



Mindtree

A Larsen & Toubro Group Company

MINDTREE

NEW JOINER'S HANDBOOK



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1. Welcome Aboard!

We are delighted to have you onboard and we are pleased to induct you into the Mindtree family. We are confident this will be a pleasant and fruitful journey for you and will be a memorable career opportunity, which will shape your future.

This handbook contains all the information you will require pertaining to code of conduct, dress code, personal details, project details, mandatory learning courses, banking-related details, and many other important aspects. All employees of Mindtree are referred to as “Mindtree Minds”. The purpose of this handbook is to enable newly joined Mindtree Minds to easily reach out to the respective SPoCs and access various portals / tools / microsites, ensuring a smooth experience for you. Please read this handbook carefully and refer to it whenever required.

1.1. About Mindtree

Please find the links to some videos and articles that provide more information about Mindtree.

- Read the latest Mindtree news – [view it here](#)
- Dec 2019 Possibilities Newsletter – [view it here](#)
- 20 years of Mindtree – [watch it here](#)
- Celebrating 20 years: Mindtree minds – [watch it here](#)
- Mindtree Campus virtual tour – [watch it here](#)

Keep up to date with Mindtree on all our social media: click on the images below.



2. Abbreviations, Acronyms & Terminologies

Terms	Definition
MTW	Mindtree West Campus (Global Village)
MTE	Mindtree East Campus (Whitefield)
MID	Mindtree identity number; letter “M” followed by 7 digits (M1234567); all correspondence at Mindtree will refer to your Mindtree ID
People Hub	Mindtree’s Intranet Portal
Genie	Ticketing tool to address queries and resolve issues
GCC	Global Contact Center (a team that provides voice & non-voice support to Mindtree Minds having queries / facing issues related to Mindtree’s policies / processes)
MACI	Mindtree chat-bot available on People Hub; chat with Maci for instant resolutions to your queries
CIS	Corporate Information Systems (a team of technical professionals, who address & resolve issues related to Mindtree’s hardware, software, network, etc.)
ODC	Offshore Development Center
NIO	Not in Office
FTE	Full-Time Employee (those who are on the payroll of Mindtree)
Biz PF	Business People Function (HR representative)
PSS	People Shared Services
Yorbit	Mindtree’s internal online learning portal
L&D	Learning & Development team to address various learning programs
TA	Talent Acquisition; team that recruits new talents
Sub-Con	Sub-Contractors (SCs) aka Associates are those who are on the payroll of a

	consultancy / vendor company, but working for Mindtree
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3. Mandatory / Statutory Forms to be Filled

Kindly print, fill and upload the five below mentioned forms in the link that will be shared with you on day 2 of joining. Blank forms and Sample forms will be part of this email for your action.

- Joining Report
- Form Q
- Gratuity Form
- EPF Form
- Form 11

4. Tasks to Complete on Priority

Once your onboarding and induction is complete, please complete the below mentioned tasks on priority within 2-3 days. The details you provide will be used by the Admin / Security / PF teams to reach out to you during emergencies, so that you do not miss out on any critical communication sent by Mindtree. Kindly ensure that the details you provide are accurate.

- Please verify and update the required details in [People Hub](#) – Personal details, Bank Account details, Address, Education, etc.; in case of any changes, please raise a [Genie](#) under People Shared Services.
- Update your contact details in Outlook and please provide your Work Phone number and your Mobile number.
- Update your Reporting Manager – refer section [5.2](#).
- Claim your Relocation Expense, if applicable – refer section [5.6](#).
- For any project-related queries, reach out to Talent Management Partner / Lead.
- Please submit soft copies of all pending documents to Girish B Y (M1079200).



- Declare your FEP prior to the payroll cut-off date.
- Please update your bank account details – refer section [5.3](#).
- For any queries on your bank account, please reach out to the bank representative (refer the [Bank SPoC Details](#) table below).
- Please raise a Genie for seat allocation – refer section [5.4](#).
- For any issues with login credentials, please call CIS helpdesk: **12345** from your Ext. and then press option **1**.
- For parking stickers for your personal vehicle, click [here](#).
- For Provident Fund queries, please write to epf@mindtree.com.

Process Owners & SPoC Details

Function	Name	Contact Number	Location
Onboarding	Dhiraj Aharwal	Dhiraj.agarwal2@mindtree.com	MTP1- GF
Induction	<i>Arboretum Team</i> <ul style="list-style-type: none"> ▪ Geetanjali Menon ▪ Neena E Varghese 	<ul style="list-style-type: none"> ▪ Geetanjali.Menon@mindtree.com ▪ Neena.Varghese@mindtree.com 	
Talent Acquisition	Kohinoor Chakrabarty	Kohinoor.Chakrabarty@mindtree.com	
People Function Representative	Please refer your People Hub home page		

4.1. Submit All Pending Documents

In case you are yet to share any of the below mentioned pending documents, please ensure

that you submit a clear photocopy of these documents at the earliest to

Document.Personalfiles2@mindtree.com

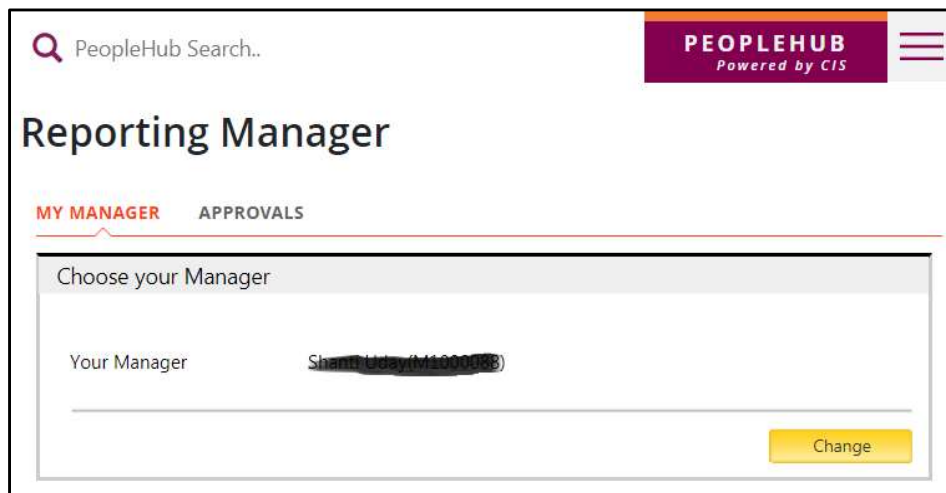
Personal ID documents – Passport

- Education documents – Marks sheets / Convocation certificates
- Previous employment documents – Service letter(s)

4.2. Update Reporting Manager (RM)

Please ensure that you update the name of your reporting manager on People Hub on priority. Follow the below mentioned path or click this [link](#) to access the page on People Hub (refer screenshot below).

Path: People Hub → Me → Utilities → Reporting Manager



4.3. Mindtree Digital ID card

- Get your Digital ID card provisioned through 1Mindtree, our Chat Assistant on Microsoft Teams >> It will have a 'DI Card' tab >> click and raise a request for The Digital ID card
- You will be prompted to upload a passport size photograph with certain specifics like a

white background and 80% face visibility while raising the request.

- Once submitted, it will go through an approval by PSS team for photo validation post which the Digital ID card will be available on the DI Card tab in 1Mindtree on Teams.
- **Photograph Specifications**
 - ✓ Please submit your recent passport size photograph as per specification
 - ✓ Background of the photograph should be White and without border
 - ✓ The photograph should be in color and taken with uniform lighting
 - ✓ The size of the image should not exceed 1MB

4.4. Update Bank Account Number

Please update your bank details in People Hub by following the below path or click this [link](#).

Path: People Hub → Me → Personal Financials → Bank Account

PeopleHub Search..

PEOPLEHUB
Powered by CIS

Personal Financial

BANK ACCOUNT

DEMAT ACCOUNT

AMEX CARD

TAX REGIME

FEP

IT PROOF

IT DECLARATION

VPF

PAY SLIPS

PLB

LOANS & ADVANCES

Bank Details

Savings Bank Account

Account Type	Bank Name *	Account No. *	Country *	IFSC Code *
Savings Account	Main Bank - HDFC	XXXXXXXXXX	India	HDFC000XXXX

Imprest/Reimbursement Account

Account Type	Bank Name	Account No. *	Country	IFSC Code
Imprest Account	Imprest Account - HDFC		India	HDFC000XXXX

Submit

Info

- Fields marked with * are mandatory.
- Salary and Imprest Bank account has to be with same Bank.
- Please update the 11 digit IFSC code. IFSC code is printed on your cheque book . If it is not, please contact your Bank.
- Please raise a [Genie request](#) and include relevant details if the displayed information is incorrect.

Note: Savings account and Imprest account must be in the same bank (encircled in above

screenshot). Please refer the below table for the details of SPoCs of the specific banks.

Bank	SPOC Name	Contact Number
Citi Bank	Madan	98508 88118
	Pavan	95959 09569
	Pritam	81495 59297
ICICI	Akash Bhande	73910 91559
	Afsar Sayyad	96373 76374
SBI	Laxman	78755 59748
HDFC	Digambar	91307 88158
	Lakappa	78752 78107
	Milind	90280 99551
Axis	Manish Sharma	99232 52385
	Amol	98902 91421
	Aman	97809 55049
Deustche Bank	Shantanu	98227 14960
Standard charted	Sarang Patil	85548 28136
	Mandar Sonawane	75077 75779
IDFC	Pranav Chaugule	96739 75515
Kotak Mahindra	Pranit Gattani	98348 42591
	Somya Maheshwari	96079 19132

4.5. Seat Allocation Request

Kindly click this [link](#) to raise a Genie ticket for your seat allocation or follow the below path.

Path: People Hub → Me → Utilities → Genie



GeniePEOPLEHUB

LOG TICKETMY TICKETSAPPROVE TICKETSHelpRESOLVE TICKETSFeedback

Request Type

☐ Issue

☒ Request

Search

[User Guide](#) [Feedback](#)

Verify your wish

☐ Seat Allocation Chennai Hardy Block

☐ Seat Allocation Chennai Neville Block

☐ Seat Allocation East Campus Phase 1

☐ Seat Allocation East Campus Phase 2

☐ Seat Allocation Hyderabad Phase 1

☐ Seat Allocation Hyderabad Phase 2

☐ Seat Allocation Hyderabad Phase 3

☐ Seat Allocation Kalinga

☐ Seat Allocation Pune

☐ Seat Allocation West Campus Phase 1

☐ Seat Allocation West Campus Phase 2

☐ Seat Allocation West Campus Phase 3

☐ Seat Allocation West Campus Phase 5 (6F,7F,8F,9F)

☐ Seat Allocation West Campus Phase 5 (GF,1F,2F,3F,4F,5F)

☐ Seat Transfer/Machine Shifting

☐ None of the above

Note:

1) * indicates mandatory field

2) ** indicates certain special characters like ()<>:;#\\/^ not allowed

Go BackConfirm

4.6. ODC Access Request

If you require access to an Offshore Development Center (ODC), please follow the below mentioned path or click [here](#).

Path: People Hub → Me → Productivity → Attendance → ODC



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MAS

PEOPLEHUB

WORKFLOW

ODC

REPORTS

ACCESS REQUEST

REQUEST STATUS

DEACTIVATION

ODC Requested By

Select Reason *

Please Select

Select Location *

Bangalore

Select ODC *

Please Select

Start Date *

End Date *

Remarks *

Cancel

Submit

Note: * indicates mandatory field

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4.7. Relocation Expense Claim Submission

If you have relocated to Bangalore and wish to claim an expense reimbursement, follow the below path to access the Expense tool or click this link (please refer the below screenshot).

Path: People Hub → Me → Expense

Important: New Joiner's relocation expense must be claimed within 30 days from your date of joining.

PeopleHub Search..
PEOPLEHUB
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Expense

CLAIM EXPENSE
SHIFT ALLOWANCE

CREATE EXPENSE
DRAFTS
SUBMITTED
APPROVED
TRACK TICKET
APPROVER

New Approval Matrix

EMPLOYEE NAME	EMPLOYEE ID	BUSINESS GROUP	COMPETENCY
		CORP	

EXPENSE DETAILS

Expense Type : Others
Reload from previous expense

Country	PURPOSE	EXPENSE FOR
India	Select	Select

Save

5. Code of Conduct

Mindtree

Entry into, work, stay and exits from Mindtree offices are regulated by law. Our offices premises are under constant security and surveillance. As Mindtree Minds, we must understand our legal obligations while on Mindtree campuses and must keep it safe, secure and legally compliant through exemplary personal conduct.

Drug, Tobacco, Alcohol, Weapons

As per the law, consuming drug, alcohol, tobacco and such chewable substances is strictly prohibited. As a respect for the law and good behavior, our security staff have been empowered to report anyone, who may be under the influence of drugs or alcohol, to the concerned superiors.

Professional Etiquette

During interpersonal interactions, we must always present ourselves as professionals and must pay attention to grooming and cleanliness. We respect the fact that personal intimacy of any kind is not becoming of any one of us during our tenure at Mindtree.

Respect for Support Staff

We respect all those people who work to make Mindtree a world-class facility, irrespective of the nature of their work or their education and stature in life. We volunteer to share their work whenever we can. We keep our cubicles or cabins tidy and carry back the plates, glasses, etc. used by us. We take pride in extending our hands to the ground staff who work behind the scenes to make our work experience memorable.

Use of Campus

Many people before us have worked very hard to create the facilities at Mindtree. We see ourselves as custodians of this world-class facility and we believe that we must leave it behind in better shape than in which we inherited it. We do not litter. We tidy things up. We do not stray into any area that has restricted or prohibited access signs on them. We do not leave any item of value unattended whose loss would make us unhappy.

Sustainability

Mindtree is a sustainably-built and maintained premises. We are extremely proud of its eco spaces and work areas, which are always surrounded by greenery. On our part, we use this remarkable platform to care for Mother Earth. We segregate and recycle our waste. We take 2-minute showers and switch off all devices when not in use.

Friends & Family

Any visitors, family or friends, visiting you at Mindtree offices must be accompanied by you personally and must first report to the Security Control Room, where a visitor's pass will be provided to them. We must understand that movement of visitors is limited, and they must not venture into an area demarcated for restricted access or for intended use only.

Food

At the cafeteria, we take small helpings and return for more, if required. We know the need for a balanced and nutritious diet, and we eat responsibly. Our cafeterias also have display boards on which the amount of food wasted that day is mentioned, which reminds us to ensure that we don't waste our food.

Health

In as much as we think of wellness, in case of an illness, we promptly seek help. We are particularly sensitive to containing all communicable diseases. We pre-inform all prior medical conditions that can cause us danger if not attended to in time and properly. An in-house doctor and basic medical medicines and equipment are available within Mindtree, who cater to any medical emergencies.

Digital Devices

We know when to, and when not to, use digital devices. We are particularly careful about cellphone usage that might disturb other people in the campus.

Mindtree's Integrity Policy

As Mindtree Minds, we read, understand and abide by Mindtree's Integrity Policy. We take pride in keeping our head held high on all matters that concern integrity at Mindtree. Integrity forms the crux of Mindtree and all Mindtree Minds are expected to adhere to Mindtree's Integrity policy.

When in Doubt

When in doubt about any aspect within Mindtree, we do not act in haste. We are assured that help is just a call / email away. For any queries, contact your Biz PF.

6. Dress Code at Mindtree

The prescribed dress code that Mindtree Minds are expected to wear while at any of Mindtree's offices are mentioned below. Kindly read through carefully and please adhere to the dress code.

	Business Attire (Formals)	Casual Business Attire
Acceptable Attire	<ul style="list-style-type: none"> ▪ Blazers / Jackets, sweaters, suits ▪ Formal shirts, skirts and dresses ▪ Formal pants / trousers ▪ Formal shoes ▪ For women only - Formal sandals / strappy shoes ▪ Sarees, blouses and Indian suits (Salwars / Churidars) ▪ Nylons or stocking 	<ul style="list-style-type: none"> ▪ Sport coats / blazers ▪ Slacks, chinos or Dockers ▪ Polo / T-shirts with collars (Men) ▪ Polo / T-shirts with / without collars (Women) ▪ Oxford button-down shirts ▪ Sweaters and cardigans ▪ Full length jeans ▪ Sneakers / sports shoes / strappy shoes / flats ▪ Salwars / kurtas / churidars / sarees
Unacceptable Attire	<ul style="list-style-type: none"> ▪ T-shirts with obscene / offensive / inappropriate logos ▪ Hawaii slippers of any kind ▪ Torn / low waist Jeans ▪ Short Skirts / Dresses above knee length ▪ Workout clothes or shoes ▪ Club / party wear ▪ Tank tops, tube tops, halter tops with spaghetti straps ▪ Midriff length tops ▪ Provocative attire ▪ Off-the-shoulder tops ▪ Short skirts ▪ Bermuda, shorts, three-fourth pants 	



	▪ T-shirts without collars (men)	
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Please note:

- Jewelry, make-up, perfume and cologne must be in good taste, with limited visible body piercing.
- Attire required to be worn for religious purposes is deemed acceptable as part of the dress code structure.

7. Yorbit – The e-Learning Platform

Yorbit is Mindtree's internal e-learning platform for Learning and Development. Since its inception in 2016, Yorbit has been the key enabler in upgrading the skills of Mindtree Minds. It contains various certified courses and is loaded with a wealth of information, up-to-date with the latest trends and technologies. You can access Yorbit by following the below path or by clicking [here](#).

Path: People Hub → Org → Yorbit

7.1. Business Ethics Module - Mandatory Courses

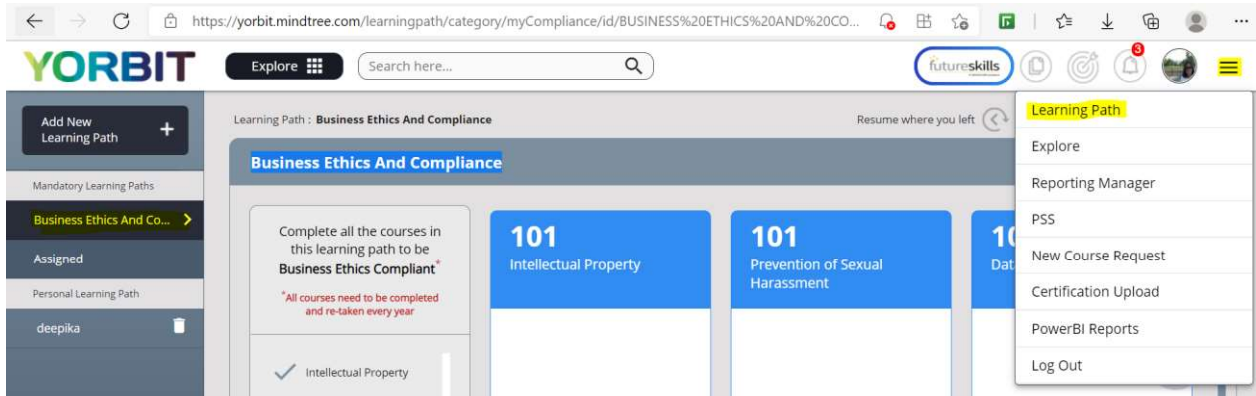
Yorbit contains certain mandatory courses mentioned below, which all Mindtree Minds must complete on a regular basis. The purpose of these courses is to ensure a safe and professional work environment at Mindtree. We request you to complete these courses within 45 days from your date of joining Mindtree.

Mandatory Courses

- [Insider Trading](#)
- [Integrity](#)
- [Intellectual Property](#)

- [POSH](#) (Prevention of Sexual Harassment)
- [GDPR](#) (General Data Protection Regulation)

The link to access these courses is Learning path >> Business Ethics and Compliance



8. Maci

Maci is Mindtree's own chatbot developed in-house for Mindtree Minds worldwide. Maci is available on [People Hub](#) and the purpose of the chatbot is to improve the interaction and the experience of the Mindtree Minds. Keeping this in mind, Maci is trained to handle simple policy-related queries on the areas mentioned below.

- Leave
- Not in Office (NIO)
- Performance Management (PACE)
- Utilization bonus
- Shift Allowance
- GDPR (General Data Protection Regulation)
- Expense Claims
- India payroll



Other approvals that are supported by Maci include,



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- Leave requests
- Expense claims
- Travel requests
- Not in Office (NIO)
- All other general tickets

Chat with Maci - Benefits to Mindtree Minds

Since its creation, Maci has become the best chatbot friend for all Mindtree Minds, thanks to its responsiveness and ease-of-use. It has made life simpler and has benefited the Mindtree Minds in many ways, such as,

- Instantaneous responses
- Shortest possible turnaround time
- Issues addressed and resolved accurately
- Increased level of satisfaction

9. Global Contact Center (GCC)

Global Contact Center (GCC for short, is a team of professionals that provides voice & non-voice support to Mindtree Minds having queries / facing issues related to Mindtree's policies / processes). The GCC team can be contacted via Genie ticket, IM - MS Teams, email and voice calls.

9.1. How to Contact GCC

From Mindtree office, using the desk extension phone, dial **12345** and then select option **3**. From outside Mindtree office, for any specific queries, please follow the order of options mentioned below.

1. Raise a Genie ticket.

2. Communicate on the below IMs:

- **MS Teams** – type & search **Globalcontactcenter Team** and click **People** tab.

3. Send an email to gcc.team@mindtree.com.

4. Call us from outside Mindtree campus on:

- **India & RoW:** +91-44408-12345 / +91-44667-12345 / +91-44337-12345
- **From US:** 1-844-292-6931
- **From UK:** 0-800-358-0817

Once you hear the IVR, please press option **3**.

10. People Shared Services

People Shared Services (PSS) is the Shared Services arm of Mindtree that is involved in processing of all multi-functional transactions in the hire-to-retire space, including People Function, Invoice Processing, Learning & Development, Expense Claims and Payroll for Mindtree Minds, globally.

PSS is a centralized organizational unit, where most of the internal services are consolidated and delivered in a standardized manner, thereby increasing operational efficiency at reduced costs with the focus being enhanced customer experience. Mindtree PSS has a dedicated microsite, which can be accessed by following the below path or by clicking [here](#).

Path: People Hub → Org → Microsites → People Shared Services