



Updated Date: 22-04-2024

## **Revised HR policies & Holidays of HMMBiz Web Solutions.**

As our Valuable Company is entering the next phase of GROWTH, we ensure the GROWTH of our employees also. We believe that EMPLOYEES ARE THE MOST IMPORTANT ASSETS.

With a focus on employee welfare, the HR policies are carefully drafted and subject to periodic updates. These revisions aim to foster a better experience for all our employees.

### **1. Working Hours & Days + Flexible Working**

- **Working Hours:** 10:00 AM to 7:00 PM ( 9 Hours )
- **Lunch Break:** 2 PM – 3 PM (1 Hour)
- **Working Days:** 5 days (All Saturdays & Sundays off)
- **Work From Home:** Maximum 4 days in a month allowed with prior approval
- **Salary Date:** 5<sup>th</sup> – 10<sup>th</sup> of succeeding month

### **2. Leave Policy**

- **Paid Leave:** Employees are entitled to a total of 12 paid leaves per year or one leave per month, whichever is greater. Leave requests must receive prior approval from both the Manager and HR through the IMS system at least one month in advance. To qualify for paid leave in the subsequent month, a minimum attendance of 15 days in the preceding month is required, and up to 6 paid leaves can be carried forward to the next year. Unused paid leaves beyond this limit will not be carried forward for next year.
- **Birthday Leave:** Half-day (second-half) leave granted as a paid leave on your birthday
- **Sick Leave:** Employees can take 3 sick leaves annually.

**Loss of pay:** In case of a non-approved leave request, the deducted leave will be calculated at 1.5 times the initially requested duration, deducted from your accrued leave balance.

- Our leave policy also includes sandwich leave, allowing employees to take an extra day off before or after a public holiday or weekend to extend their break. Additionally, the clubbing rule permits employees to combine leave days around weekends or holidays for an extended time off. It's important to note that both sandwich and clubbing leave requests require prior approval in accordance with company guidelines.
- **All Leaves are to be recorded & approved in the system only.**

**Note:** Leaves become effective only upon approval; otherwise, they will lead to loss of pay and be classified as an absence.

### 3. Reporting Requirements

**All employees are expected to adhere to the following reporting guidelines:**

- **Work Hours:** Employees are expected to report to work punctually between 10:00 AM to 07:00 PM. Flexibility in working hours is allowed after informing the management team.
- **Delay Notification:** In case of tardiness, employees must inform either the respective Project Manager or HR in advance, providing detailed reasons for the delay.

#### **Communication Protocol for Work:**

Whether working remotely or from the office, employees are expected to follow the outlined guidelines:

**IMS Logging:** Employees must log in and out on the IMS platform daily during their designated working hours.

**Email Check-in:** Employees must log in to their designated email IDs and participate in a 10-minute video call every working day.

**Task Reporting Emails:** Three daily emails are required, all on the same mail thread:

- **Mail 1 (Between 10:00 AM - 10:30 AM):** This email should include the task list for the day.
- **Mail 2 (Between 02:00 PM - 02:15 PM):** Provide updates on the status of each item on the task list.
- **Mail 3 (Between 07:00 PM - 07:15 PM):** Share updates on the status of each item on the task list, along with reasons for any unresolved items.

*Note: This framework is designed to ensure adherence to reporting standards, facilitating effective communication and task tracking during working hours, whether employees are operating from the office or remotely.*

**IMS Login & Logout:** It is a requirement for all employees to update their attendance/leave on IMS on time. Failure to do so may be marked as an absence and it may result in Loss of Pay.

If there is a login delay, the respective Project manager or HR should be notified with detailed reasoning.

## 4. Performance Management

- The appraisals happen on each completion year.
- Project-specific adaptations may lead to alterations in roles and responsibilities.
- The ratings would be awarded based on Individual Performance.

**Ratings would be as below.**

- FEE- Far Exceed Expectations (Best Rating)
- EE - Exceed Expectations
- ME- Meet Expectations
- BE- Below Expectations
- FBE- Far Below Expectations

Increments would be based on the Yearly Ratings & Company's Performance & Growth after **completion of the Bond/Agreement period.**

## 5. Mandatory Use of Office Asset

- All employees are required to use only the company-issued laptop for any office-related work.
- The laptop must be locked with a password. Employees are responsible for all access under these codes.
- The Organisation does not tolerate inappropriate use of any company property.
- The company network is monitored for inappropriate use. Offenders will be reported for further disciplinary action.
- If an employee's laptop is stolen/physically damaged due to any negligence, the employee will be responsible for the cost of replacing the laptop.

- It will be the employee's responsibility to report dysfunctionality related to the laptop if he/she faces it while using it.
- The company's laptop user data protection responsibilities will be those of employees. Always use encryption software approved or supplied by HMMBiz Web Solutions.
- Data storing/sharing/transferring from an office laptop to any other personal device/laptop is strictly prohibited. Violation of this may be grounds for disciplinary action up to and including spot termination of employment.
- The Company's Laptop User Data Recovery Responsibilities: If the worst should happen and your laptop is stolen, lost, damaged, or simply fails then it is always possible to recover your data, but only up to your last backup.
- It is your responsibility to ensure that you make adequate backup provision
- You should back up at least daily when working away from the company network
- Store backup data separately to your allotted laptop.
- Contact the Management team if you need advice or require a specialist or additional backup.

## 6. Designated workspace (When working remotely)

- **Employees are responsible for setting up their own remote workspace,** which is typically a space in the employee's home (an office, spare bedroom, etc.). No work should be performed outside of this designated workspace, if it is performed outside it must be informed to the manager. The employee is responsible for notifying his or her manager of sickness, injury, or any other health issues.
- While working from a designated workspace, if the employee experiences technical issues with his or her computer or internet access that prevent the employee from working remotely or any issue that is impacting performance for the day, the employee must notify his or her manager immediately. Interruptions to work caused by internet outages may require the employee to work from their regular office space for the remainder of the day, or until the outage is fixed.
- **Remote Meetings:** Employees working from a designated workspace will be expected to attend all essential meetings via video conference or by phone.
- Test your equipment to avoid hold-ups Be sure to test your sound, video, microphone, and screen sharing in advance of your calls.
- Minimize background noise.

- Employees working from a designated workspace may, from time to time, be required to come to their usual work site as required by the needs of the business.

## 7. Office Recreational Activity

- This is mandatory to attend extracurricular activities to interact with other team members for team building. Due to any reason if the employee is not attending then the employee must inform in advance of the reason.
- Time Keeping Employees who are not exempt from the overtime requirements of the organization will be required to accurately record all hours worked and submit accurate time records to their managers. Overtime hours will require the advance approval of the employee's supervisor.
- Any questions regarding this Work From Home Policy may be directed to your manager or the Human Resources Department [hr@hmmmbiz.com](mailto:hr@hmmmbiz.com).
- Conveyance Policy: Conveyance can be claimed if traveling for Company Purposes at Rs. 3.5 per KM. Long-distance travel claims would be approved in consultation with the manager.

## 8. Termination Policy

- Your appointment can be terminated by the Company, without any reason, by giving you not less than 1 month's prior notice in writing or salary in lieu thereof. For the purpose of this clause, salary shall mean basic salary.
- You may terminate your employment with the Company, without any Cause, by giving not less than 2 months prior notice or salary for the unserved period, left after adjustment of pending leaves, as on date.
- The Company reserves the right to terminate your employment summarily without any notice period or termination payment if it has reasonable ground to believe you are guilty of misconduct or negligence or have committed any fundamental breach of contract or caused any loss to the Company.
- On the termination of your employment for whatever reason, you will return to the Company all property; documents, and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

## **Holiday List 2024**

<b>Mandatory Holidays List</b>		
<b>Holiday</b>	<b>Date</b>	<b>Weekday</b>
New Year's Day	Jan 01, 2024	Monday
Republic Day	Jan 26, 2024	Friday
Holi	Mar 25, 2024	Monday
Independence Day	Aug 15, 2024	Thursday
Raksha Bandhan	Aug 19, 2024	Monday
Ganesh Chaturthi	Sep 07, 2024	Saturday
Gandhi Jayanti	Oct 02, 2024	Wednesday
Diwali	*Nov 1, 2024	Friday
Gujarati New Year	Nov 2, 2024	Saturday
Christmas Day	Dec 25, 2024	Wednesday
<b>Optional Holidays</b>		
<b>Holiday</b>	<b>Date</b>	<b>Weekday</b>
Vasi Uttarayan	Jan 15, 2024	Monday
Good Friday	Mar 29, 2024	Friday
Janmastami	Aug 26, 2024	Monday
Diwali Holiday Adjustment	Oct 31, 2024	Thursday

**\* Dates may change**

### **Acknowledgement of Receipt**

I acknowledge that I have received a copy of the HR Policy & Guidance also that I agree to abide by it at all times. I understand that the Work From Home/Office Policy represents HMMBiz Web Solutions's policy, that it does not affect my status as an at-will employee, and that HMMBiz Web Solutions retains the right to change or rescind the HR Policy & Guidance at any time as the company deems necessary