

A staff member must always keep a balance of 30 EL in his/her account. **EL cannot be avail during notice period.**

Any staff member shall be allowed to enjoy proportionate EL, limited to 90 days, in the following Cases:

- In case of death of any staff member while in service, to the family of the deceased.
- Staff members can avail EL up to thrice a year.
- A minimum of 3 days and **maximum of 30 days EL** can be taken at a time. The staff member must give his / her appraiser and the P & C Department a notice of at least 15 days for availing the Earned Leave. **If not mentioned then it will be considered Leave without Pay (LWP).**
- **All Sundays, holidays, weekly-offs falling during this period will be counted as leave.**

### **Maternity leave**

Regular full-time Lady Staff members of the company (excluding Consultants, Project Trainees, Stipend Holders, staff members appointed on contract basis etc.) shall be entitled for Maternity Leave up to a maximum 180 days each for the first two occasions only. Before proceeding on Maternity Leave she must put in **at least two years of service.**

A woman who is legally adopting a child below the age of Three months shall be entitled to maternity benefits for a period of twelve weeks from the date the child is handed over to the adopting mother.

Each Lady staff member desirous to avail of the maternity leave shall have to submit her application together with medical certificate and an undertaking regarding number of living children, at least 30 days in advance and get the same duly approved/sanctioned by the authorities.

**Maternity leave may be combined with Earned leaves.** Maternity leave shall not be debited against the leave account but recorded separately.

**Maternity Leave salary equal to the pay drawn immediately before proceeding on leave shall be admissible during maternity leave.**

Staff members shall be eligible to maternity leave on a maximum of two occasions in the entire service.

Once the EL balance is exhausted by the staff member, maternity leave can be extended through leave without pay for next 6 months.

### **Paternity leave**

Paternity Leave is the time a father can take off from work at the birth or adoption of a child. The staff member may take leave to take care of the child and spouse. The staff member is eligible for two weeks (14 working days) of paternity leave at a given occasion. (The staff member may take this leave spread over a period of time covering 6 months from the date of birth / adoption of the child).

Paternity leave shall not be debited against the leave account but recorded separately.



Staff member shall be eligible to paternity leave on a maximum of two occasions in the entire service.

### **Bereavement leave**

Bereavement leave is the time a staff member can take off from the work to grieve and to handle matters related to a death in their family. All full-time and part-time staff, are eligible for bereavement leave. The staff members are eligible up to 3 days of bereavement leaves. In unusual circumstances, additional time (paid or unpaid) may be granted at the discretion of the appraiser. **Definition of family:** For the purposes of this policy, family includes one's immediate family as well as immediate family of the spouse.

### **Menstrual leave policy:**

All lady staff member is entitled for menstrual leave for 1/2 day, once a month, when she is menstruating and is unable to go to work because of extreme pain and cramps during her menstruation days.

# IT POLICY

## Purpose

Purpose of this document is to provide brief, understandable guidelines relating to various IT resources/Facilities usage.

## Applicability

*This manual and its contents are applicable to each staff member under various Rules, Regulations, Acts by the City, State, Central Government, Ministries, etc. – Full, Part, Consultant, etc. who are engaged*

- Under section 72 A of IT Act,
- Section 67, 67 A of IT Act and 500 IPC
- Section 66 D, Section 67 and 67 A of the Information Technology Act
- Under Section. 43(c) of the Information Technology Act
- section 43 A of Information Technology Act
- section 43(d) & (e) of the Information Technology Act
- Under Section 66-C of the Information Technology Act

The Company through its IT department provides and maintains facilities like Emails, Internet access, Tele and Video Conference, Telephone with Voice Mail facility, Hand Held Devices, Internet Dongle, Mobile SIM under Company's CUG plan, Computer Hardware and Software etc. (In short "**the Facilities**") which help in electronic communication as part of its services "**IT Services**". It is the duty of the Employee to take due care of the Facilities provided and use IT services for company's official purposes only.

This policy sets out the principles of IT security including the maintenance, storage and disposal of data and explains how they will be implemented at the Company to ensure there is a centralized and consistent approach to IT security. One of the aims of the policy is to raise awareness of the importance of IT security in the day to day business of the Company. The policy supports the Company's business objectives of ensuring that the security, integrity and availability of IT systems are balanced against the need for employee to access facilities and resources that are necessary for their job, within the limits imposed by this policy. It will also help to protect data from misuse and to minimize the impact of service disruption by setting standards and procedures to manage and enforce appropriate IT security. The Company will keep all IT policies current and relevant. Therefore, from time to time it will be necessary to modify and amend some sections of the policies and procedures, or to add new procedures, which shall be binding on the Employees of the Company.

## **Scope:**

This policy must be followed in conjunction with other Company's policies governing appropriate workplace conduct and behavior. The Company has established the following guidelines for employee's use of the Facilities.

### **1. Company Owned Equipment**

Any device or computer including, but not limited to, desk phones, cell phones, tablets, laptops, desktop computers, USB HDD, Pen Drives, Headphones and iPads that the Company provides for your use, should only be used for Company's business. Employees are requested to take care of such devices and comply with company's policy. Do not leave portable equipment unattended while traveling, in public places or even while working outside office. Use power-on passwords and encryption for protecting sensitive information. Disable wireless features while not in use.

Employees shall keep in mind that the Company owns the devices and the information in these devices. If the employee leaves the Company for any reason, the employee shall return the equipment on the last day of work as it is without deleting any data.

### **2. Social Media**

Many employees have social media responsibilities in their job description including the social media marketers, tech support, and recruiters. We strongly encourage you to limit the use of social media to work-related content and outreach during work hours.

Additionally, you are prohibited from sharing any confidential or protected information that belongs to the Company. Employees are strongly encouraged not to share disparaging information that places the Company or co-workers in an unfavorable light. The Company's reputation and brand should be protected by all employees. The lives and actions of co-workers should never be shared online.

### **3. Email Usage at Company**

Email facility when provided should be used for business purposes only. Company provides Email as a means of effective communication and it is our endeavor to maximize the efficiency of the messaging environment. The company provides the following guidance for use of the emails.

- ❖ Do not use Company's email system to set up personal businesses or to send chain mails.
- ❖ Do not forward Company's confidential messages to unwanted external locations.
- ❖ Do not distribute, disseminate or store images, text or materials that might be considered discriminatory, pornographic, obscene or illegal, offensive or abusive.  
That may be considered as harassment.
- ❖ Do not transmit unsolicited commercial or advertising material through emails.

- ❖ Do not create unnecessary business risk to the Company.
- ❖ Do not introduce any form of computer virus or malware into the corporate network via emails.
- ❖ Employees are also requested to restrict themselves and use their discretion to send any personal/ festival greetings by using company email system.
- ❖ Do not spread spam mails.
- ❖ Do not send emails with intent to harass the recipient.
- ❖ Messages with .ade, .adp, .app, .bas, .bat, .chm, .cmd, .cpl, .crt, .csh, .exe, .fxp, .hlp, .hta, .inf, .ins, .isp, .js, .jse, .ksh, .Lnk, .mda, .mdb, .mde, .mdt, .mdt, .mdw, .mdz, .msc, .msi, .msp, .mst, .ops, .pcd, .pif, .prf, .prg, .pst, .reg, .scf, .scr, .sct, .shb, .shs, .url, .vb, .vbe, .vbs, .wsc, .wsf, .wsh attachments, shall not be downloaded as they might contain viruses / Trojan horses, etc.
- ❖ Further, the Company reserves the right to check individual emails to ensure that only work related and unrestricted content is being transmitted using it.
- ❖ Any attachments such as animated movies larger than a couple of megabytes, which can clog the network shall not be downloaded.

The Company, where it feels it necessary, reserves right to erase and delete such mails, whether received or sent, which carry risk of virus or can be used for phishing or are considered confidential to risk it being accessed by any unauthorized sources. Due care and caution shall be exercised while opening or accessing emails or files that are described as “confidential” or “proprietary,” which suggest the loss of intellectual property.

#### **4. COMPANY OWNS EMPLOYEE EMAIL**

Keep in mind that the Company owns any communication sent via email or that is stored on company equipment. Management and authorized employee of the System Admin Team has the right to access any material in your email or on your computer at any time. Please do not consider your electronic communication, storage or access to be private if it is created or stored on work systems.

#### **❖ USE OF INTERNET**

Internet facility should be used for business purpose only. The company provides the following guidance for use of the Internet.

- ❖ Do not attempt to visit Internet sites that contain obscene, hateful, Pornographic or otherwise illegal material.
- ❖ Do not use the computer to perpetrate any form of fraud, or software, film or music software piracy.
- ❖ Do not use the Internet to send offensive or harassing material to other users.

- ❖ Do not download any commercial software or any copyrighted materials belonging to third parties.
  - ❖ Do not hack into unauthorized areas.
  - ❖ Do not Publish defamatory and/or knowingly false material about Company or your colleagues and/or our customers on social networking sites, 'blogs' (online journals), 'wikis' and any online publishing format.
  - ❖ Employees should ensure that any use of the Internet should not infringe upon patents, copyrights of others or create any conflict of interest with the Company.
- Internet use is monitored and penalize under the IT Act.

Misuse of the Internet is regarded as a violation of company security policy and may lead to disciplinary action including termination. Please contact the System Admin Team when you are in doubt about anything on the site.

## **6. USAGE MONITORING / INTERNET ACCESS ADMINISTRATION**

The company reserves the right to limit access to the Internet for those employees who are required to use it.

The company also reserves the right to monitor the usage of the Internet. This includes the following:

- The blocking of certain sites that have been deemed offensive. Trying to subvert this blocking will be grounds for termination.
- Monitoring the usage rates of the Internet by all employees and individual usage. The company reserves the right to publish this information on an internal basis.
- Monitoring the specific sites that staff member visits, and the length of each visit.
- All file transfers and e-mail deliveries will also be monitored
- Monitoring of chat sessions those officially allowed using messenger.

All of your communications and Internet visits made at company are not considered to be private. Therefore, treat all of your activities as such. The company reserves the right to inspect files and communications that you make to assure compliance with this policy. Company may access, search and monitor voice mail, e-mail or company files of any staff member that are created, stored or deleted from company computer systems.

## **7. DISCLAIMER OF LIABILITY FOR USE OF INTERNET**

**THE COMPANY IS NOT RESPONSIBLE FOR MATERIAL VIEWED OR DOWNLOADED BY USERS FROM THE INTERNET.** The Internet is a worldwide network of computers that contains millions of pages for information. Employees are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Employees accessing the Internet do so at their own risk.

## **8. USE OF EXTERNAL MEDIA DEVICES**

Company prohibits movement of any external storage devices in & out of company premises. Employees are requested to take permission of System Admin Team before the use of such devices.

## **9. DATA BACKUP**

All data / information kept on the corporate servers are being backed up by Company's IT team. However, the information on your individual computers and laptops need to be backed up by you. Please identify the data that needs to be backed up with an appropriate backup frequency for such backups. You may take help from System Admin Team if you are in doubt. In no event shall employee take back-ups of any business/company related data, including emails, on their personal computers/laptops, mass storage devices, Dropbox accounts, etc. without the permission of the Company.

## **10. SOFTWARE INSTALLATION**

The Company complies with vendor software licensing agreements and hence all software installations on your computers, Laptops, etc. must be authorized and legal. There are a few approved freeware tools that are deployed by the System Admin Team. Please do not install any software without the knowledge and authorization from the System Admin team. Any violation will lead to Company's disciplinary action including termination of employment by the Company. In case of any doubt consult System Admin team before any software installation.

## **11. ANTIVIRUS**

The Company has a Server-Client Antivirus (AV) system in place that updates all computer systems. Employees are requested to make sure they comply with all Company's policies on computer viruses. Below are the guidelines to stay protected with the help of antivirus:

- Do not download from unknown or unverified internet sites.
- Stay updated with the latest AV signatures.
- Always scan downloaded files from internet before opening.
- Do not disable AV software under any circumstances.
- Do not plug-in external/un-authorized media devices to your system without scanning for viruses.
- Please report any suspicious attachment/software behavior with System Admin Team.

## **12. RETURN OF FACILITY OR EQUIPMENT TO THE COMPANY:**

The company may, at any time as it so desires, direct any employee to return any or all of the company-provided/assigned facilities such as mobile phones, laptops, data cards, mass storage devices, etc. Such employee, who has been so directed, shall hand over the facilities to the company within a period of two working days from the receipt of such direction from the Company. It is in the sole discretion of the Company to deny or restrict such the employee from the further use of or access to such facilities/IT services.

## **13. RETURN OF FACILITIES UPON SEPARATION**

Exiting employees are required to return all company IT assets such as laptop, data cards, cell phones etc. Employees will have no claim on any hardware or software assets provided by the Company to the employee during the period of employment. The Company may during its course of operations provide any software to run on your home or other non-work assets.

## **14. LIABILITY IN CASE OF DAMAGE TO ANY COMPANY PROVIDED/ASSIGNED EQUIPMENT OR FACILITY:**

Employees shall use the Facilities assigned to them by the Company with utmost care and diligence. Any technical faults or problems in the working of the Facility shall be reported to the System Admin Team as soon as noticed. If it is found that there has been any external or internal damage or fault in the working of the Facilities due to negligent, careless or incautious use by any employee, the employee will be liable to pay a penalty/fine covering the damage and the Company may also take such additional action against such employee as it deems fit, including but not limited to - deduction of repair expenses from the salary of such employee, demanding a replacement of the damaged equipment/facility from such employee, directing such employee to get the damaged facility/equipment repaired at his/her own cost, directing that such employee make payment of an amount equivalent to the cost of the damaged facility/equipment, etc.

## **15. SECURITY AND INTERNET ACCESS**

The Internet provides great benefits and great risks. The company's resources can be severely impaired or damaged when following procedures are not adhered to.

### **I. PASSWORDS**

It is important to be security conscious and to adhere to security procedures. The biggest threat to any computer system is unauthorized access. It is the employee's responsibility not to leave their PC unattended at any time once logged on. Employees must not use email or Internet access facility to intentionally evade, or attempt to evade, the security/authentication mechanisms in existence.

You will be assigned passwords and User Ids to access your machines. You are not allowed to share these Ids with other employee or outsiders. Please change your passwords regularly to avoid misuse. You shall be solely responsible for the activities



that will occur on your machine. Therefore, you must secure your user ID with a strong password. You shall be entirely responsible for maintaining the confidentiality of your password of your User

Id. You shall ensure that your User id is not accessible by third parties and you shall be liable for all transactions occurring on your machine.

## **II. VIRUSES, TROJAN HORSES, ETC.**

All files that are downloaded (files that are permissible to download with proper authorization) must be first scanned for possible infection. The introduction or propagation of infected viruses or Trojan Horses to the Internet or any of Company's internal resources or malicious tampering with any computer system of the Company, by you or with your connivance, knowledge or assistance will result in the immediate termination of your employment.

## **III. BROWSER SECURITY SETTINGS**

Do not change the Browser security settings (if applicable) in the Internet zone in the browser to 'Medium-low' or 'Low'. This can lead to execution of malicious code.

## **IV. FIREWALLS, INTERNET SECURITY SYSTEMS**

The Company has installed and keeps updating a variety of systems to thwart intrusion by outside hackers, Firewall, Gateway antivirus, Enterprise antivirus, etc. It is extremely important that integrity of these systems be maintained. Any user who tries to override these security measures by

- ❖ Changing Gateways Settings/IP address settings.
- ❖ Disabling antivirus agent
- ❖ Changing Internet Browser's security settings to run scripts or ActiveXControl will be subject to termination.

You shall not place Company material (copyrighted software, internal correspondence, etc.) on any personal or publicly accessible network/computer or other source without

—prior written permission from the Company.

Alternate Internet Service Provider connections to Company's internal network are not permitted unless expressly authorized and properly protected by a firewall or other appropriate security device(s). Unless otherwise noted, all software on the Internet should be considered copyrighted work. Therefore, you are prohibited from downloading software and/or modifying any such files without permission of the Company. You agree to indemnify the Company for your act infringement. The organization reserves the right to inspect your computer system for violations of this policy.

## **16. REPORTING INFORMATION SECURITY INCIDENTS**

If you observe any unauthorized access or disclosure of Company's Information, Security Policy violations, Theft, virus attack, damage, or destruction of information assets then Report the same as security incidents & breaches to [admin@multiversity.co.in](mailto:admin@multiversity.co.in)

## **17. BREACH**

Any breach of this policy will be referred to {insert relevant job title} who will review the breach and determine adequate consequences, which can include {insert consequences here such as confiscation of the device and or termination of employment.}

# CCTV POLICY

## 1. INTRODUCTION:

CCTV cameras have been installed within all office premises of Multiversity Group, for the purposes of security of the employees, prevention of pilfering, deliberate damage or other misconduct and inter alia, to monitor and improve productivity.

Multiversity reserves the right to authorize installation of more CCTV cameras in future, within the office premises or as it deems fit, while ensuring that the privacy of the employees is not compromised in any manner whatsoever.

## 2. SCOPE:

This policy is applicable to all staff who are engaged with Multiversity, Know-IT, IIMv (In Short “**the Company**”).

## 3. SIGNAGE:

We will post sign in relevant areas to read: “**Attention:**  
**This area is under CCTV surveillance.**”

## 4. RULES FOR STAFF:

- CCTV footage shall be accessed, viewed, recorded and/or backed up only by the personnel expressly authorized by Multiversity to do so. In the event that an employee who is unauthorized to access, view, record and/or back up the CCTV footage, engages in any such activities or any employee (irrespective of being authorized/unauthorized in this regard) assists an unauthorized employee or any third person to engage in such activities, such staff member or/and third persons will be heavily penalized by Multiversity in such manner as it deems fit, including but not limited to, termination of employment of such staff member/s and/or initiation of legal action against them.
- Company also reserves the right to provide the CCTV footage to the appropriate authorities, upon the occurrence of any mishap, misconduct, breach of security or any other situation that necessitates the handing over of the footage to such authorities.
- Staff members shall not intentionally engage in or assist in any such acts that would, Directly or indirectly, obstruct the view of the CCTV camera/s, hamper their functioning and/or damage/destroy the camera/s.
- Staff members shall immediately inform the concerned persons if they notice any malfunction or damage to the camera/s.
- Staff members shall note that they must abide by the Company's general code of conduct and shall, at all times, refrain from engaging in any kinds of misdemeanor, misconduct, inappropriate or indecent behavior since they are being monitored.
- Staff members shall report to the concerned authorities any circumstances of breach of the terms of this policy by any person as soon as it comes to their notice.

- We will keep CCTV data backup of last 3 months.

## **FIRE PREVENTION GUIDELINES:**

Fire safety is everyone's responsibility. This page gives advice on reducing the risks of fire in your workplace. Preventing fire is everyone's job. We all need to be alert to anything that could cause fire and take responsibility to report any problem areas so that they can be corrected at the earliest. Here are some reminders about fire preventions:

1. Keep your work area free of waste paper, trash and other items that can easily catch fire. Trash contributes to fire by providing fuel.
2. Smoking is strictly prohibited in the office premises.
3. No inflammable substances shall be stored by you in the office premises, unless required by the company.
4. You shall report any instance of fire to the fire station at the earliest. Fellow employee and occupiers in the building shall also be informed and the building shall be evacuated immediately.
5. It shall be compulsory for all employees to attend the fire safety drills, whenever conducted in the building.
6. You should know the location of fire extinguishers, exit routes and the nearest manual Fire call point.
7. Make yourself conversant with the type of fire extinguisher and its operation.
8. Help us to maintain building security to prevent arson fires. Lock up as instructed, report suspicious persons and don't leave combustible rubbish where it can be set afire outside the building.
9. Never block firefighting equipment or emergency exits.
10. Make sure that you have list of emergency contact phone numbers.
11. Do not tamper with any fire system equipment such as smoke detectors, pull stations or fire extinguishers. Doing so is a criminal offense.

12. Raising a false alarm is a criminal offense. It endangers the lives of the occupants and emergency personnel.
13. DO NOT assume that a fire alarm is a test or burned microwave popcorn. Any alarm could be the result of a dangerous fire.

## **II. IN THE EVENT OF FIRE:**

1. Upon finding a fire, call **020-25390002 (Kothrud Fire Station)** or **101** immediately.
2. Follow the escape plan and meet at a pre-determined place outside of your building and away from danger.
3. Do not use elevators during evacuation.

## **RETIREMENT POLICY**

### **Purpose:**

The main purpose of this retirement policy is to state the company's plan and position regarding staff planning up to a certain age to ensure maximum productivity from each member up to a certain level as well as to provide benefits to all staff members after taking off from their regular work and enjoy life afterward.

### **Applicability:**

This policy is applicable to all the staff members working in Multiversity Group and comes into effect whenever a staff is 58 years old.

#### **Entitlement of Benefits upon Retirement:**

All staff members shall avail benefits of Provident Fund, Gratuity, and leave encashment as per company rules and regulations.

# EXIT POLICY

## PURPOSE

This policy describes the process to be obeyed when an employee parts with the company. It describes that the exit procedure must be transparent, so any miscommunication and suspicion can be sidestepped. During any employment termination process, factors such as professionalism, discretion, and formal documentation shall be followed in accordance with the laws.

## SCOPE

The policy extends to all the working employees of the company, regardless of the job type, position, or location.

The termination of an employee from their job duties may be voluntary or involuntary.

### **VOLUNTARY SEPARATION INCLUDES:**

- Resignation
- Retirement
- End of employment contract

### **INVOLUNTARY SEPARATION INCLUDES:**

Discharge for any reason

Discharge without any reason

**Assets Return:** Staff leaving the organization must return all company-owned assets, including laptops, mobile devices, access cards, keys, documents, and any other items issued to them during their employment.

**Access Revocation:** The System Admin department will promptly revoke access privileges to company systems, databases, email accounts, and other confidential information upon a Staff's departure to protect the organization's data and resources.

### **Benefits and Final Dues:**

**Salary and Benefits:** The People & Culture department will settle all outstanding dues, including salary, Quarterly Performance allowance, Variable pay, and accrued benefits such as earned leaves or provident fund, Gratuity retirement contributions, in accordance with applicable laws and the terms of employment.

**Note:** Variable Pay amount will be released upon the completion of the respective quarter for which the goals have been designated.

**Return of Personal Belongings:** Staff are responsible for collecting personal belongings from

their workspace before leaving the organization. The organization will not be liable for any lost or damaged items.

### **NON-COMPETE AGREEMENTS:**

Staff will be subject to non-compete agreement that restricts their ability to join or work for competing organizations for a specific period. The People & Culture department will provide Staff with the necessary information regarding their non-compete obligations.

The Employee acknowledges that during their employment with the Company, they have acquired confidential information, trade secrets, and valuable knowledge related to the Company's clients, employees, processes, and ways of working.

The Employee agrees that upon termination of their employment with the Company, they will not engage in any activity that directly or indirectly competes with the business of the Company for a period of 2 years.

The non-compete obligations set forth in this Agreement shall apply whether the Employee leaves the Company voluntarily or involuntarily, and regardless of the reason for the termination.

### **NON-SOLICITATION CLAUSE**

The Employee agrees not to solicit or attempt to solicit any clients, customers, or accounts of the Company for their own benefit or on behalf of any competitor, whether directly or indirectly, for a period of 2 years following the termination of their employment.

The Employee further agrees not to recruit or attempt to recruit any employees of the Company for a period of 2 years following the termination of their employment, unless prior written consent is obtained from the Company.

### **CONFIDENTIALITY OBLIGATIONS**

The Employee acknowledges that during their employment, they have had access to and become familiar with the Company's confidential information, including but not limited to client lists, trade secrets, marketing strategies, financial information, employee data, and proprietary processes (collectively referred to as "Confidential Information").

The Employee agrees to keep all Confidential Information strictly confidential and shall not disclose, publish, or use it, except as required in the normal course of their duties for the Company.

The obligations of confidentiality set forth in this Agreement shall survive the termination of the Employee's employment and shall continue indefinitely.

**Name:** \_\_\_\_\_ **Place:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Sign:** \_\_\_\_\_



**ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING OF COMPANY HANDBOOK – POLICIES, KEY PROCEDURE, GUIDELINES & EMPLOYEE BENEFITS AS WELL AS IT POLICY & APPLICABLE ACTS TO STAFF & FULL TIME CONSULTANT**

I acknowledge that I have received and read the Company's **HANDBOOK**.

I understand that this document represents only current policies and benefits, and that it does not create a contract of employment. Company retains the right to change these policies and benefits, as it deems necessary. I understand that the Company reserves the right to revoke my access to any of the Company's Facilities and/or IT services at any time as it so desires.

I understand that the information I come into contact with during my employment is proprietary to the Company and accordingly, I agree to keep it confidential, which means I will not use it other than in the performance of my duties or disclose it to any person or entity outside the Company. I understand that I must comply with all of the provisions of the IT Policy to have access to and use Company's Facilities/IT services. I also understand that if I do not comply with any of the provisions of the IT Policy, my access to Company's Facilities may be revoked, and I may be subject to disciplinary action including termination of my employment.

I further understand that I am obligated to familiarize myself with the Company policies and procedures outlined in the policy document.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_