**Policies and Procedures**

**Shifts and Working hours**

Company has 2 shifts: day shift and night shift.

Day shift starts from 09:30 am and ends at 6:30 pm. And Evening shift starts from 06:30 pm and ends at 03:30 am.

You are allowed to take 1 hour lunch break any time of the day.

You are required to log in/out in company CRM from your company ID and post on Teams as well.

Upon being late for more than 15 minutes for any reason you are required to inform HR team on Teams or via email. Uninformed late reporting will be considered Half day.

Hybrid Working:

Employees are allowed to follow a hybrid working model with a 1-day WFH option per week, subject to manager approval and business needs. Based on the Roster shared by the Leads.

**Salary**

The pay cycle runs from 20th to 19th and salaries get credited on the 5th of the following month.

Your salary will be reviewed and adjusted based on your performance in the annual appraisal cycle.

**Leave policy**  
You are entitled to 18 paid leaves annually, including 6 sick leaves. Employees are entitled to **1 leave per month**, accumulating to **12 leaves annually**.

Employees may carry forward unused leaves to the next calendar year. However, **no more than 5 unused leaves** can be carried forward. Any additional unused leaves beyond this limit will lapse.

For leave application you are required to apply on CRM or on Teams personal message or through email.

Leave year begins from first month and ends at last month of each year.

**Holiday List**

The company holiday list is available on CRM.

**Exit Policy**

You can leave the company by giving 3 months formal notice. If you remain absent from your duties for more than 5 days without any information your services with VaST ITES will be automatically terminated as mentioned on your appointment letter. If you remain absent from service without any information it will be deemed that you have resigned from office and voluntary abandoned services on your own.

**I have read all above mentioned policies and procedure of the company.**