



## Employee Basic Details

**Full Name :** 1. History, Goals & Culture

**Job Position:** 1. History, Goals & Culture

**Basic Salary :** 1. History, Goals & Culture

**Joining Date :** 1. History, Goals & Culture

Sincerely,  
Gedexo Technologies Leadership Team



## **Introduction to the Employee Handbook**

Welcome to Gedexo Technologies! We are thrilled to have you join our team and embark on this exciting journey together. As a new member of our organization, you play a vital role in our continued success, and we are committed to ensuring your experience here is both rewarding and fulfilling.

This Employee Handbook serves as your comprehensive guide to understanding our company's policies, procedures, and expectations. It is designed to be a valuable resource that not only orientates you to our organization but also provides clarity on the most commonly asked questions that arise during your employment.

At Gedexo Technologies, we believe in transparency, accountability, and fostering a positive and inclusive work environment. This handbook reflects our commitment to these principles by outlining the rules and regulations that govern our workplace, as well as highlighting the rights and responsibilities of both employees and the company.

Throughout this handbook, you will find information about our company culture, core values, and the various benefits and opportunities available to you as part of our team. We understand that each employee brings a unique set of skills and experiences, and we encourage you to take full advantage of our resources to thrive and grow in your role.

In addition to introducing you to our policies and procedures, this handbook emphasizes the at-will nature of employment, outlines our approach to disciplinary actions, and clarifies the company's rights when it comes to employment termination. By providing this information upfront, we aim to create a transparent and fair working relationship with our employees.

We encourage you to read this handbook carefully and refer to it whenever you have questions about our company policies or need guidance on any workplace-related matter. Please feel free to reach out to the Human Resources department should you require further clarification or assistance.

Once again, welcome to Gedexo Technologies. We are excited to have you on board and look forward to working together as we pursue excellence and success in all that we do. Your dedication and contributions are essential to our collective achievement, and we are confident that your time here will be both professionally fulfilling and personally rewarding. Thank you for choosing to be a part of our team!

Sincerely,  
Gedexo Technologies Leadership Team

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## **Welcome**

### **1. History, Goals & Culture**

**Our History:** Gedexo Technologies LLP was founded On 2018 July 24th, with a vision to We are driven by our unwavering passion for delivering cutting-edge digital solutions. Our expertise extends beyond just solutions; we offer expert consulting and training services that are tailored to help you excel in today's ever-changing digital landscape. Where our dedication to digital solutions is the cornerstone of your success. We offer a comprehensive suite of services, including expert consulting and training, designed to empower your business in the ever-evolving digital landscape to elevate your online presence. Let us help you with the evolving world of digital.. Since then,

**Our Goals :** At Gedexo Technologies LLP, our goals are clear and ambitious. We strive to:

**Innovative Excellence:** Consistently push the boundaries of digital services, ensuring our offerings are not only current but visionary, leading the industry in innovation and expertise.

**Client-Centric Approach:** Deepen our commitment to understanding and fulfilling the unique digital needs of each client, ensuring a tailor-made experience that goes beyond expectations.

**Empowering Partnerships:** Cultivate strong, enduring partnerships with clients and collaborators, where every interaction is a symbiotic blend of our digital expertise and their unique business needs.

**Educational Leadership:** Establish Gedexo as a hub of learning and growth, offering cutting-edge training programs and resources, empowering businesses and individuals to excel in the digital arena.

**Sustainable Growth:** Drive sustainable business growth while maintaining the quality of our digital services, ensuring that our expansion enhances rather than dilutes our service offerings.

**Workforce Development:** Invest in the continuous development of our team, fostering an environment of learning, innovation, and excellence, ensuring that our people grow as the company grows.



**Market Adaptability:** Remain agile and responsive to market changes, leveraging our expertise to navigate and capitalize on emerging digital trends and technologies.

**Community and Industry Contribution:** Engage actively in community and industry initiatives, contributing our knowledge and resources to foster a more connected and technologically advanced society.

**Client Success Focus:** Dedicate our efforts to ensure the success of our clients in the digital realm, measuring our success through their achievements and satisfaction.

**Global Reach Expansion:** Extend our services globally, establishing Gedexo as a renowned name in digital services worldwide, while respecting and integrating diverse cultural perspectives.

**Our Culture:Team Collaboration:** We believe in the power of collaboration. We encourage open communication, idea sharing, and teamwork across all departments.

**Innovation:**Innovation is the cornerstone of our success. We promote creative thinking and embrace new ideas that drive progress.

**Respect and Diversity:**We respect the unique qualities, perspectives, and experiences each individual brings to our company. We celebrate diversity and foster an inclusive environment.

**Work-Life Balance:**We understand the importance of maintaining a healthy work-life balance. We support our employees in achieving both professional success and personal well-being.

**Continuous Learning:**Learning never stops at Gedexo Technologies LLP. We invest in the growth and development of our employees, providing opportunities for training, workshops, and skill enhancement.

**Community Engagement:**Giving back to the community is integral to our values. We actively participate in social and environmental initiatives to make a positive impact. Feel free to customize this section to align with your company's specific history, goals, and cultural values.



## **2.Purpose of Employee Handbook:**

The Employee Handbook serves as a comprehensive guide outlining the policies, procedures, and expectations that govern the working relationship between employees and Gedexo Technologies LLP. Its primary purpose is to provide clear, consistent, and transparent information to all employees, ensuring a harmonious and productive workplace environment. Specifically, the handbook serves the following purposes:

### **Communication of Expectations:**

The handbook clearly communicates the company's expectations regarding employee behavior, performance standards, and adherence to company policies. It provides guidelines on acceptable conduct, work ethics, and professionalism.

### **Reference Guide:**

Employees can refer to the handbook as a reference guide for understanding company policies, benefits, leave procedures, code of conduct, and other important aspects of their employment. It helps answer common questions without the need to consult HR or management.

### **Legal and Compliance:**

The handbook outlines legal obligations, ensuring that the company complies with local, state, and federal laws governing employment practices. It helps in mitigating legal risks by establishing clear policies on discrimination, harassment, workplace safety, and other legal requirements.

### **Consistency and Fairness:**

By providing consistent guidelines for all employees, the handbook promotes fairness and uniformity in decision-making processes. It ensures that policies are applied uniformly across the organization.

### **Conflict Resolution:**

The handbook provides procedures for conflict resolution, including avenues for reporting grievances, complaints, or concerns. It promotes a respectful and supportive workplace culture by addressing issues promptly and professionally.

### **Employee Benefits and Entitlements:**

Details about employee benefits, such as healthcare, retirement plans, leave entitlements, and other perks, are outlined in the handbook. This helps employees understand the comprehensive package offered by the company.



### **Company Culture and Values:**

The handbook may also highlight the company's mission, values, and overall culture. It reinforces the organization's identity, promoting a sense of belonging and alignment with the company's goals.

### **Introduction for New Employees:**

For new employees, the handbook serves as an introduction to the company's policies and culture. It assists in the onboarding process, helping new hires acclimate to their roles and responsibilities.

In summary, the Employee Handbook acts as a fundamental document that fosters a positive work environment, ensures compliance with regulations, and supports both the company and its employees in maintaining a respectful, fair, and productive workplace.

### **3.At-Will Employment:**

Gedexo Technologies LLP follows the principle of at-will employment, which means that either the employer or the employee can terminate the employment relationship at any time, with or without cause, and with or without notice. This means that both the company and employees have the freedom to end the employment relationship for any reason or no reason, as long as it is not illegal.

**Change Terms and Conditions:** The company can modify job duties, responsibilities, benefits, and other terms of employment as needed, without advance notice.

**Exceptions:**It is important to note that while at-will employment provides flexibility, certain exceptions exist. For instance, collective bargaining agreements, employment contracts, or specific state laws may modify the at-will status. Employees are encouraged to review these documents and understand the terms of their employment to be fully aware of their rights and obligations.

By acknowledging and understanding the concept of at-will employment, both the company and its employees recognize the flexibility and responsibilities associated with the employment relationship at Gedexo Technologies LLP.

### **Workplace Commitments**

#### **1.Equal Opportunity Employment:**

At Gedexo Technologies LLP, we are committed to providing a work environment that promotes diversity, inclusion, and equal opportunities for all employees. We believe that a diverse and inclusive workplace enhances creativity, innovation, and productivity. As part of our commitment to equal opportunity employment, we adhere to the following principles:



**Non-Discrimination:**

We do not discriminate against employees or applicants based on race, color, religion, gender, national origin, age, disability, sexual orientation, gender identity, or any other protected status as mandated by applicable laws and regulations.

**Equal Access to Opportunities:**

All employment decisions, including but not limited to recruitment, hiring, promotions, compensation, benefits, training, and assignments, are made without regard to an individual's protected status.

**Accommodations:**

We provide reasonable accommodations to employees with disabilities to ensure equal access to employment opportunities. Employees requiring accommodations are encouraged to contact the Human Resources department to discuss their needs.

**Harassment-Free Environment:**

We maintain a zero-tolerance policy for harassment, including harassment based on any protected status. Harassment of any form, whether verbal, physical, or visual, is strictly prohibited.

**Diversity and Inclusion:**

We actively promote diversity and inclusion within our workforce. We value the unique perspectives and experiences of our employees and foster an inclusive culture where everyone feels respected and valued.

**Affirmative Action:**

In accordance with applicable laws and regulations, we may implement affirmative action measures to promote equal employment opportunities for underrepresented groups, ensuring fair representation in our workforce.

**Reporting Violations:**

Employees who believe they have been subjected to discrimination, harassment, or any violation of our equal opportunity employment policies are encouraged to report their concerns to the Human Resources department.

We are committed to thoroughly investigating all complaints and taking appropriate corrective action. By upholding these workplace commitments, we aim to create a supportive and respectful environment where every employee has the opportunity to thrive, contribute to the company's success, and achieve their full potential.



## **2.Non-Harassment / Non-Discrimination Policy:**

At Gedexo Technologies LLP, we are committed to providing a workplace free from harassment and discrimination. We believe that every employee deserves to work in an environment where they are treated with respect, dignity, and fairness. As part of our dedication to fostering a positive work environment, we have established the following Non-Harassment / Non-Discrimination policy:

### **Harassment-Free Workplace:**

We prohibit any form of harassment, including but not limited to, harassment based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or any other protected status under applicable laws. Harassment includes offensive jokes, slurs, epithets, or any unwelcome conduct that creates an intimidating, hostile, or offensive work environment.

### **Non-Discrimination:**

We do not discriminate against employees or applicants based on their protected status, ensuring equal opportunities in all aspects of employment, including hiring, training, promotions, and compensation. Decisions related to employment are made without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or any other characteristic protected by applicable laws.

### **Reporting Procedures:**

Employees who experience or witness any form of harassment or discrimination are encouraged to report the incident to their supervisor, Human Resources, or any designated person within the company. We take all complaints seriously and will promptly and thoroughly investigate each reported incident.

### **Retaliation Prohibition:**

Retaliation against any individual who reports harassment or discrimination, or who participates in an investigation, is strictly prohibited. We are committed to protecting individuals from retaliation for exercising their rights under this policy.

### **Training and Awareness:**

We provide training and resources to employees to raise awareness about harassment and discrimination and to ensure that all employees understand their rights and responsibilities under this policy.

### **Compliance with Laws:**

This policy complies with all applicable federal, state, and local laws governing harassment and discrimination in the workplace. We are committed to upholding



the law and maintaining a workplace that is respectful, inclusive, and free from any form of harassment or discrimination.

By adhering to our Non-Harassment / Non-Discrimination policy, we reinforce our commitment to creating a workplace where every individual is valued, treated with dignity, and given an opportunity to succeed based on their skills, qualifications, and contributions.

### **3. Drug-Free / Alcohol-Free Workplace Policy:**

At Gedexo Technologies LLP, we are dedicated to maintaining a safe, healthy, and productive work environment for all employees. To achieve this goal, we have established a strict Drug-Free and Alcohol-Free Workplace Policy. This policy applies to all employees and outlines the following guidelines:

#### **Prohibition of Drug and Alcohol Use:**

The use, possession, distribution, sale, or being under the influence of illegal drugs or alcohol on company premises, during work hours, or while engaged in company-related activities is strictly prohibited. This policy applies to all employees, regardless of their job position or level within the company.

#### **Prescription Medications:**

Employees taking prescription medications that may impair their ability to perform their job safely and effectively must disclose these medications to their supervisor or Human Resources. We encourage employees to use prescription medications responsibly and consult with a healthcare professional about potential workplace impacts.

#### **Drug and Alcohol Testing:**

Gedexo Technologies LLP reserves the right to conduct drug and alcohol testing under the following circumstances:

**Pre-Employment:** Applicants may be required to undergo drug and alcohol screening as a condition of employment.

**Random Testing:** Employees may be subject to unannounced, random drug and alcohol testing.

**Post-Incident:** Employees involved in workplace accidents or incidents may be tested to determine if substance use contributed to the event.



**Reasonable Suspicion:** If a supervisor has reasonable suspicion that an employee is under the influence of drugs or alcohol, the employee may be required.

#### **4. Open Door Policy:**

At Gedexo Technologies LLP, we maintain an Open Door Policy to encourage open communication, transparency, and a positive work environment. This policy ensures that employees, at all levels, have the opportunity to express their concerns, share ideas, or seek guidance without fear of reprisal. Here are the key aspects of our Open Door Policy:

##### **Accessibility to Management:**

All managers and supervisors, including top-level executives, maintain an open-door approach. Employees are encouraged to approach any manager or supervisor, regardless of their hierarchy, with their concerns or suggestions.

##### **Respect and Confidentiality:**

Employees can expect to be treated with respect and understanding when utilizing the Open Door Policy. Confidentiality is highly valued, and all discussions will be handled discreetly, to the extent allowed by law and company policy.

##### **Prompt Resolution:**

We are committed to addressing employees' concerns promptly. Managers and supervisors will make reasonable efforts to resolve issues at the earliest opportunity. If additional time is required to investigate or address a concern, employees will be informed of the progress.

##### **No Retaliation:**

Employees who use the Open Door Policy will not face retaliation or negative consequences for raising genuine concerns. We prohibit any form of retaliation against employees who seek resolution through this process.

##### **How to Utilize the Open Door Policy:**

Employees are encouraged to follow these steps when utilizing the Open Door Policy:

**Speak Directly:** Employees are encouraged to discuss concerns directly with their immediate supervisor, manager, or another appropriate person within the organization.

**Escalation:** If the concern is not resolved, employees can escalate the issue to higher management levels, up to and including Human Resources or the CEO, if necessary.



### **Feedback and Improvement:**

We value feedback received through the Open Door Policy. It helps us identify areas for improvement, address issues, and enhance the overall work environment for our employees. The Open Door Policy at Gedexo Technologies LLP is an integral part of our commitment to fostering a culture of openness, trust, and mutual respect. By promoting open communication channels, we strengthen our organization and ensure that every employee's voice is heard and valued.

## **Company Policy and Procedures**

### **1. Code of Professional Conduct:**

At Gedexo Technologies LLP, we hold ourselves to the highest standards of professionalism, integrity, and ethical behavior. Our Code of Professional Conduct outlines the principles and guidelines that all employees are expected to adhere to. By upholding this code, we contribute to a positive work environment, foster trust among colleagues and clients, and ensure the reputation and success of our organization. The following principles form the foundation of our Code of Professional Conduct:

#### **Integrity and Honesty:**

We conduct ourselves with honesty, integrity, and transparency in all our interactions. We do not engage in deceptive, fraudulent, or unethical practices, and we strive to maintain the highest level of integrity in all business dealings.

#### **Respect and Fair Treatment:**

We treat every individual with respect, dignity, and fairness, regardless of their position, background, or beliefs. We promote an inclusive and diverse workplace where all employees are valued and treated equitably.

#### **Confidentiality:**

We respect the confidentiality of sensitive information pertaining to our organization, clients, and colleagues. We do not disclose confidential information to unauthorized individuals or use it for personal gain.

#### **Professional Competence:**

We continuously strive to enhance our professional knowledge, skills, and expertise. We pursue opportunities for learning and development to stay current in our respective fields and provide high-quality service to our clients.

**Conflict of Interest:**

We avoid situations where personal, financial, or other interests conflict with the interests of the company. If a potential conflict arises, we disclose it promptly and take appropriate steps to resolve the situation in an ethical manner.

**Responsibility to Clients and Customers:**

We prioritize the interests of our clients and customers, ensuring they receive exceptional service and value. We are committed to meeting their needs and expectations while maintaining ethical business practices.

**Compliance with Laws and Regulations:**

We comply with all applicable laws, regulations, and industry standards. We stay informed about legal requirements relevant to our roles and responsibilities and ensure full compliance in all business activities.

**Environmental and Social Responsibility:**

We are committed to environmental sustainability and social responsibility. We strive to minimize our environmental impact, promote sustainable practices, and contribute positively to the communities where we operate.

**Reporting Violations:**

Employees who suspect a violation of this Code of Professional Conduct are encouraged to report their concerns to their supervisor, Human Resources, or another designated individual within the company. Reports will be treated confidentially, and appropriate action will be taken to address the issue.

By upholding our Code of Professional Conduct, we demonstrate our commitment to ethical behavior, integrity, and excellence. Every employee's dedication to these principles is essential in maintaining our company's reputation and fostering a workplace culture that reflects our core values.

**2.Dress Code Policy:**

At Gedexo Technologies LLP, we believe that professional attire contributes to a positive work environment and helps create a polished and cohesive company image. Our Dress Code Policy is designed to promote professionalism while allowing employees to express their individual style. All employees are expected to adhere to the following dress code guidelines:

**Business Casual Attire:**

Men: Business casual attire for men may include dress slacks, khakis, collared shirts, polo shirts, and closed-toe shoes. Ties are optional.



Women: Business casual attire for women may include dresses, skirts, blouses, dress pants, khakis, and closed-toe shoes. Modest and professional attire is encouraged.

### **Casual Fridays:**

On designated Casual Fridays, employees are permitted to wear more relaxed clothing, such as jeans, provided they are clean, in good condition, and free of rips or tears. T-shirts, hoodies, and overly casual attire are discouraged. Employees should still maintain a neat and professional appearance.

### **Special Occasions or Client Meetings:**

For special occasions, client meetings, or presentations, employees may be required to dress in business professional attire, which typically includes suits, dress shirts, ties, and formal business attire for women.

### **Personal Hygiene and Grooming:**

Employees are expected to maintain good personal hygiene and grooming habits. This includes regular bathing, clean and well-maintained clothing, and appropriate use of fragrances.

### **Footwear:**

Closed-toe shoes are required for safety reasons. Employees working in certain departments may need to wear specific footwear based on safety regulations. Flip-flops and beach sandals are not permitted.

### **Clothing with Company Logo:**

Employees may be provided with company-branded apparel. Wearing these items is encouraged, especially during client-facing interactions and company events.

### **Exceptions and Special Circumstances:**

Requests for exceptions to the dress code for medical or religious reasons should be discussed with the Human Resources department. Reasonable accommodations will be considered.

### **Maintaining Professionalism:**

While we encourage individuality, employees are expected to use their discretion and dress in a manner that upholds professionalism and is respectful of the workplace environment.

### **Compliance:**

All employees are required to comply with the dress code policy. Failure to adhere to the policy may result in corrective action. If there are any questions or uncertainties

about appropriate attire, employees are encouraged to seek guidance from their supervisor or the Human Resources department.

By adhering to our Dress Code Policy, employees contribute to the overall professional atmosphere of our workplace and reinforce our commitment to presenting a positive image to clients, visitors, and colleagues.

### **3. Working Days and Work Hours**

- ❖ Working Days: Monday to Saturday (with the 2nd Saturday and Sundays off).
- ❖ Working hours: 8 hours, with flexible start and end times. Employees can choose when to work within the range of 8 am to 8 pm, as long as they complete their 8-hour shift.
- ❖ Excuses will be approved only if sanctioned by the HR manager.
- ❖ Employees will receive overtime (OT) pay when assigned to work. A fixed amount per hour will be added to your salary.
- ❖ If a program or event is being conducted, employees should be present at the time designated by the HR department.
- ❖ If an employee is unable to complete an 8-hour workday, they may carry over the remaining time to the next day as compensation, subject to approval by the HR department.
- ❖ Overtime (OT) can be taken only with prior approval from the HR department.
- ❖ If there is a training program outside the company, all employees are required to attend, and no leave is allowed on those days.
- ❖ Employees can request additional time off to compensate for past leave, but only with prior approval from the HR department.

### **4. Project Details**

- ❖ Projects will be assigned to employees through the G Manager.
- ❖ Employees (including interns) must update the daily project status in G Manager.
- ❖ Connect with the project manager or project coordinator directly or through WhatsApp for project requirements and confirmations.
- ❖ We value punctuality; please deliver your projects on time..
- ❖ Each employee is responsible for their project, and this responsibility remains regardless of any emergency leave. While employees can assign the project to a colleague, the initial responsibility still rests with the first person
- ❖ Regarding project delays: Unjustified delays may negatively impact paychecks, and the responsibility falls on the employees, while delays accompanied by a valid explanation will be considered.
- ❖ Quality is imperative. Always maintain premium quality in your work.





- ❖ Ensure effective communication with the team to gain a full understanding of your project.
- ❖ Collect all necessary requirements and essentials.
- ❖ Value client requirements and strive to meet their expectations.
- ❖ Every bit of knowledge gained for the project will enhance your professional expertise.
- ❖ Stay updated with the latest technology trends.

### **5. Payday Information:**

At Gedexo Technologies LLP, our employees are paid on a monthly basis. Salaries are distributed on the 5th of every month. In case the regular payday falls on a holiday or weekend, employees will receive their pay on the last working day before the holiday or weekend.

### **Payment Methods:**

Employees have the option to receive their salary through direct deposit or physical paycheck. Direct deposit is the preferred method as it provides a secure and convenient way to receive payments. Employees who opt for direct deposit will have their salary transferred electronically to the bank account of their choice.

### **Salary Inquiries:**

If you have any inquiries regarding your salary, deductions, or other payroll-related matters, please contact the Payroll department or Human Resources. We are here to assist you and ensure that your payroll concerns are addressed promptly and accurately.

We appreciate the dedication and hard work of our employees, and we are committed to ensuring that you receive your salary in a timely and efficient manner.

If you have any further questions about payday or payroll procedures, please do not hesitate to reach out to the appropriate department.

### **6. Company Property Policy:**

At Gedexo Technologies LLP, we provide our employees with various resources and equipment to perform their job duties efficiently. It is essential that all employees understand their responsibility to use and protect company property appropriately. This policy outlines the guidelines for the use, care, and return of company-owned assets:

**Responsibility:**

Employees are entrusted with company property, including but not limited to laptops, mobile devices, office supplies, software, tools, and vehicles. It is the responsibility of each employee to use these resources responsibly and solely for business purposes.

**Care and Maintenance:**

Employees are expected to maintain company property in good condition. This includes regular cleaning, proper storage, and following the manufacturer's guidelines for usage. Any damage or malfunction should be reported immediately to the IT department or the appropriate supervisor.

**Security:**

Company property should be stored securely when not in use. Laptops and mobile devices should be password-protected, and employees must not share their access credentials with others. Employees are responsible for the security of their assigned resources.

**Personal Use:**

Personal use of company property should be kept to a minimum and should not interfere with work responsibilities. Any incidental personal use must comply with company policies and should not incur additional costs to the company.

**Returning Company Property:**

Upon resignation, termination, or at the end of an assignment, employees must return all company property, including electronic devices, keys, access cards, and any other items provided by the company. Failure to return company property may result in legal action and financial responsibility for replacement costs.

**Software and Intellectual Property:**

Employees must respect copyright and intellectual property laws when using software or digital media on company devices. Unauthorized copying, downloading, or sharing of copyrighted materials is strictly prohibited.

**Reporting Loss or Theft:**

Employees must report any lost or stolen company property immediately to their supervisor and the IT department. Prompt reporting is crucial for taking appropriate actions to mitigate potential security risks.

**Compliance:**

All employees are expected to comply with this policy. Violations may result in disciplinary action, up to and including termination of employment, and may also have legal consequences.

By adhering to the Company Property Policy, employees contribute to the efficient operation of our organization and help ensure the responsible use and preservation of company resources. Your cooperation is essential in maintaining the integrity of our assets and upholding the company's values.

**7.Employee Privacy Policy:**

At Gedexo Technologies LLP, we highly value the privacy of our employees and are committed to protecting their personal information. This Employee Privacy Policy outlines our practices concerning the collection, use, disclosure, and protection of employee information. Here are the key aspects of our privacy policy:

**Collection of Information:**

We collect personal and professional information from employees during the hiring process and throughout their employment. This information includes, but is not limited to, contact details, employment history, financial information for payroll and benefits purposes, and emergency contact information.

**Use of Information:**

Employee information is used for employment-related purposes, such as payroll processing, benefits administration, performance evaluations, training, and communication. We ensure that personal data is used only for legitimate business purposes and is accessed only by authorized personnel.

**Confidentiality:**

All employee information is treated as confidential and is accessible only to individuals within the organization who have a legitimate need for such information. We maintain strict confidentiality standards to safeguard personal data from unauthorized access or disclosure.

**Data Security:**

We employ physical, technical, and administrative safeguards to protect employee information from unauthorized access, disclosure, alteration, or destruction. Our IT systems are secure, and access to employee data is password-protected and restricted on a need-to-know basis.

**Sharing Information:**

Employee information is not disclosed to external parties except where required by law or with explicit employee consent. We do not sell, rent, or trade employee data to third parties.

**Employee Rights:**

Employees have the right to access their personal information held by the company and request corrections if necessary. Requests for access or corrections should be made through the Human Resources department.

**Monitoring and Communication:**

Employees should be aware that the company may monitor certain activities, such as email and internet usage, to ensure compliance with company policies. Any monitoring activities are conducted within legal and ethical boundaries.

**Compliance with Laws:**

We comply with all applicable privacy laws and regulations governing employee information. We regularly review our policies and procedures to ensure ongoing compliance with privacy laws.

By adhering to our Employee Privacy Policy, we demonstrate our commitment to protecting employee privacy and confidentiality. We encourage employees to familiarize themselves with this policy and reach out to the Human Resources department if they have any questions or concerns about the handling of their personal information.

**8. Personnel Files Policy:**

At Gedexo Technologies LLP, we maintain personnel files for all employees to ensure accurate and organized records of their employment history and related documents. This Personnel Files Policy outlines how personnel files are created, maintained, accessed, and updated. Here are the key aspects of our policy:

**Creation of Personnel Files:**

Upon hiring, a personnel file is created for each employee. This file contains essential documents, including the employment contract, resume, job application, emergency contact information, and other relevant forms and records.

**Confidentiality and Access:**

Personnel files are confidential and maintained in a secure location with limited access. Access to personnel files is restricted to authorized personnel, such as Human Resources staff and management, on a need-to-know basis. Employees may request



to review their own personnel file by arranging an appointment with the Human Resources department.

**Contents of Personnel Files:**

Personnel files include employment-related documents, such as performance evaluations, training records, disciplinary actions, promotions, commendations, and any other employment-related correspondence. Medical records, background checks, and sensitive personal information are kept separate from the main personnel file to ensure additional confidentiality.

**Updating Personnel Files:**

Employees are responsible for informing the Human Resources department of any changes in their personal information, such as address, emergency contacts, or marital status. Additionally, employees may provide documentation of relevant certifications, training, or educational achievements to be included in their file.

**Third-Party Access:**

Information from personnel files is not disclosed to external parties except where required by law or with explicit employee consent. Reference checks and employment verifications are conducted with the employee's knowledge and consent.

**Record Retention:**

Personnel files are retained for a specified period after an employee leaves the company, as required by law. After the retention period expires, documents containing sensitive information are securely shredded, while relevant employment records are archived in compliance with legal requirements.

**Employee's Right to Challenge Information:**

Employees have the right to challenge information in their personnel file that they believe to be inaccurate or incomplete. Requests for corrections should be made in writing to the Human Resources department.

By maintaining accurate and secure personnel files, we ensure compliance with legal requirements, support effective HR management, and uphold the confidentiality and privacy of our employees. If employees have any questions or concerns about their personnel file, they are encouraged to contact the Human Resources department for assistance.

## **9.Termination, Resignation and Voluntary Resignation:**

### **Terminate Employment:**

- ❖ The company can terminate employees at any time, for any lawful reason, without prior notice. Expulsion from the team will be handed out to unfit employees.
- ❖ A negotiation is possible with the company's approval during the 2 months' notice period."
- ❖ Certificates, documents, and a farewell party will be given.
- ❖ The outstanding salary from the past month will be cleared within two months and credited to the employee after completing the currently assigned projects. This will be done following confirmation from the client, project manager, and HR manager."
- ❖ Please submit your project reports, including the necessary information, to assist the following employee in carrying out future updates during your notice period
- ❖ Employees will be held responsible for any losses caused by their projects.
- ❖ Return company properties such as ID cards and gadgets before leaving.

### **Resignation:**

- ❖ Employees can resign from their positions at any time, with or without notice
- ❖ An employee may leave for better career opportunities or in alignment with their personal preferences."
- ❖ A two-month notice period is required, and negotiations are possible with the company's approval.
- ❖ Certificates and other documents will be issued two weeks after your resignation.
- ❖ Employees can request additional time off to compensate for past leave, but only with prior approval from the HR department.
- ❖ Please submit your project reports that include the information to help the following employee to carry out future updates during your notice period.
- ❖ Employees will be liable for losses caused by their projects.
- ❖ Please return company properties, such as ID cards and gadgets, before your departure.
- ❖ Before leaving, you must ensure that all ongoing projects are completed to the highest standard.

### **Voluntary Resignation:**

- ❖ An employee may be requested to voluntarily resign due to unsatisfactory performance.

- ❖ Two months' notice period is required, and negotiations are possible with the company's approval.
- ❖ Certificates and other documents will be issued two weeks after your resignation..
- ❖ Any outstanding salary from the previous month will be settled within two months and credited to the employee after they have completed the currently assigned projects.
- ❖ Please submit your project reports that include the information to help the following employee to carry out future updates during your notice period.
- ❖ Employees will be liable for losses caused by their projects.
- ❖ Please return company properties, such as ID cards and gadgets, before your departure.

## **10.Promotion, De-promotion and Performance Evaluation**

The assessment of newly on boarded employees will commence post their probationary period, with a valuation conducted every six months thereafter.

Employee Valuation, held every six months.

### **PROMOTION**

The quality of work, commitment, and dedication of an employee can result in a promotion.

- ❖ The benefits of a one-year contract include an annual salary increase.
- ❖ A salary increase can also be granted to employees who are projected to deliver exceptional performance in their profession.
- ❖ The company reserves the right to terminate employees who do not meet performance expectations during the probationary period.
- ❖ The performance evaluation period begins after an employee joins the company and completes his probationary period.

### **DEMOTION**

Poor quality of work, lack of commitment, and dedication from an employee can lead to a demotion.

- ❖ Demotions are rare but may occur when employees consistently underperform.
- ❖ Employees who cannot meet performance standards during the demotion period may request voluntary resignation or face termination.
- ❖ The company will evaluate the performance of the employees every six months.



If any employee's performance is poor during that time, the company has the right to terminate the employee on a performance basis.

## **Employment Classification**

### **1.Exempt**

In the context of employment, the term "exempt" refers to employees who are exempt from certain provisions of labor laws, such as minimum wage and overtime pay requirements, based on the nature of their job duties, responsibilities, and salary level. Exempt employees are typically salaried and are not eligible for overtime pay for working more than 40 hours per week.

Key Characteristics of Exempt Employees:

#### **Salaried Pay Basis:**

Exempt employees are paid on a salary basis rather than an hourly wage. They receive a fixed salary regardless of the number of hours worked in a week.

#### **Job Duties:**

Exempt status is often determined by the specific job duties and responsibilities of the employee. Employees are generally considered exempt if their primary duties involve managerial, administrative, or professional tasks. This can include supervisory roles, executive decision-making, creative work, or specialized technical work.

#### **Salary Level:**

To be classified as exempt, employees must meet specific salary threshold requirements as defined by labor laws. The salary threshold varies by jurisdiction and may change over time based on regulations.

#### **Exempt Categories:**

Common exempt categories include Executive Exemption (managers and supervisors), Administrative Exemption (employees performing office or non-manual work directly related to management policies or general business operations), and Professional Exemption (employees in learned professions requiring advanced education or specialized skills).

#### **Exempt from Overtime:**

Exempt employees are not eligible for overtime pay, even if they work more than 40 hours in a week. They receive their regular salary regardless of the number of hours worked.

It's important for both employers and employees to understand the criteria for





exempt status in their jurisdiction, as misclassifying employees can result in legal consequences. Employers should comply with applicable labor laws and regulations to ensure proper classification of employees as exempt or non-exempt based on their job duties and other relevant factors.

## **2.Non-Exempt**

In employment terms, a "non-exempt" employee refers to someone who is eligible for the benefits and protections provided under labor laws, including minimum wage, overtime pay, meal and rest breaks, and other regulations related to working hours and conditions.

Key Characteristics of Non-Exempt Employees:

### **Hourly Pay Basis:**

Non-exempt employees are typically paid on an hourly basis. They receive an hourly wage for each hour worked and are eligible for overtime pay when they work more than 40 hours in a workweek, as per labor laws.

### **Overtime Eligibility:**

Non-exempt employees are entitled to receive overtime pay, usually at a rate of 1.5 times their regular hourly wage, for any hours worked beyond the standard 40 hours in a workweek. Overtime pay provides additional compensation for extended work hours.

### **Job Duties:**

Non-exempt status often applies to employees engaged in routine, clerical, or manual tasks that do not involve managerial or supervisory responsibilities. These employees typically perform tasks that are directly related to the day-to-day operations of the business.

### **Record Keeping:**

Employers are required to keep accurate records of the hours worked by non-exempt employees, including regular hours and any overtime hours worked. This record-keeping is essential for ensuring compliance with labor laws.

### **Meal and Rest Breaks:**

Non-exempt employees are entitled to meal and rest breaks as mandated by local labor laws. Employers must adhere to these regulations, providing employees with the necessary breaks during their work hours.

**Minimum Wage:**

Non-exempt employees are guaranteed the applicable minimum wage as set by federal, state, or local laws. Employers must pay at least the minimum wage for all hours worked by non-exempt employees.

Understanding the distinction between exempt and non-exempt status is crucial for both employers and employees to ensure compliance with labor regulations and fair compensation for work performed. Employers are responsible for correctly classifying their employees and adhering to the relevant labor laws to avoid legal issues related to wage and hour violations.

**Employee Status Page:**

Welcome to the Employee Status Page of Gedexo Technologies LLP. This page provides an overview of different employment statuses within our organization, including Part-Time, Full-Time, and Temporary positions. Understanding these classifications is important for both employees and the company to ensure clear communication and adherence to employment policies.

**1.Part-Time Employees:**

Part-time employees work fewer hours than full-time employees and typically have a schedule of fewer than 30 hours per week. Part-time employees may be eligible for certain benefits, such as pro-rated leave and retirement plans, based on the number of hours worked and company policies.

**2.Full-Time Employees:**

Full-time employees work a standard workweek of 30 hours or more, as defined by company policy. Full-time employees are eligible for a comprehensive benefits package, including health insurance, retirement plans, paid time off, and other employee perks.

They are expected to adhere to the standard working hours and fulfill their job responsibilities as outlined in their employment agreement.

**3.Temporary Employees:**

Temporary employees are hired for a specific period, often to fulfill a temporary need within the company. Their employment duration is defined at the time of hiring. Temporary employees may work either part-time or full-time hours based on the requirements of the temporary position. They might receive limited benefits or may not be eligible for certain benefits, depending on company policies and local regulations.



## **Benefits Overview:**

### **Part-Time Employees:**

Part-time employees may be eligible for specific benefits, such as prorated paid time off and retirement plans, depending on the number of hours worked and company policies.

### **Full-Time Employees:**

Full-time employees are eligible for a comprehensive benefits package, including health insurance, dental and vision coverage, retirement plans, paid time off, and employee assistance programs.

### **Temporary Employees:**

Benefits for temporary employees may vary based on the duration and nature of the temporary assignment. Temporary employees are encouraged to inquire about specific benefits eligibility during the hiring process.

Please refer to your employment agreement, the company handbook, or consult with the Human Resources department for detailed information about your specific benefits, rights, and responsibilities based on your employment status. Understanding your status is crucial for a positive and productive work experience at Gedexo Technologies LLP.

## **Attendance Policies:**

At Gedexo Technologies LLP, we believe that regular and punctual attendance is essential for the smooth functioning of our organization and the success of our employees. Our attendance policies are designed to ensure fairness, consistency, and productivity among all team members. Here are the key points of our attendance policies:

### **Punctuality:**

All employees are expected to arrive at work on time and be ready to start their duties at their scheduled work hours. Habitual tardiness may result in disciplinary action.

### **Absenteeism:**

- ❖ Please take leaves only when absolutely necessary, as they can affect both your salary and the company's productivity.
- ❖ Please inform the HR Manager at least three days in advance before requesting leave
- ❖ Your leave will be approved only with the HR Manager's authorization.

- ❖ Uninformed leaves, those taken without HR manager approval, and leaves during urgent projects will be subject to review, and salary deductions for the respective day will be doubled."

**Sick Leave:**

Employees may be entitled to sick leave benefits, which allow for paid time off due to illness or injury. Sick leave should be used for genuine health-related issues and requires appropriate documentation, such as a medical certificate, as per company policy. You will be entitled to one sick day per month. During the probation period, you are not eligible for paid sick leave.

**Vacation and Personal Days:**

Employees accrue vacation days or personal days based on their length of service and company policy. It is important to request time off in advance and receive approval from your supervisor. Vacation time should be planned in consultation with your team to minimize disruptions.

**Remote Work and Flexible Hours:**

If your role allows for remote work or flexible hours, make sure to adhere to the agreed-upon schedule and maintain regular communication with your team. Remote work and flexible hours should not compromise your availability and responsiveness during working hours.

**Documentation:**

Proper documentation of attendance, including clock-in/clock-out records, time-off requests, and related communication, is essential. Accurate records help resolve attendance-related issues and ensure fair treatment for all employees.

**Disciplinary Actions:**

Consistent attendance issues may lead to disciplinary actions, including verbal warnings, written warnings, or, in severe cases, termination of employment. Employees are encouraged to address attendance concerns proactively and communicate with their supervisors about any challenges they face.

It is crucial for employees to familiarize themselves with the specific attendance policies outlined in the company handbook or policy documents. Understanding and adhering to these policies contribute to a positive work environment, foster teamwork, and support the overall success of our organization.

If an employee leaves without informing the company, they will not receive any benefits and may be penalized for the loss they cause.



## **1.General Attendance Policy:**

At Gedexo Technologies LLP, we expect all employees to maintain regular and reliable attendance to ensure the smooth operation of our business. Our general attendance policy is designed to promote accountability, teamwork, and productivity. Here are the key points of our policy:

### **Regular Attendance:**

Employees are expected to report to work on time and be present during their scheduled work hours. Regular attendance is essential to meeting job responsibilities and contributing effectively to the team.

### **Notification of Absences:**

If you are unable to attend work due to illness, emergency, or any other reason, it is your responsibility to notify your supervisor or the designated contact person as early as possible, preferably before your scheduled start time. Proper communication ensures that the team can adjust work schedules and tasks accordingly.

### **Absence Reporting Procedures:**

Follow the company's specified procedures for reporting absences. This may include calling a designated phone number, sending an email, or using an attendance management system. Provide clear and accurate information about the reason for your absence and the expected duration.

### **Unplanned Absences:**

Unplanned absences should be kept to a minimum. Excessive unexcused absences, tardiness, or leaving work early without approval may result in disciplinary action(salary deductions for the respective day will be doubled).

### **Documentation for Sick Leave:**

If you need to take sick leave, provide appropriate documentation, such as a medical certificate, to your supervisor or the HR department as per company policy. Sick leave should be used for genuine health-related issues.

### **Time-Off Requests:**

Plan your time-off requests in advance and submit them following the company's procedures. Time off for personal reasons, vacations, or other planned activities should be requested by the HR Manager at least three days in advance.

**Bereavement Leave:**

In the unfortunate event of a family member's death, employees may be entitled to bereavement leave. Refer to the company's policies for details on bereavement leave eligibility and duration.

**No-Show Policy:**

Failure to report to work for three consecutive workdays without notifying the company may be considered job abandonment and could result in termination of employment.

**Flexibility and Remote Work:**

In cases where the company offers flexibility or remote work options, employees are expected to maintain the same level of professionalism and productivity as when working on-site. Adherence to the agreed-upon schedule and availability during working hours is crucial.

By adhering to our General Attendance Policy, employees contribute to a positive work environment, support their colleagues, and ensure the efficient operation of our organization. Please refer to the company handbook or contact the HR department for specific details about our attendance policy and procedures.

**2.Tardiness Policy:**

At Gedexo Technologies LLP, punctuality is a fundamental aspect of our work culture. Arriving to work on time is crucial to the success of our team and the smooth functioning of our operations. Our tardiness policy is designed to maintain a productive and respectful workplace environment. Here are the key points of our policy regarding tardiness:

**Definition of Tardiness:**

Tardiness is defined as arriving at work after the scheduled start time or returning from breaks later than the allotted time. Even occasional lateness disrupts workflow and affects team productivity.

**Expectations for Punctuality:**

Employees are expected to arrive at work on time and be ready to start their duties at their scheduled start time. Tardiness impacts team morale and can create additional work for colleagues who must cover for late employees.

**Consequences of Tardiness:**

Repeated instances of tardiness will be addressed through our progressive discipline policy. Initially, verbal warnings or written reminders may be issued. Continued tardiness



may result in formal written warnings, and if the issue persists, it can lead to more severe disciplinary actions, including suspension or termination of employment.

**Communication:**

If you are running late due to unforeseen circumstances, it is your responsibility to notify your supervisor or the appropriate department as soon as possible. Prompt communication allows for better planning and minimizes the impact of your tardiness on the team.

**Habitual Tardiness:**

Consistent tardiness, regardless of the reason, will be considered a serious violation of company policy. Habitual tardiness may lead to disciplinary actions, up to and including termination, if the issue is not rectified.

**Support and Resources:**

If you are facing challenges that affect your punctuality, such as transportation issues or family responsibilities, please communicate with your supervisor or the HR department. We are here to support our employees and explore potential solutions to address individual circumstances.

By adhering to our Tardiness Policy, employees demonstrate their commitment to their roles, colleagues, and the overall success of our organization. Punctuality fosters a positive work environment and ensures that everyone can perform their duties effectively and efficiently. Please refer to the company handbook or contact HR for additional information or support related to our tardiness policy.

**3.Breaks Policy:**

At Gedexo Technologies LLP, we recognize the importance of breaks in promoting employee well-being, productivity, and overall job satisfaction. Our Breaks Policy is designed to ensure that employees have adequate time to rest and recharge during their workday. Here are the key points of our policy regarding breaks:

**Meal Breaks:**

Employees are entitled to a designated meal break period during their workday. The duration of the meal break and specific timing will be communicated based on your work schedule. During this time, employees are encouraged to step away from their workstations and enjoy a nutritious meal.

**Rest Breaks:**

In addition to meal breaks, short rest breaks are provided to employees to relax and refresh. The frequency and duration of rest breaks will be communicated based on



your work schedule. Rest breaks are typically shorter than meal breaks and are intended for brief periods of relaxation.

### **Break Scheduling:**

Breaks are scheduled to minimize disruptions to workflow and ensure that essential operations continue smoothly. Employees are expected to adhere to the designated break times specified by their supervisors.

### **Smoking and Vaping Breaks:**

Smoking and vaping breaks, if permitted by local laws and company policy, should be taken during designated break times and in designated smoking areas. Smoking or vaping inside the workplace or in non-designated areas is strictly prohibited.

### **Mobile Devices and Personal Activities:**

During breaks, employees are welcome to use their mobile devices for personal use or engage in activities that help them relax. However, employees should be mindful of the duration of their breaks and ensure that personal activities do not interfere with their overall work responsibilities.

### **Reporting Issues:**

If you encounter any issues related to breaks, such as inadequate break time or scheduling conflicts, please report the matter to your supervisor or the HR department. We are committed to addressing concerns and ensuring that employees have the opportunity to take breaks as required by law and company policy.

### **Compliance with Laws:**

Our breaks policy complies with all relevant labor laws and regulations. Employees are encouraged to familiarize themselves with local laws governing break times to ensure full compliance.

By adhering to our Breaks Policy, employees contribute to their own well-being and productivity while maintaining a positive work environment. If you have any questions or concerns about breaks, please do not hesitate to reach out to your supervisor or the HR department for clarification and support.

## **4. Leave Policies:**

At Gedexo Technologies LLP, we understand the importance of work-life balance and recognize that employees may need time off for various reasons. Our leave policies are designed to support our employees during times of personal need or unforeseen circumstances. Here are the key aspects of our leave policies:



**Paid Time Off (PTO):**

We offer a comprehensive Paid Time Off (PTO) policy that combines vacation, personal, and sick leave into one bank of time. Employees accrue PTO based on their length of service and are encouraged to use this time for planned vacations, personal days, or when feeling unwell.

**1.Sick Leave:**

Employees are provided with a designated number of paid sick leave days per year to allow for recovery from illness or medical appointments. Sick leave should be used when employees are unable to perform their job duties due to illness or injury.

**Bereavement Leave:**

In the unfortunate event of the death of an immediate family member, employees are eligible for bereavement leave. The duration of bereavement leave is outlined in our policies and provides employees with the necessary time to attend to family matters and grieve the loss.

**Parental Leave:**

We offer parental leave to both parents, allowing them time to bond with a new child after birth, adoption, or foster care placement. Parental leave may be taken consecutively or intermittently, as agreed upon with the supervisor and HR department.

**Unpaid Leave of Absence:**

Employees may request an unpaid leave of absence for personal or family reasons. While the leave is unpaid, it allows employees to maintain their job status and benefits during their absence.

**Leave Request Procedure:**

Employees are required to submit leave requests in three days advance, whenever possible, using the company's designated leave request process. This allows for proper planning and ensures that workflow disruptions are minimized.

**Documentation for Leaves:**

Depending on the type of leave, employees may be required to provide appropriate documentation, such as a doctor's note or legal documents for adoption, to support their leave request. This documentation is essential for record-keeping and compliance purposes.



### **Military Leave:**

Employees who are members of the military reserves or National Guard may take leave for military service obligations in accordance with applicable laws. We fully support our employees' military commitments and provide the necessary time off as mandated by law.

Our leave policies are designed to comply with applicable labor laws and provide employees with the support they need during important life events or challenging circumstances. If you have specific questions about our leave policies or need to request a leave of absence, please contact the HR department for assistance and guidance.

### **2.Holiday Policies:**

At Gedexo Technologies LLP, we observe several holidays throughout the year to allow our employees time to celebrate with their families and enjoy well-deserved breaks. Our holiday policies are designed to provide clarity on which holidays are recognized and how employees are compensated for working on these days. Here are the key points of our holiday policies:

#### **Recognized Holidays:**

We recognize specific public holidays, cultural observances, and religious holidays, which may vary based on the regions in which our employees work. A list of recognized holidays will be provided to employees annually, outlining the dates and significance of each holiday. The company recognizes the following holidays:

- ❖ - All Second Saturday
- ❖ - January 1st
- ❖ - Vishu (2 days)
- ❖ - Onam (2 days)
- ❖ - Bakrid (2 days)
- ❖ - Eid (2 days)
- ❖ - May 1st
- ❖ - August 15th
- ❖ - Christmas (1 day)

#### **Holiday Pay:**

For eligible employees, recognized holidays are typically paid days off. Employees receive their regular salary for the holiday, even if they do not work on that day. Part-time employees may receive prorated holiday pay based on their regular work hours.

**Holiday Scheduling:**

Employees are required to adhere to the company's holiday scheduling procedures. This may include providing advance notice of holiday time-off requests and coordinating with colleagues to ensure adequate coverage during holidays.

**Overtime and Holiday Work:**

If employees are required to work on recognized holidays, they may be eligible for holiday pay in addition to their regular wages. Overtime rates may apply if the holiday work hours exceed the standard workweek.

**Substitute Holidays:**

In some cases, if a recognized holiday falls on a weekend, a substitute day off may be provided to ensure that employees have the opportunity to enjoy the holiday. The specific procedures for substitute holidays will be communicated to employees in advance.

**Cultural and Religious Observances:**

We respect and accommodate cultural and religious observances that are significant to our employees. Employees are encouraged to inform the HR department in advance if they need time off for religious or cultural observances not covered by standard recognized holidays.

**Compliance and Communication:**

Our holiday policies comply with local labor laws and regulations. Clear communication about holiday dates, pay rates, and related policies is provided to employees to avoid any misunderstandings.

At Gedexo Technologies LLP, we recognize the importance of holidays in promoting work-life balance and employee well-being. We encourage employees to enjoy these days with their families and communities. If you have any questions about our holiday policies or scheduling, please reach out to the HR department for assistance.

**Leave of Absence:**

In case of extended absences due to personal reasons or family emergencies, employees may request a leave of absence. Approval for leaves of absence is subject to company policies and applicable laws.

**HR Department :**

HR Mail ID : [hr@gedexo.com](mailto:hr@gedexo.com)

HR Manager : 6238 573 813

HR Executive : 70122 19293