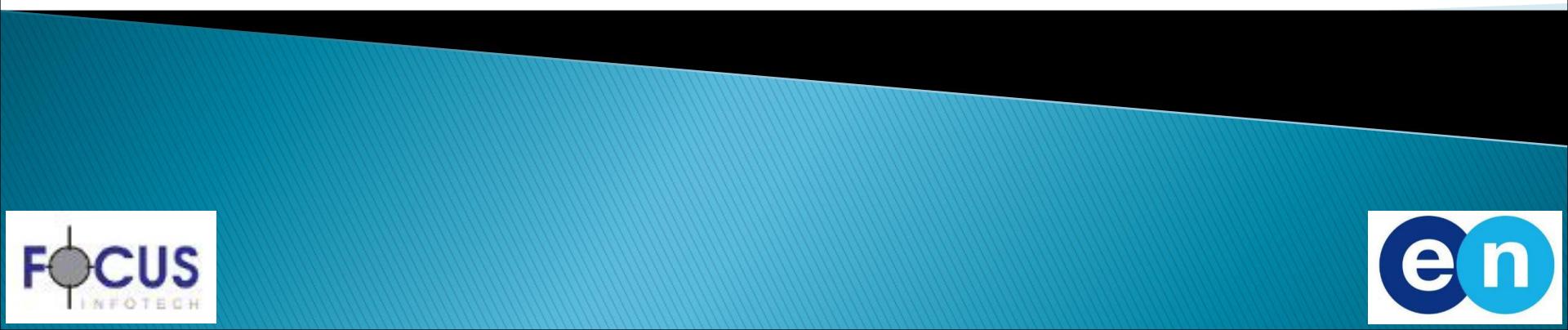
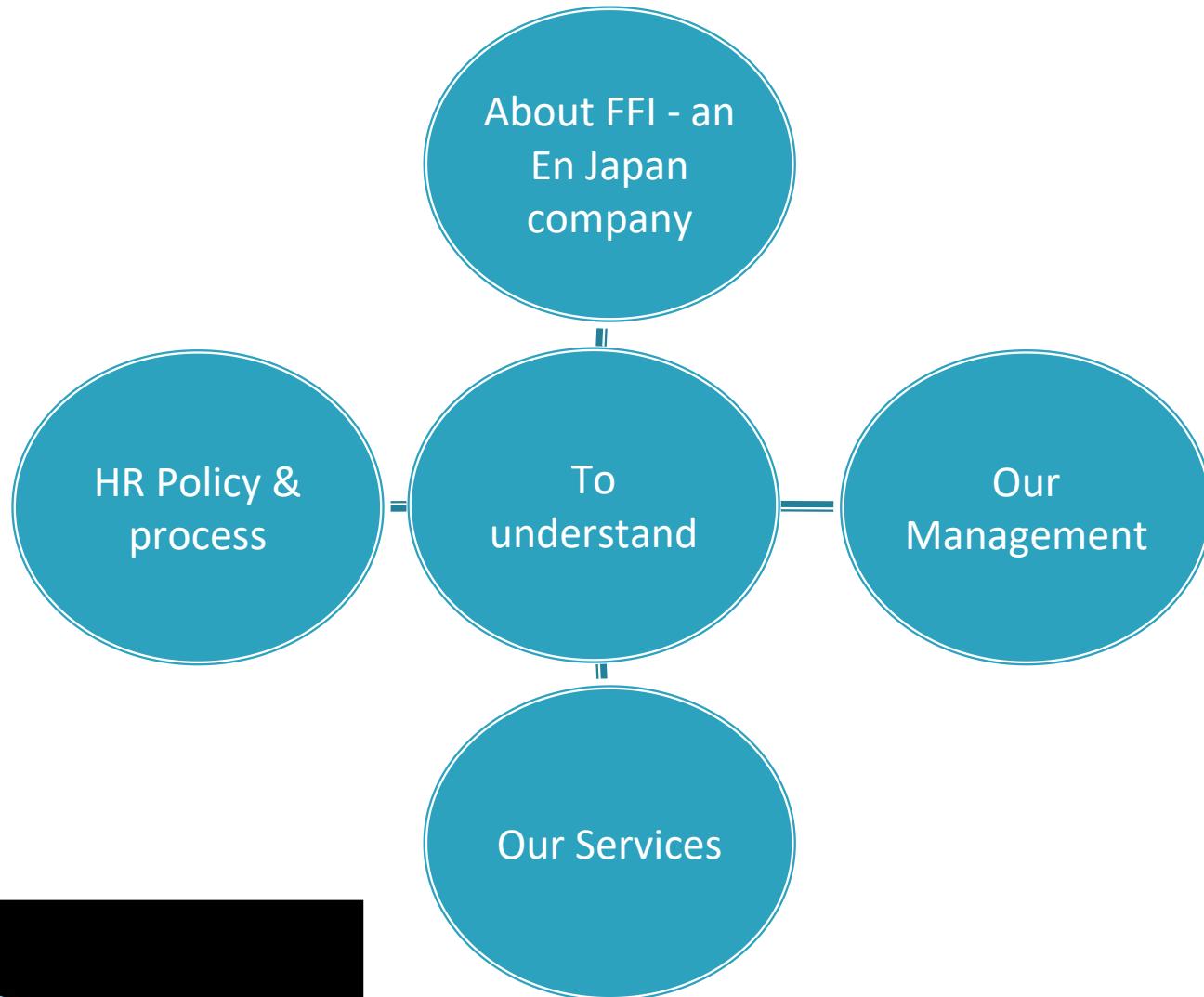


# Future Focus Infotech Pvt Ltd.



# Induction Program





## About Us



### Future Focus Infotech Pvt Ltd.

**Establishment :** Incorporated in 1997

#### **Founder & Director :**

MV Subramanian (Managing Director)

Veerendra P Mathur (Joint Managing Director)

#### **Headquarters**

Chennai

### En-Japan Inc

**Establishment:** January 14, 2000

#### **Representatives :**

Michikatsu Ochi (Chairman)

Takatsugu Suzuki (President)

#### **Headquarters**

Tokyo

# Promoters/Indian Board members



MV SUBRAMANIAN (MVS)  
Managing Director

- Co-founder and Managing Director
- Mechanical Engineering graduate
- Serial entrepreneur and management specialist with a special focus on business strategy, execution, process and deal structuring
- Member of several professional organizations & educational institutions
- Co-created a first-of-its-kind Center For Mechanical Engineering Start-ups & Incubators – Caliper
- Passionate about working towards building opportunities for entrepreneurs and global partnerships



VEERENDRA P MATHUR (VPM)  
Joint Managing Director

- Co-founder and Joint Managing Director
- Pharmacy Post Graduate
- Passionate about leveraging the human potential to enhance business value – special focus on development of youth by contributing to their growth through sports and academics
- Member of several professional organizations

# FFI Japanese board members

Takatsugu Suzuki  
President of En  
Japan inc



Koji Murata  
Country manager of En  
world India  
CEO of New Era India



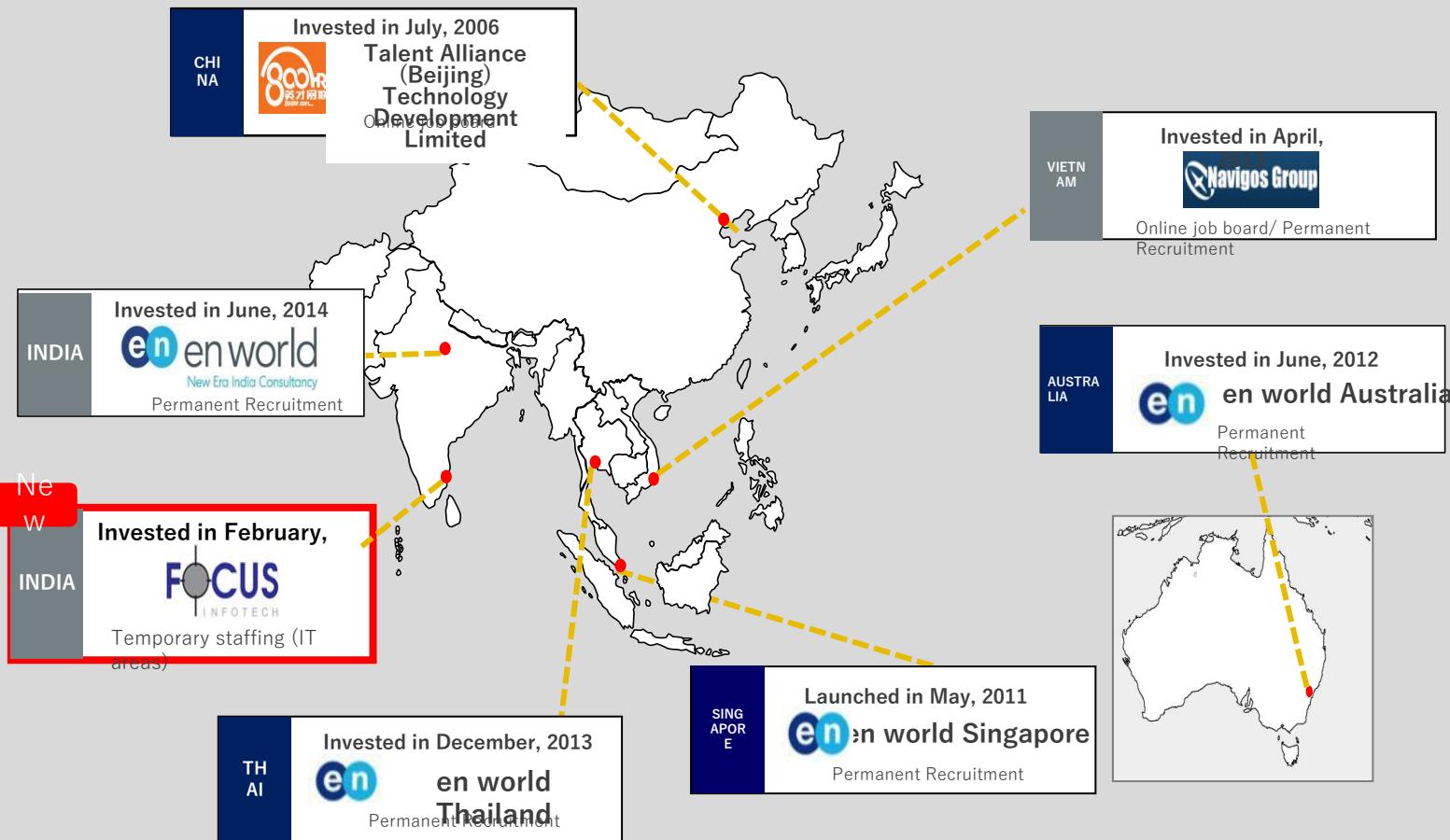
Ryosuke Kanemoto  
Chief Innovation  
Officer



# FFI Global Expansion



# en World Global Expansion



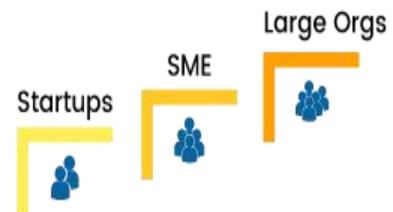
# Our Services

## IT Staffing and Services

-  Recruitment
-  Payroll
-  Contract Staffing
-  Offshore Development Center



## Clientele



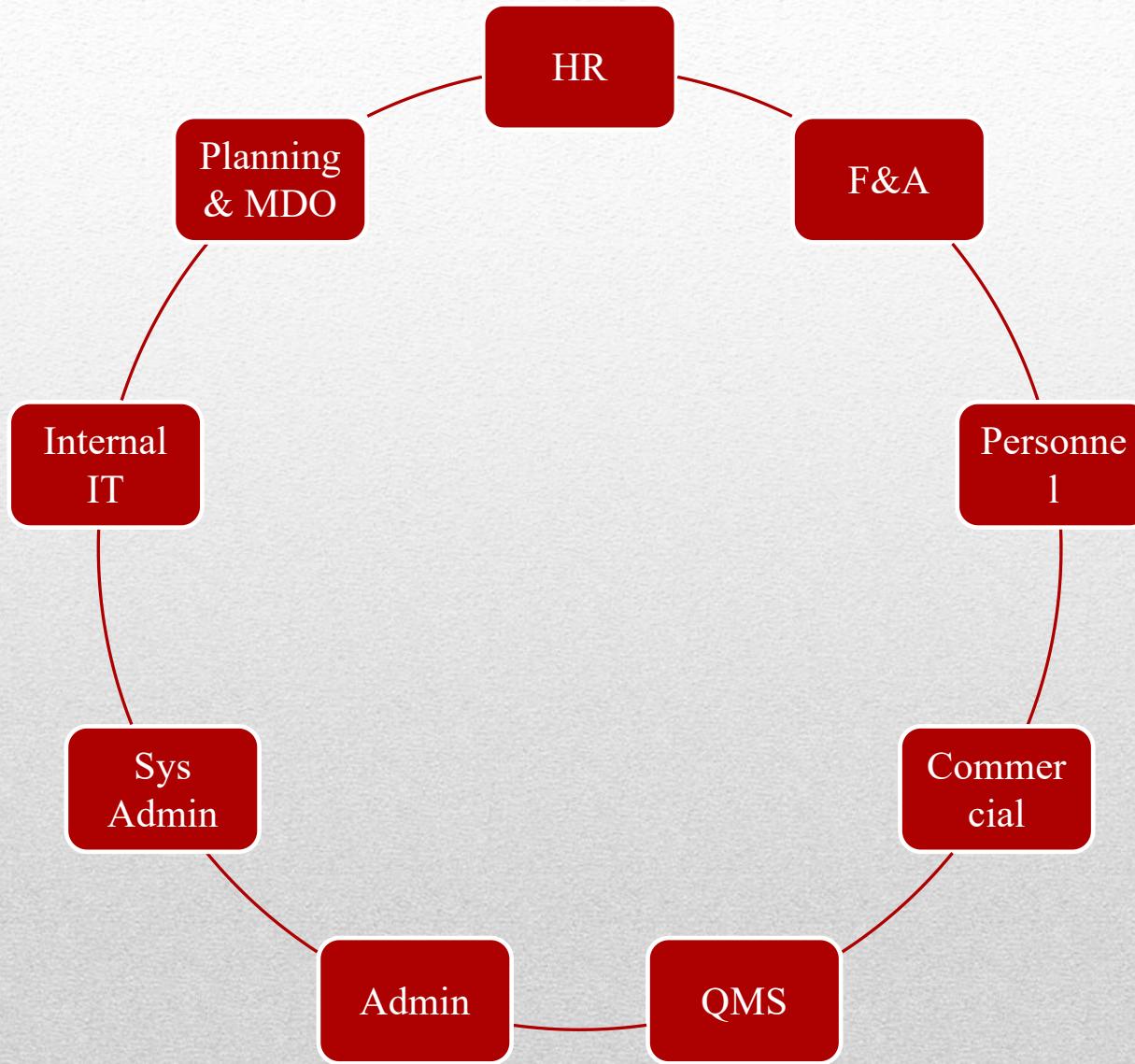
## Serviceability



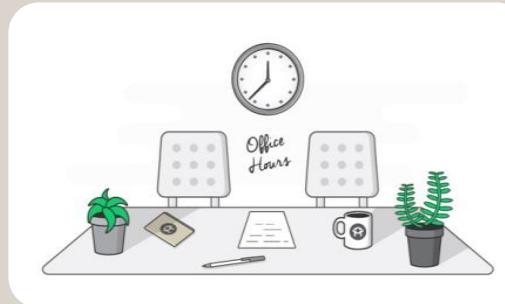
## Few of our clients



# CORPORATE DIVISIONS



# GOOD TO KNOW



- \*Star Health
- \*Cashless
- \*Reimbursement

\*9.30 am to 6.00 pm  
\* Lunch : 1.00 to 2.00 (1/2 hour)

- \* Formals
- \*Business casuals

# COMPLIANCE





**LEAVE**

# Annual Leaves

**Casual Leave**  
**12 days**

**Paternity Leave**  
**3 days**

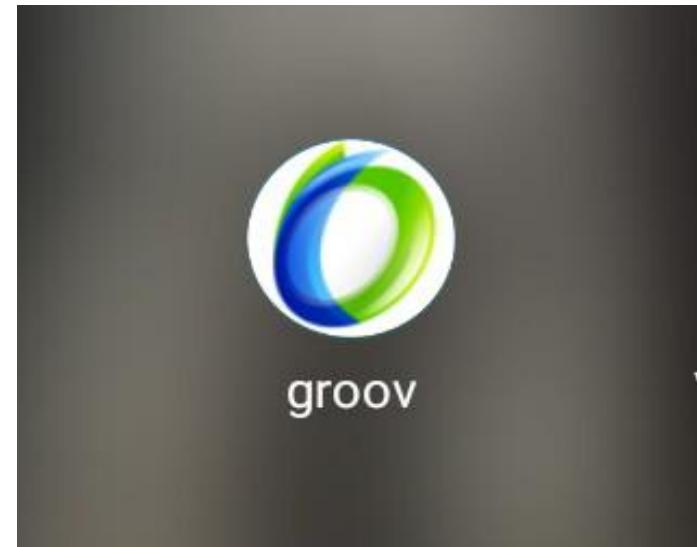
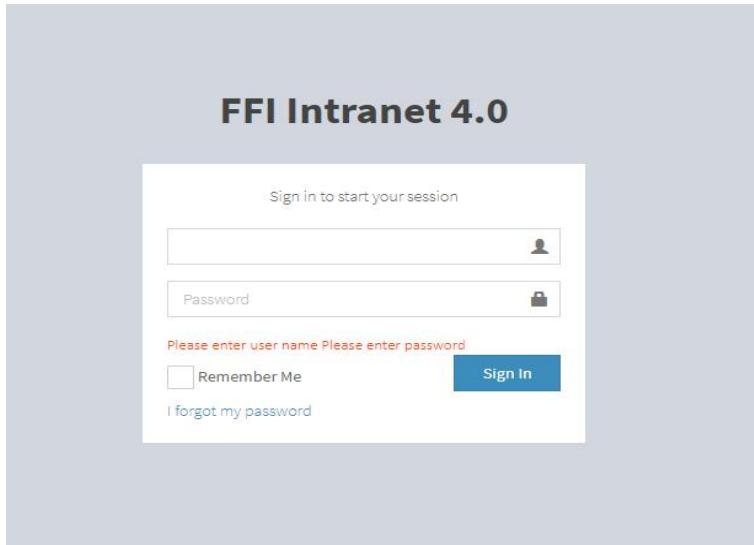
**Sick Leave**  
**6 days**

**Earned Leave**  
**13 days**

**Maternity Leave**  
**6 months**



# Internal IT Platform



FOCUS

The image contains two parts related to the FOCUS platform. On the left is a dark-themed sign-in page titled "Sign In". It has fields for "Email \*" and "Password \*". Error messages "Email address is required." and "Password is required." are displayed below their respective fields. There is a "Forgot Password" link and a "Sign In" button. On the right is a conceptual diagram on a world map background. It features a central laptop displaying the word "FOCUS". Surrounding the laptop are various icons and text labels representing different IT concepts: "system", "employee", "program", "database", "software", "information", "analysis", and "human resources". Small circular avatars of people are positioned next to some of these labels.

# Management team



## U.A.E Team



# FA Team



*Feel free to contact us for any  
queries please contact*

[hr@focusite.com](mailto:hr@focusite.com)

044 43931930/31/10/13



# WORK PLACE GUIDELINES

# WORKING HOURS

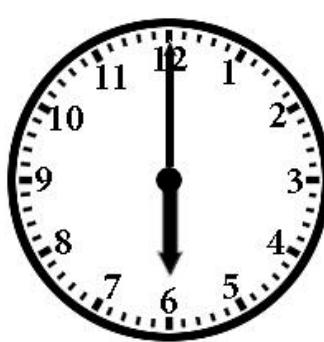
WORK DAYS

**MON-FRI**

In Time



Out



Lunch Hour

Half an hour between 1pm to 2 pm



# DRESS CODE

**Formals**

**Business casuals**

**Employees should note that their appearance matters when representing our company in front of clients, visitors or other parties.**

# IDENTITY CARDS



All Focusites will be issued an identity card. This must be displayed at all times in the premises and produced for inspection, whenever required.

In case you lose the card, a duplicate may be obtained from HR on payment of Rs. 100/-

Loss of identity cards must be reported immediately to HR department.

The card is non-transferable and is to be surrendered when you leave the services of the company.

# TOURS & TRAVEL POLICY



# Travel Guidelines

Prior to Travel



- Prior approval has to be taken from the RO
- Request for booking tickets to be sent to Admin upon RO approval

Post Travel



- On the completion of travel, Tour Report should be submitted to RO
- Travel expense form to be filled by employee and approved by RO
- All original bills to be submitted to Admin for reimbursement

Advance



- Travel Advance request can be forwarded to Admin Dept with the approval of the respective Reporting Officer

# TRAVEL ELIGIBILITY

Executives  
/Senior  
Executive

- Train - 3<sup>rd</sup> AC

Assistant  
Manager &  
above

- Train - 2<sup>nd</sup> AC or 3<sup>rd</sup> AC

Flight Travel - Based on Business needs

# Eligibility for Room Stay

## Executives /Senior Executive

- Rs.1200/- per day inclusive of Boarding and Lodging

## Assistant Manager & Above

- Rs.2500/- per day both inclusive of boarding & lodging

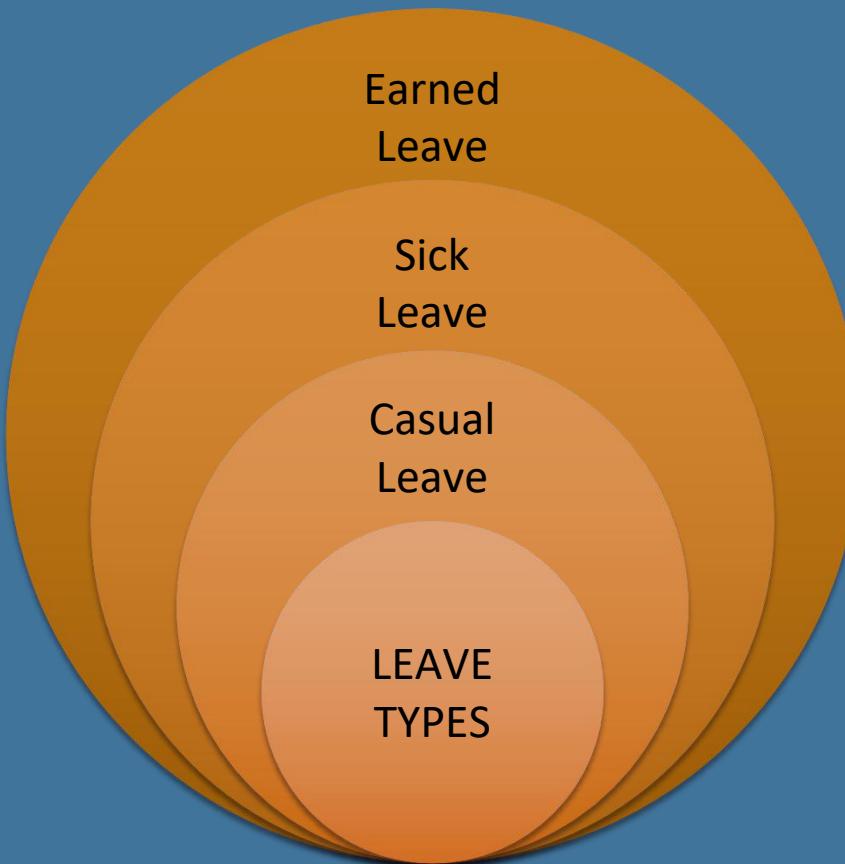
# EMPLOYEE BENEFITS



# **LEAVE POLICY**

Holidays list for the calendar year will be uploaded in the internal portal and viewable by all employees.

Applies to all core employees in regular employment mode.





Casual  
Leave

To All employees

CL - 1 per month  
Carried forward till December.

It cannot be accumulated and carried forward to the next year.  
If it is availed by prefixing and suffixing holidays, such holidays will also be considered as leave



SL - half a day per month

It can be accumulated and carried forward to the next year up to a maximum of 30 days of Sick leave.

If it is availed by prefixing and suffixing, such holidays will also be considered as leave

To all Permanent  
employees

CL & SL : Can be availed maximum of 3 days at a stretch



### Earned Leave - 1 per 20 days

Can be availed up to 15 days at a stretch

Earned leave can be surrendered and en-cashed (at the rate of one day basic salary) in the month of January, leaving 24 days in your account.

{ To all Permanent employees }

If it is availed by prefixing and suffixing holidays, such holidays will not be considered as leave

### RH - 1 per year

For a regional festival/event which is not covered under the Holiday List

Upon due approval from management

## RESTRICTED HOLIDAY

{ To all Permanent employees }



## Maternity Leave - 26 weeks

Female employee, who has worked for not less than 80 days with the same employment, shall be eligible for Maternity benefit of 26 weeks.

The maximum leaves prior to the expected date of delivery should not exceed 8 weeks

{ To all employees }

Female employees who are covered under the ESIC have to contact their nearest ESIC office to avail the maternity benefit upon conception (first trimester of pregnancy).



## Paternity Leave - 3 days

Male Focusites will be eligible for paternity leave from the date of child birth

{ To all employees }

## Compensatory Off { To all Permanent employees }

- Can be claimed for working on Sundays or national holidays - and all other days additional work shall not be deemed as compensatory off unless explicitly approved by the management
- The Comp-off should be availed within the same calendar month for the days of a holiday or night worked on. If the Comp - off is not availed within the stipulated time, it will lapse
- Only work scheduled that is estimated to be of over 6 hours duration and performed to the satisfaction of the reporting authority will be reckoned for a Comp - off. The reporting authority must authorize the Comp - off.

## Permission { To all permanent employees }

Employees can avail maximum 2 hours of permission for a month

# **SOCIAL SECURITY MEASURES**

## **PROVIDENT FUND**

**The rate of contribution by the Focusite will be as per rules in force**

---

- 12% as per the EPF guidelines
- Out of the company contribution of 12% of PF Gross, 8.33% upto Rs.15,000/- of salary is contributed towards the Employees Pension Scheme 1995 under the EPF Act and the balance to the Provident Fund Account.
- Voluntary Contributions to the Provident Fund can be made, subject to a maximum overall contribution from their side of 20%

## **EDLI Scheme**

**Employees Deposit Linked Scheme (EDLI Scheme), with EXIDE Life Insurance, with the consent of the PF authority**

---

- The premium is directly paid by the Company.
- Uniform coverage for each member under the EDLI Scheme, is a sum assured of Rs.6,02,000/-.

## **ESI**

### **EMPLOYEES STATE INSURANCE SCHEME**

---

- Focusites, who earn a Gross Salary of less than Rs.21,000/- month
- The Employee and her/his family are covered under the scheme

## **Personal Accident Benefits**

### **value addition for the Mediclaim coverage**

- Every Focusite is now insured in the unfortunate event of an Accidental Death, on the service for Rs 4,00,000/-

## **GRATUITY**

**Employee has to put in a minimum period of 5 years continuous service with FFI**

- Gratuity will be calculated as 15 days of the Basic Pay for every completed year of service or part thereof for six or more months, subject to a maximum of Rs.20 Lakhs, whichever is less



Gift cheque of Rs.5000/- will be presented to the Focusite, on the occasion of her/his wedding



A token of appreciation is gifted to Focusites who have been in the system for five years or more

Given once in a couple of years as a consolidated benefit and calculated in multiples of five.

This is subject to management approval



One of the easiest and simplest way to save on your tax outflow.

Can avail zeta card up to Rs 2500/- (multiples of Rs 500/- only)

# INCENTIVE POLICY

## Employees covered under the incentive program

- Delivery Team (Trainee to Assistant Manager)
- Business Relationship Executives, Sr. Executives , Asst. Managers and Managers who show an individual performance in Sales

## Basic Eligibility Criteria for incentive

- An employee is eligible to receive incentive for the eligible closures/joinees made till his/her last date of work.
- The consultant works at least for a period of 90 days in the company (three billing cycles)
- Frequency: Monthly

Please refer to the incentive policy document for the detailed incentive policy.

# **GROUP MEDICLAIM INSURANCE POLICY**

# Eligibility

- All full time employees in FFI
- Self plus 5 dependents  
(Including 2 parents or parent –in-laws (of different gender), spouse and up to 2 children)
- If the employee is single, he can only enroll his parents
- Siblings and grandparents will not be eligible

# Coverage

Employee has to submit his/her dependent details within 20 days from the event in case of newlywed/newborn.

Employee can check the sum insured and monthly deduction under Employee Insurance section in FFI intranet

## **Insurance Provider**

Star Health and Allied Insurance for group Mediclaim insurance.

## **Third Party Administrator**

Paavana Insurance Brokers for the period from 28th February 2018 to 27th February 2019.

- ❖ In case of emergency hospitalization/ general hospitalization, information to be given within 24 hours after hospitalization is Mandatory for both Cashless and Reimbursement Claim processes
- ❖ Please ensure that the claim documents are submitted within 15 days from the date of discharge
- ❖ We request you to submit the reimbursement claim form along with original documents related to the treatment availed to HR team
- ❖ Kindly submit Duly filled ECS form (NEFT Form attached in the email) and original cancelled cheque leaf along with the above mentioned documents



# Probation Confirmation Policy

## PURPOSE

To cover mindset, capability, and disciplinary aspects that make the employee effective in an organization

## SCOPE

This policy includes all core employees except onsite divisions.

# Probation On-the-Job Plan

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- ❖ Focusites on joining will be provided “On-the-job Plan” with KRA
  
- ❖ This may be used while evaluating the Focusite for confirmation

# CONFIRMATION PROCESS

---



HR will inform the RO, 15 days in advance about the confirmation due

RO shall provide the recommendation on the confirmation / extension

Based on RO's recommendation, confirmation letter or extension letter will be provided

**Probation can be extended only once to a maximum of 3 months**

# PROBATION PERIOD



3 months

- Executives
- Senior Executives
- Associate / Software Engineer
- Senior Software Engineer

6 months

- Team Lead, Test Lead and above

**Note:**

- The Probation period may also be waived off at the discretion of the HOD after discussing with Head (HR).

# CONFIRMATION DUE DATE



Confirmation Date will be reckoned as follows for administrative reasons:  
For Example:

<b>Focusite</b>	<b>Date of Joining</b>	<b>Completion of 3 months</b>	<b>Confirmation w.e.f</b>
“A”	Between 1 <sup>st</sup> to 15 <sup>th</sup> of the calendar month. Ex. DOJ 14.7.2019	13.10.2019	1.10.2019
“B”	Between 16 <sup>th</sup> to 30 <sup>th</sup> of the calendar month. Ex. DOJ 19.7.2019	18.10.2019	1.11.2019

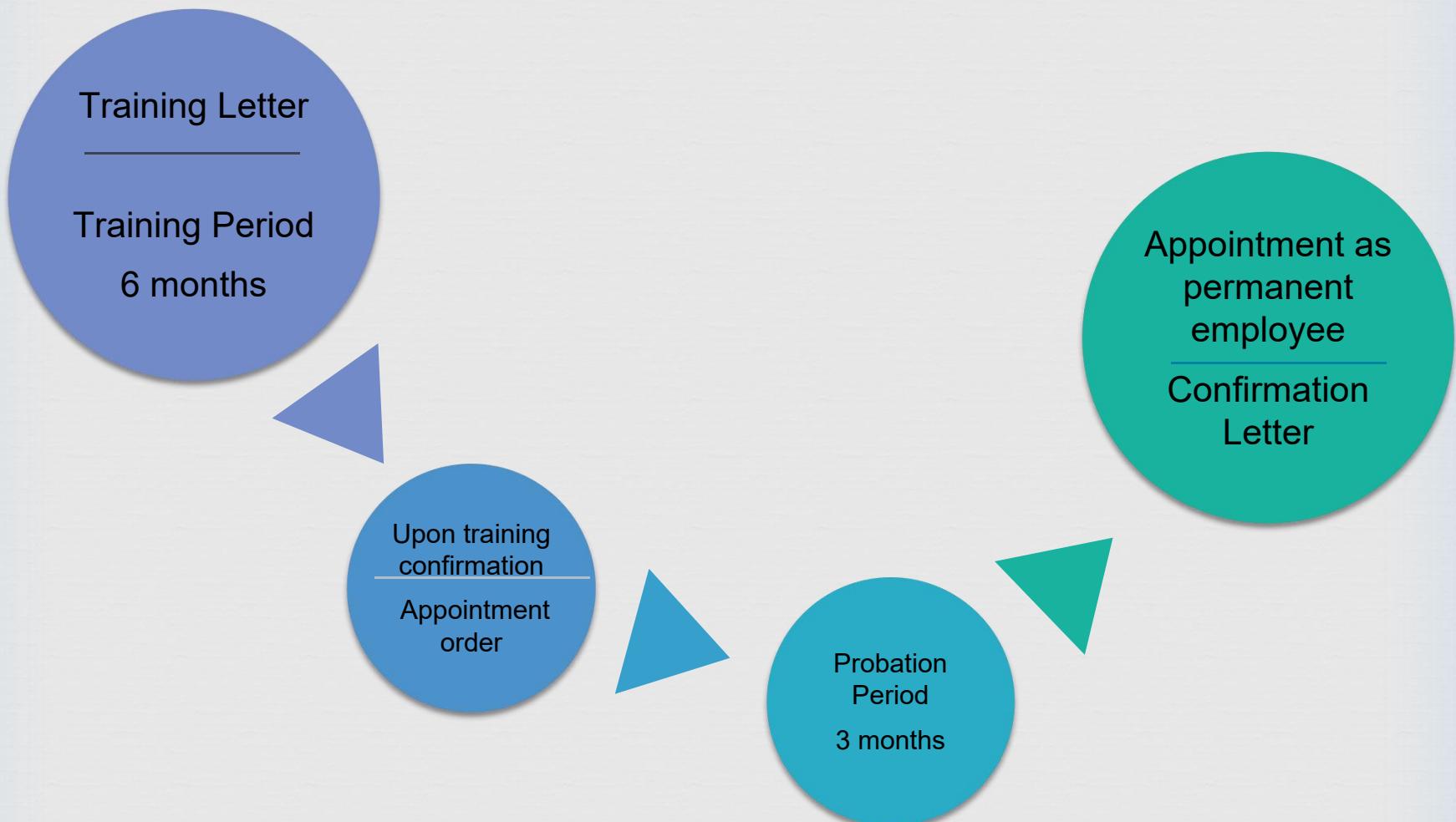
# Performance Improvement Plans

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- ❖ PIP is developed as a tool to promote better performance and not as a tool for termination of employment.
- ❖ RO shall proactively initiate Performance Improvement Plans for non performing employees in consultation with HRD.
- ❖ The targets for the PIP will be communicated to the employee by RO.

## Freshers Confirmation Process



The salary for Trainees will be as per minimum wages of that location or Rs 10,000/- take home whichever is higher

On successful completion of the training period the CTC will be revised to Rs 16,500/- (applicable only if the offered CTC is not more than Rs.15,000/-)

Appointment Order and change in designation will be provided upon successful completion of the training period.

# Certificate Reimbursement Policy



## Objective

- \* To help build a skilled, well-trained and professional workforce

- \* To encourage innovation and continuous improvements in performance

- \* To adopt leading-edge management practices

- \* Raise the quality, relevance and cost-effectiveness of skills development

## Purpose

- \* Encourage continuous improvement in work processes
- \* Ensure employees are competent in their roles and duties
- \* Encourage employees to work effectively and efficiently

- \* Motivate employees to improve productivity

- \* To assist employees to keep abreast of changes in their occupations by gaining new insights about their work environment

## SCOPE

Applies to all Permanent staff members of Future Focus Infotech Pvt Ltd.

### Policy Statement

- FFI will reimburse the certification fee, provided the course is really essential for his/her performance assigned responsibilities.

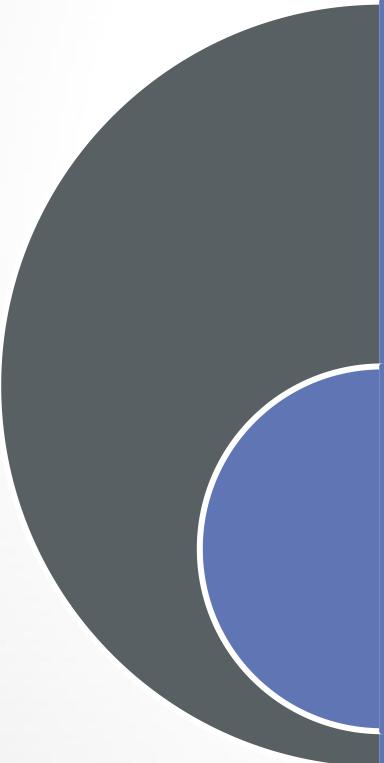
### Eligibility

- Employees should have completed 2 years of continuous service with FFI

### Approval

- RO's approval prior to the training
- Information to be shared with HR

## Reimbursable amount

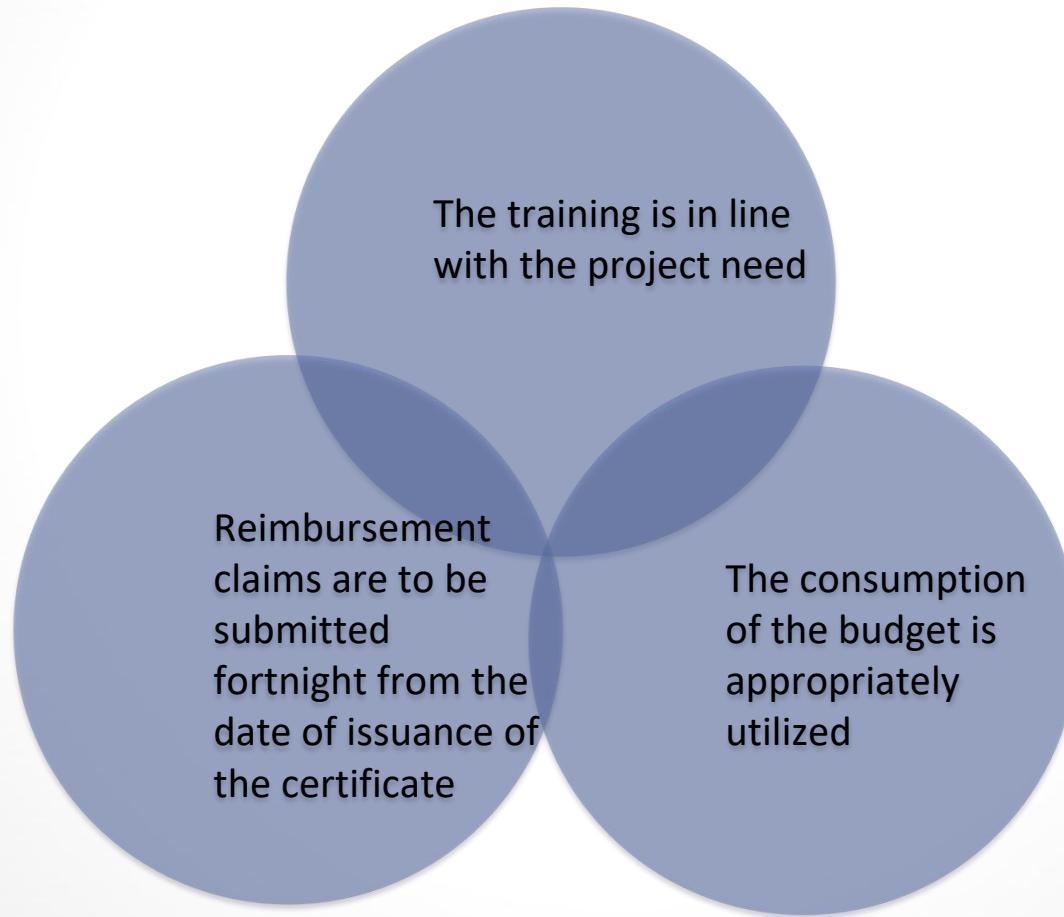


The training amount per employee will be limited to the monthly basic pay of the individual

In the unforeseen circumstance of resignation prior to the mandatory one year post training period, the training dues will be deducted in the full and final settlement.

# Responsibilities of RO

The Reporting Officer has to ensure the following prior to affixing his/her approval to the training:



# Documents Required

Original Bills / Receipts from the training institution

Course content

Copy of Certificate

# **EMPLOYEE SEPARATION POLICY**



To define the guidelines and process to be followed during an employee separation



To all permanent employees of Future Focus Infotech Pvt. Ltd. working in India at the various locations. For other geographies, local laws will apply.



This policy covers:

- Resignation
- Termination
- Absconding
- Retirement

# RESIGNATION PROCESS

## Resignation submission

- The information about resignation should be intimated to HR within minimum of 2 working days and a maximum of 5 working days of the resignation.
- The reporting officer shall discuss with the employee regarding knowledge transfer/work continuity and last working date.

## The notice period as is defined for the role will be served by the employee

- The right to waive notice period rests with the HRD in consultation with the reporting officers

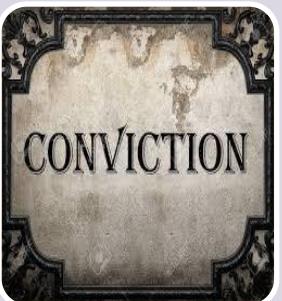
## An employee cannot withdraw their resignation unless approved by his /her BU Head

- An employee cannot demand a period of notice as a right if their employment is terminated.

The reporting officers shall identify the person to whom the KT has to be given, and obtain a document of knowledge transfer duly signed by the exiting employee and the resource who has been given such KT

# TERMINATION PROCESS

The services of a permanent employee are liable to be terminated for any reason, including but not limited to the following.



Continued  
illness for a  
period of  
three months  
or more.

Total Physical  
or mental  
disability

Reasonable apprehension of jeopardizing the safety or interests of the Company.

Continued unsatisfactory or inadequate performance; or incompetence

FIR lodged resulting in conviction by a criminal court for an offence under the Indian Penal Code.

**Giving wrong particulars at the time of seeking employment**

# Breach of Code of Conduct

# ABSCONDING PROCESS

Employees who absent themselves without any intimation or permission for **more than two working days** are considered to be absconding.

Information about employees absenting without intimation should be communicated by RO to HRD

The access to the company's properties will be temporarily withdrawn 12 hours from such intimation.

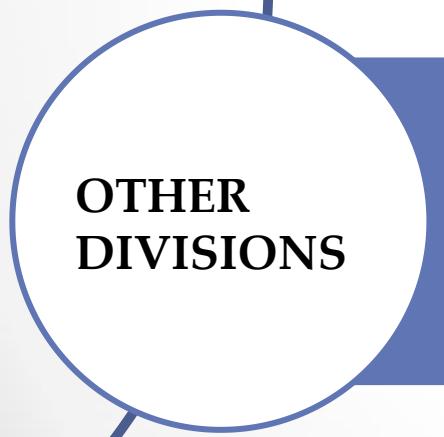
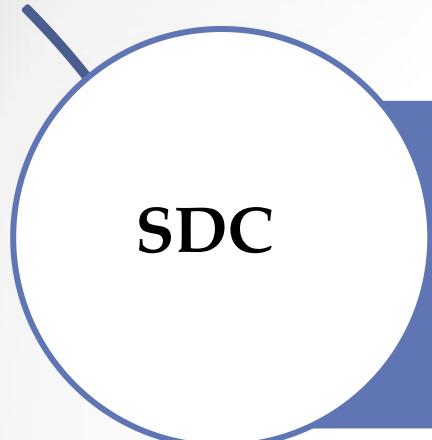
HRD shall communicate about such absenteeism and give reasonable time for the employees to clarify the reason for uninformed absenteeism.

The employee will be deemed as terminated and absconding after 3 days of such absenteeism.

Communication of termination shall be sent to the absconding employees in the last available email id within a week of such termination.

Absconding employees before issue of AO will not be deemed as employees of the organization for the purpose of these exit formalities

## NOTICE PERIOD



# LEAVE DURING NOTICE PERIOD



Employees cannot avail any leave during the notice period except during unavoidable circumstances



The notice period will be extended by the same number of day(s) for which the employee is on leave(s).



In case, leave balance has been exhausted and employee needs leave in lieu of medical exigency, employee can request for 'Leave without Pay'(LOP) by providing supporting documents while seeking approval from BU Head.



The approval of such requests will be based on the discretion of BU Head. Once approved, extension in notice period for such cases will not be applicable.

# EARLY RELIEVING & WAIVER OF NOTICE PERIOD

The option to relieve an employee prior to completion of the mentioned notice period rests exclusively with the Company.

Basic salary for the notice period applicable shall be paid or recovered, as the case maybe, in lieu of notice period or shortfall in notice.

Waiver of notice period in lieu of notice period upon resignation shall need to be authorized by respective authorized signatories. The company reserves the right not to accept notice pay in lieu of notice period.

# EXIT PROCESS

## No-Due Form



No-due form to be filled and submitted to the RO / HR

## Exit Interview

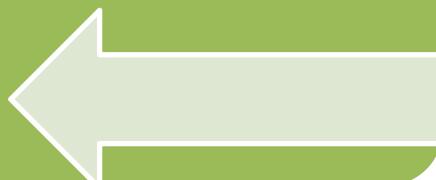


During the exit interview, the employee can express him/herself freely.

## Exit Feedback Form



The exit feedback form has to be filled and shared only to HR. All information will be kept strictly confidential



# SALARY HOLD



- The salary for any employee who has submitted his/her resignation shall be put on hold for the month.
- The held-back salary of one month for the employee will be paid along with the full and final settlement

# FULL AND FINAL SETTLEMENT

SALARY  
RELEASE

# SALARY RELEASE

- Salary release of resigned candidates based on last working day. If it is before 15th of the month, salary will be released at the end of the month.
- If it is beyond 15th - salary will be released during second payment (after the 10th of the subsequent month)

Relieving letter will be processed on or before 5<sup>th</sup> of subsequent month of relieving after due verification of all documents.

# FULL AND FINAL SETTLEMENT

- ❖ Full and Final Settlement of dues will be made within two months (45 days) from the month in which employee separates from the Company, subject to no dues and relevant details being made available in the No-Dues Checklist form.
- ❖ Along with full and final settlement, the following items will be taken care of:



Balance salary payable / recoverable



Earned Leave encashment



Gratuity, if applicable



Recoveries for advance outstanding, PF, un-served notice period, Income Tax, recoveries for benefit reversals under various schemes, etc.

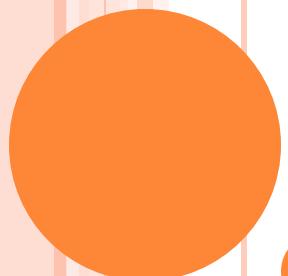
## Farewell Gift

Farewell gifts shall be provided to employees who has 2 years of continuous service with FFI.

2 years to 5 years – Rs 500/-

Above 5 years – Rs 1000/-

# INTERNAL JOB ROTATION & TRANSFERS POLICY



Policy & Process

## Objective

Provides opportunities for the in-house employees

Groom & retain in-house talent

Career progression

### **SCOPE & APPLICABILITY**

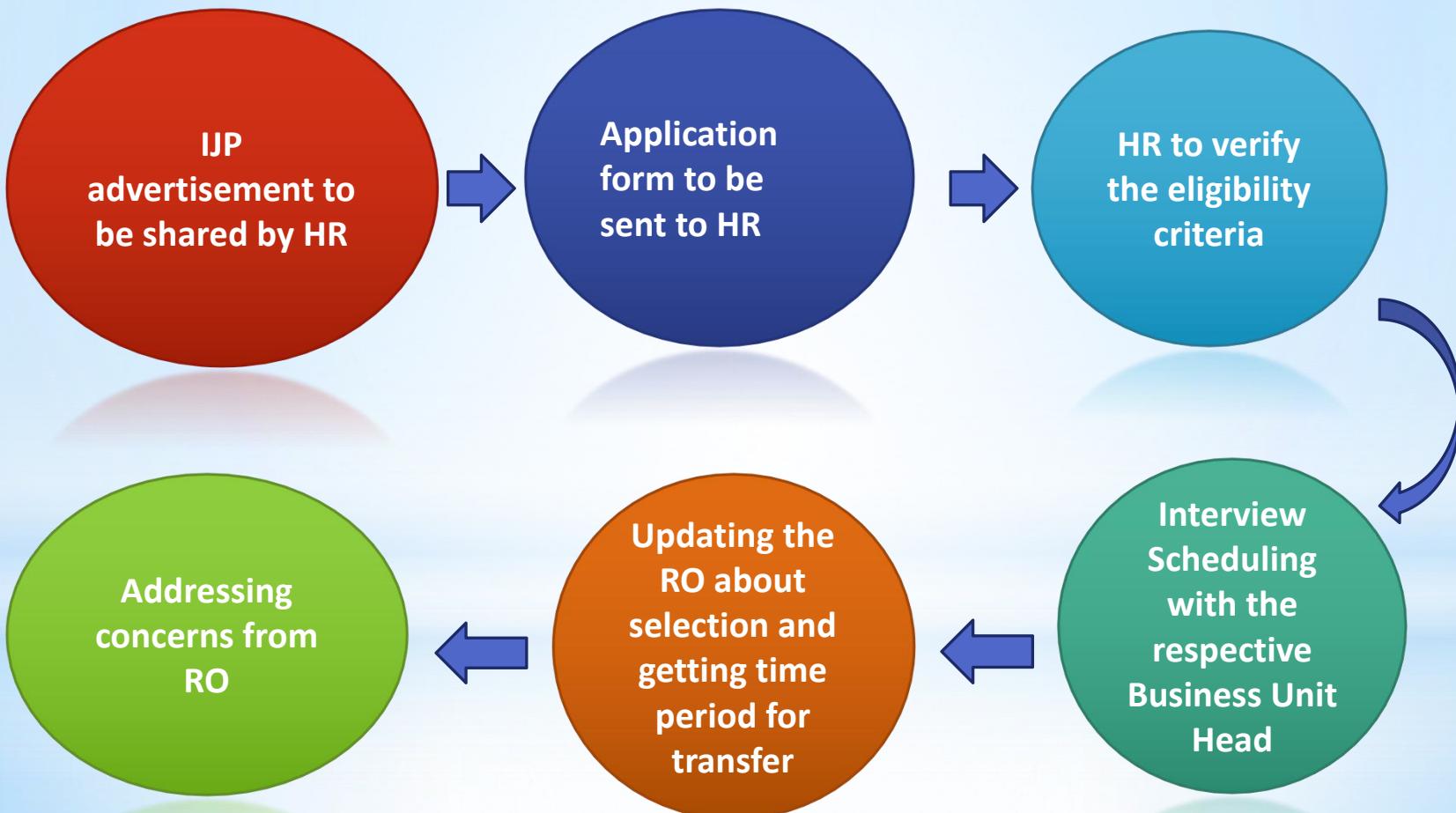
This policy is applicable to all full time/permanent employees of Future Focus Infotech Pvt Ltd.

## WHO CAN APPLY?

- ✓ Must have completed minimum 12 months in the company.
- ✓ Should be a consistent performer and secured good rating from his manager in the previous appraisal cycles.
- ✓ Should have the requisite qualification, skill sets, behavioural competencies and track record of achievements within the company
- ✓ Employees may apply for jobs which are of equivalent level or one level above their current levels
- ✓ Employees who wish to move from one location to another due to personal commitments may opt for an internal transfer, and will be governed by the relocation policy.

{ An employee undergoing Performance Improvement Plan (PIP) – program or under scanner for disciplinary causes cannot apply for open position flashed through internal job posting. }

## ***PROCESS***



## **INTERNAL TRANSFERS OF RESOURCES INITIATED BY UNIT HEADS**

There are circumstances when one Business Unit/Process Head would request a resource deployed in another location or unit for business reasons.

The requisition should be made in writing to the concerned unit manager with a copy to the Division Head and HR

The merit of the case to be discussed and recommendations are submitted for approval from HR Head.

Communication of such a requisition shall not be made known to the concerned employee till the final approvals have been obtained.

## ORIENTATION PERIOD FOR TRANSFERRED EMPLOYEE

- An employee will be in the orientation period for a period of 30 days in the new position.
- An employee should be aware that it is necessary to satisfactorily meet the new position's performance expectations and standards as established by the new manager during the orientation period.
- The employee's work habits and performance will be examined throughout the orientation period and, if the employee fails to meet these expectations, he/she may be separated from employment.



# Performance Improvement Policy

## PREAMBLE

- Improving performance
- Support & guide employees
- Culture of continuous learning

## PURPOSE

- Resolve performance issues
- Communicate
- Educate
- Action plan
- Measure Improvement

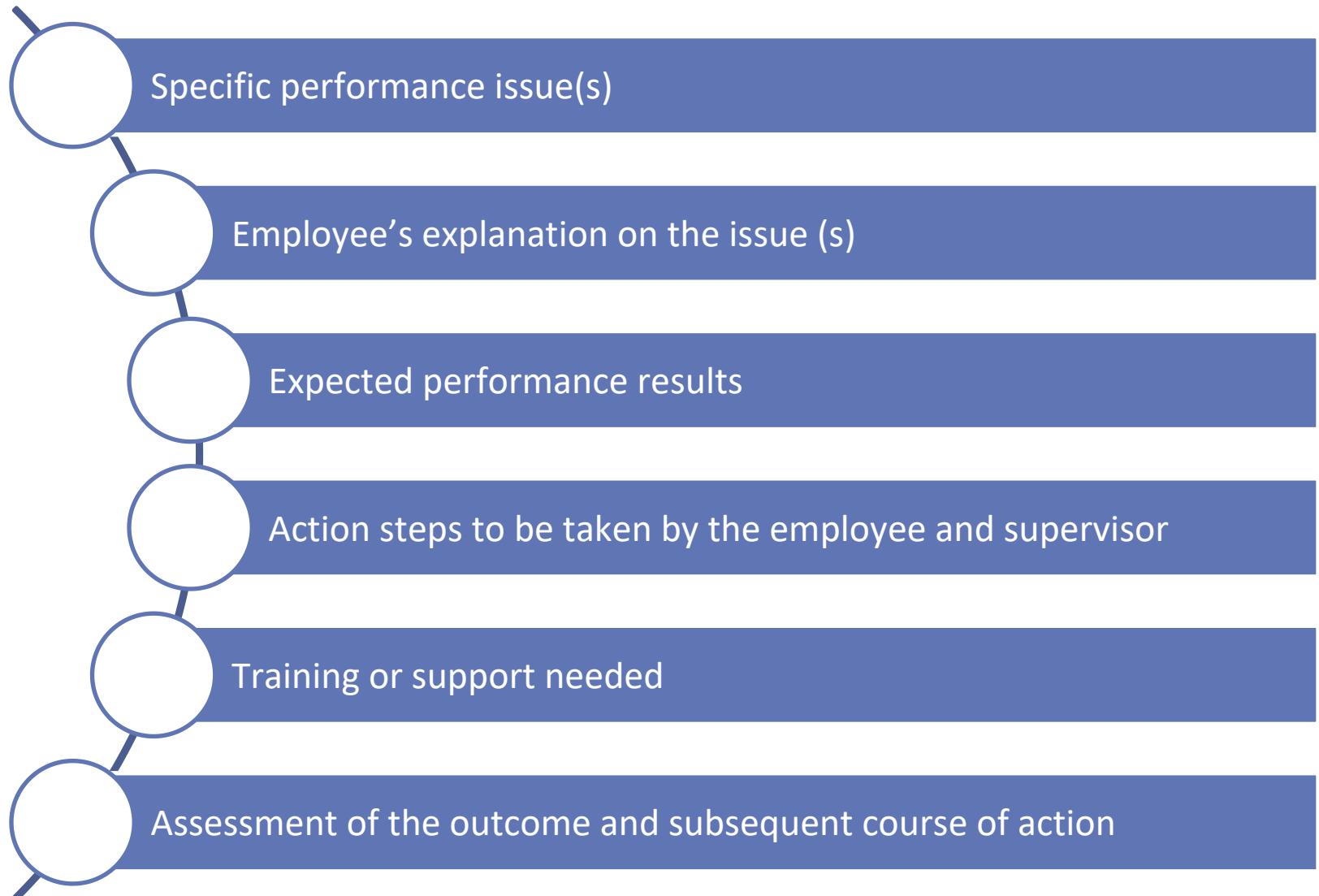
## SCOPE

- All full time employees of FFI
- Exception – Performance issue due to health/disability

Examples of performance challenges include (but are not limited to)

- Failure to meet deadlines
- Poor quality of deliverables
- Inappropriate work methods

## Supervisor is expected to discuss the following:



**WHEN**

**HOW**

**WHAT**

If the target is  
not achieved  
for more than  
2 consecutive  
months

Discussions  
with the  
employee by  
RO & HR

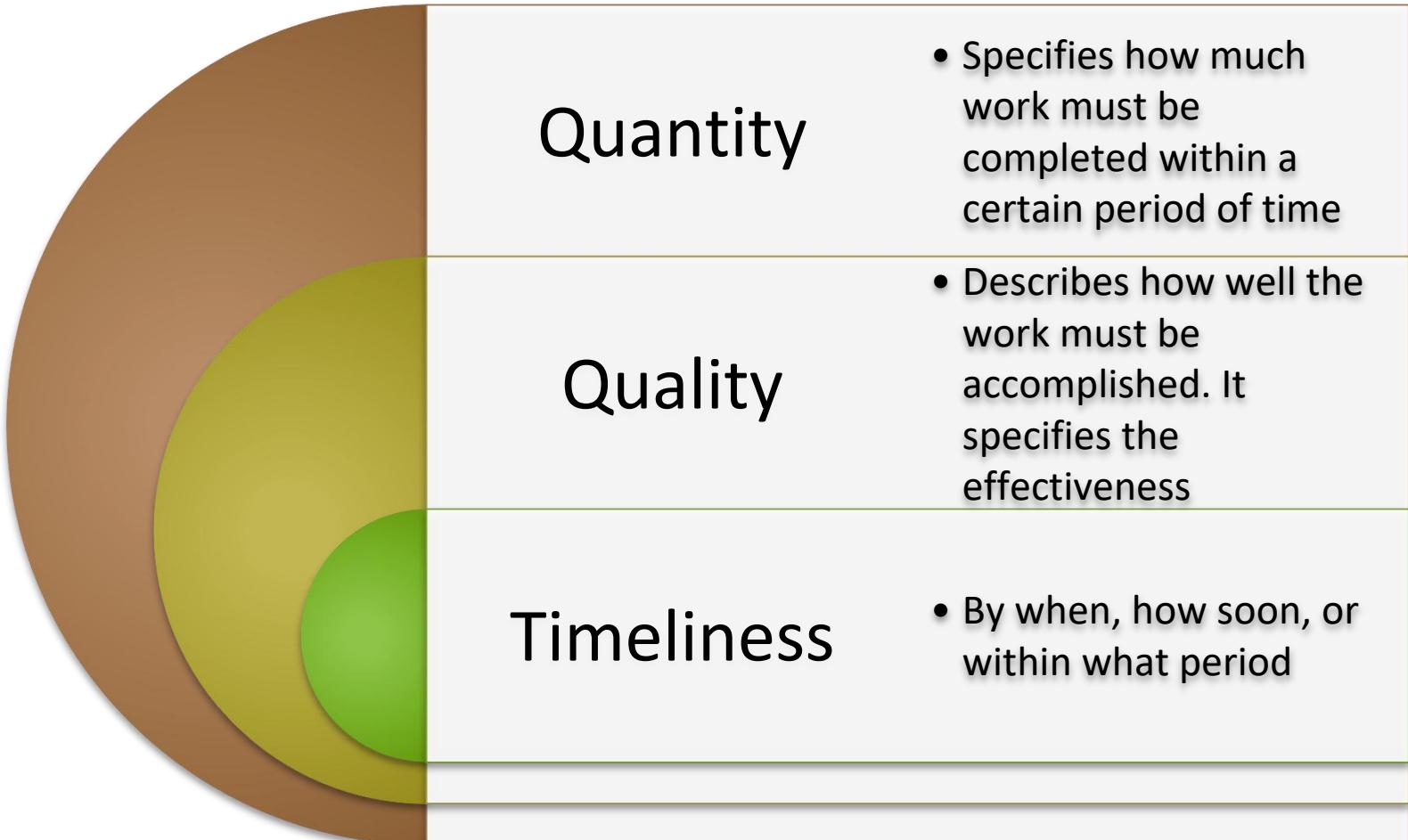
Issue PIP form  
with action  
plan for the  
next 4 weeks

Only once in  
a period of 1  
year service

Approval  
from  
Corporate  
HR is  
required

PIP is not  
extendable  
beyond 4  
weeks

## PERFORMANCE EXPECTATIONS



On the next working day after  
the end of the review period

In the presence of the  
corporate HR representative

## Evaluation Meeting



Discussing the employee's performance against the work allocated and his/her comments on the progress

## ASSESSMENT FEEDBACK

Satisfactory Performance

YES

CONTINUE  
EMPLOYMENT

NO

TERMINATION



- HR approval is mandatory
- Employee should be aware of termination
- Entire PIP plan, review and feedback is to be shared with HR team

## **IMPORTANT NOTE**

An employee undergoing performance improvement plan

- ➡ Is not eligible for internal transfers
- ➡ Cannot avail leave benefits during the period of PIP
- ➡ Is not eligible for incentives during the period of PIP

# Loans & Advances

Policy & Process



## OBJECTIVE

- Loans and Advances are given as an employee benefit

## APPLICABILITY

- To all the permanent employees of Future Focus Infotech

## ELIGIBILITY

- Upon two years of continuous service in the organisation

# PURPOSE

Medical expenses

- Self, Spouse
- Children
- Dependent Parents

Marriage

- Self, Spouse
- Children
- Dependent Brothers/Sisters

Education Expenses

- Self,
- Spouse
- Children

Other Reasons

- Death in the family
- Construction of House/Purchase of Apartment
- Any other cause with Management Approval

## LOAN AMOUNT

- The Loan amount is restricted to Gross Salary of three months or INR 50,000/- whichever is lower without interest charges.
- The amount of loan can be higher if the employee has been in continuous service for more than five years, and has not availed of the loan facility.  
This requires management approval.
- The maximum amount of loan extended shall not exceed INR. 1,00,000/-

# PROCESS



Personal Loan Requests  
to be filled by the applicant  
and sent to Business Unit  
Head with support  
document.



The application is forwarded  
to HR



Final approval will rest on  
the sole discretion of the  
Management

# *Points to consider*

The Loan will have to be repaid within 12 monthly instalments

Focusite may be permitted to avail loan only once in two years

The recovery of the loan will be through equated monthly instalments, and shall be deducted from the monthly salary of the employee

Any exceptional Approval (cases not covered under the policy) has to be approved by Country Head – En Group

The applicant has to give a blank, undated cheque, duly crossed, favouring Future Focus Infotech Pvt. Ltd.

The time limit for processing such loan shall be between 15 – 30 days' including verification, validation and approvals

# *Advances*

Salary advance will be deducted from the salary, in the same month.

An application in regard needs to be made through the Business Unit Head.

The management reserves the right to reject the application without assigning any reason thereto.

Eligible Amount – To a maximum of 50% of their monthly take home

The time for salary disbursement will take at least a week's time after the receipt of application.

**THANK YOU**