NEXTBRIDGE

EMPLOYEE HANDBOOK

2011

This Employee Handbook is prepared for guidance of our employees and familiarizes them with the policies and practices followed at **NEXTBRIDGE (PVT) LTD.**

The information of this document is subject to a continuous process of review and improvement. The Company reserves the right to amend, delete or add any term and condition of service as and when necessary. This handbook is not a contract of employment. All employment with the company is on an at-will basis. As such, you or the company may terminate the employment at any time for any reason following the defined procedure.
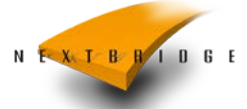
This Handbook is the property of the Company and may not be circulated or given to anyone outside of the Company.

Any doubt or query concerning the content of this handbook should be forwarded to the Human Resource Department.

Prepared by:

HR Department
Nextbridge (Private) Limited.

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Section I.   Nextbridge - Introduction

1.   Profile

Nextbridge was founded in 1996 at Lahore, as a U.S. owned Company. Ever since its inception, the company has grown to 300 employees (as on July'11); has operations in four cities of Pakistan including Lahore, Multan, Peshawar and Islamabad.

The company has been privileged with enthusiastic, hardworking, innovative people and confiding clients; they let the company recognize the potential to grow.

Nextbridge has emerged as one of the largest software house providing services in software development, software quality assurance and data processing. The company's core competency lies in following platforms/technologies

- Web Applications Development (PHP, ROR, Flex and .Net)
- Mobile Applications Development (iPhone, Android, Blackberry)
- Desktop Applications Development (.Net)
- Software Quality Assurance
- Graphic Designing

2.   Nextbridge Philosophy

The Company believes in developing and rewarding talent. We offer excellent training opportunities, challenging assignments, opportunities for professional growth and competitive remuneration.

Nextbridge success is solely dependent on self-motivated, energetic and good engineers; hence utmost effort is towards converting programmers in to good engineers with adroit skills focused on usable software programs.

3.   Values

Nextbridge has earned respect in industry through better customer care, innovative solutions and commitment to usable software delivery that can solve business problems.

As a Nextbridge employee you are expected to take these values to even a greater level.

4.   Customer Care

As a Nextbridge employee, you are expected to listen to customer and do your best to be assistive and respectful of customers' requirements.

By doing Rapid Development, building Usable Interfaces, providing Better User Experience, and meeting Timelines/Milestones we can not only meet but surpass customer expectations.

5.   Organizational Structure

Nextbridge has following divisions and departments

Divisions	Departments
Corporate Services	Human Resource
	Administration & Purchasing
	Accounting and Finance
	Recruitment
	MIS - System Support and NOC Services
	Publishing
	Marketing
VTeams Operations	Vteams (Development and QA/GD)
	Placement
Verticals	MicroGigz
	Intelliteams
Software Development	In-house Product Development 1. Hyper Conversion 2. Atlantis

6.   Employee Classification

An employee's progress in the company is quantified by his/her staff classification. The employee will advance in the company by rising through the staff classifications shown below. An employee may be appointed on a certain role or position which will dictate his/her title or designation in the company.

Classification	Probable Designations/Titles
CEO	CEO
Senior Manager	GM Corporate Services VTeams Operations Manager
Manager	Development Manager, HR Manager, Admin Manager, Recruitment Manager etc.
Associate Manager	Associate Development Manager, Associate Project Manager
Principal Engineer or Principal	Principal Software Engineer, Principal SQA Engineer,

Executive	Principal Graphic Designer
Senior Engineer or Senior Executive	Senior Software Engineer, Senior SQA Engineer, Senior Graphic Designer, Senior Placement Executive and Senior Executive
Engineer or Executive	Software Engineer, Placement Executive, Online Research Executive, E-Procurement Executive, Corporate Services Executives
Associate Engineer or Executive	Associate Engineers, Admin /HR/Accounts Associates
Assistant	FDO, Associate Admin Officer, Associate Accounts Officer
Helper Staff	

The employee classification structure has nothing to do with the operational reporting structure within the company, which is driven by the employee's role.

7. Position, Role and Title

7.1. Position

An employee's position is derived from his/her staff classification and department/section. For example, the position of a person hired in the employee classification of Engineer in the Quality Assurance section, will be QA Engineer.

7.2. Role

The company may ask an employee to work in a particular role, depending on situation and need. The role may be permanent or temporary subject to nature of job. The roles are mostly assigned depending on division and departments.

Each role has associated responsibility and authority and a defined reporting structure that identifies the roles supervisor. An employee's supervisor will evaluate him/her based on how well he/she executes his/her role. The role of an employee can change as often as needed, and he/she can be given either a higher or a lower role depending on the needs of the company. An employee can fill multiple roles at the same time. The role structure varies from department to department. The role structure also changes with time, as the company's needs change.

7.3. Title

Title is the appellation attached to the name of an employee by virtue of his position or role, and is written on his/her Business Card. Typically an employee's title will be his position (e.g., Senior Software Engineer, Software Engineer; Principal Quality Engineer). However, on a case by case basis an employee's role can be made his title.

8.   ORGANIZATIONAL STRUCTURE

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                          Mubashir Mian
                              CEO

   Sajjad Haider      Muhammad Wajhe      Ayaz Khan       Imran Malik
 Corporate Services   Vteams Operations    Verticals    Software Development
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Corporate Services (Sajjad Haider):
- Muhammad Shakeel — Admin and Purchase Department
- Beena Iram — Human Resource Department
- Nabeel Ahmed — Recruitment Department
- Nadeem Arshad — Accounts and Finance Department
- Usman Siddique — Marketing Department
- MIS Department
  - AbdulRehman — Network Services
  - Qasim Ali — Support Services

Vteams Operations (Muhammad Wajhe):
- Hamza Ibad — Placement Department
- DMs — Vteams Management
  - Vteams
    - QA
    - Development
    - GD

Verticals (Ayaz Khan):
- MicroGigz
- Sarah Mahmood — IntelliTeams

Software Development (Imran Malik):
- Hyperconversion

Section II.   Workplace Rules

The work rules and code of conduct are very important, and the Company regards them seriously. All Employees are urged to become familiar with these rules and code of conduct.

1.   Equal Employment Opportunity

NEXTBRIDGE's objective is to provide the constructive environment for personal and professional growth. NEXTBRIDGE offers equal opportunity to all existing and prospective employees with no regard of race, color, gender, religion, age, marital status, disability, veteran status or national origin or other criteria protected by law.

2.   Dress Code

a) The official dress is pant shirt for men with shoes. Shalwar Kurta/Kameez is not allowed to be worn except on Friday. **Slippers are not allowed.**

b) All employees are expected to maintain a professional, neat and clean appearance at all times in the office premises.

3.   Office Cleanliness

Try to keep yourself clean and your development environment pleasant. Employees are expected to be responsible enough to keep their surroundings in best possible housekeeping and see that at the end of the working day, their workstations are left clean and tidy.

4.   Usage of Mobile phone

Employees are not allowed to use their Mobile phones in Development area as it creates discomfort in work area because of vocal/loud conversations.

5.   Tobacco Products

a) Smoking is strictly prohibited in development and working areas.

b) Smoking is allowed within the specified smoking areas only and suggested to all concerned to extinguish cigarette in the cigarette bins.

6.   Power/Water Saving

It is the responsibility of each employee to save Power and Water. All machineries, lights and electrical installations will be switched off when not in use. Prior to leaving their work place, each individual should ensure that their systems are turned off.

7.   Not to Do Items

Employees are expected to observe certain standards of job and good conduct. Employees are not to use foul language in the course of normal conversation among them.

Following should not be discussed with client. These are mandatory and must follow items to avoid any non-development impediments in development operations.

a)   Environmental Issues
b)   Pakistan politics
c)   Working environment
d)   Religious topics

Administrative matters local to company only like salaries, increment etc.

8.   Personal Belongings

All Employees are responsible for their own personal belongings and properties left at the office. The company assumes no liabilities for any loss or damage to personal belongings and property.

9.   Nextbridge Property

The company office space, equipment, materials and other properties shall be used only for employees. Employee who uses the company's portable property such as Mobile Phones, Laptop and Camera are responsible for the safekeeping of the equipment.

10.   Visitors in the Workplace

To provide the safety and security to Employees, visitors are restricted to stay in reception area only. Visitors are not allowed to visit Development Area. It's compulsory for all visitors to show their identification on main gate. For such purpose, visitor must enter their name, employee the intend to meet and time of arrival in the visitor's register.

Authorized visitors will be escorted to their destination and must be accompanied by an Employee at all times. The visitors must not wander around the office unaccompanied.

11.   Usage of Illegal Software

Employees are not allowed to use company's computer system to download or install illegal or unauthorized programs, software or data. In case it is found that any illegal software has been downloaded in any system, the person operating the particular computer will be held responsible for the lapse and necessary disciplinary action will be initiated against him/her.

Section III.   Work Schedule

1.   Office Working Hours

All Employees are required to fulfill 9 hours a day including one hour Lunch and Prayer break. The standard workweek is Forty five (45) hours of work. Saturday and Sunday are 'Off Days'.

The company operations are from 8:00 AM to 10:00 PM; during this window the Admin Department will provide necessary services for smooth operations like electricity backup, helper staff assistance etc. Employees are required to work for nine (9) hours a day during this defined time window:

1. **For Lahore and Multan centers – 8:00 AM to 10:00 PM.**
2. **For Islamabad and Peshawar centers - 8:00 AM to 8:00 P.M.**

Subject to work requirements, you will be asked to observe timings. Considering nature of software development it is expected that employees will be accommodative towards required working hours' window. Once discussed and agreed, employees cannot change it unless approved by the Management.

2.   Time-In and Time-Out

Every employee has to mark TIME-IN and TIME-OUT daily against his/her name in the Attendance Sheet at Reception. Each employee is required to enter their correct timings, TIME-IN and TIME-OUT on daily basis as per NEXTBRIDGE norms. In case, if an employee does not mark his/her attendance that will consider as "Absent from Office".

3.   Lunch/Prayer Break

Employees are allowed an hour break during working hours for lunch and prayer. Lunch breaks are generally taken between 1.30 PM to 2.30 PM on a staggered schedule (approved by management) so that Nextbridge remains operational during the lunch break.

4.   Attendance/Punctuality

All Employees are expected to be regular and punctual in attendance. This means being in the office, ready to work, at their starting time each day. If an employee is unable to report for work due to any reason, he/she shall notify Placement Executives before 10.00am of that day. In case, if someone is coming late, he/she should inform at least two hours prior to reporting to duty.

5.   Absence from work

It's obligatory for all employees to notify his/her absence from work. This will allow the company to arrange temporary coverage of the Employee's duties, and to help other Employees to continue work in his/her absence.

Failing to do so the employee will be automatically marked as ABSENT which could result in salary deduction against absent day.

If an Employee becomes ill while at work or must leave the office for some other reason before the end of the workday, he/she shall responsible to inform his/her line manager and HR Department.

6.   Public Holiday's Calendar

A scheduled and pre-approved Holiday Calendar is being published at the start of every year, for the convenience of employees and managers.

Holiday Calendar (Public Holidays observed at Nextbridge)			
Name of Holiday	Calendar Type	Date Range	Day(s) of Week
Birthday of Muhammad (PBUH)	Lunar	16-FEB-11	Wednesday
Pakistan Day	Solar	23-MAR-11	Wednesday
Independence Day	Solar	14-AUG-11	Sunday
Eid: Celebration after fasting month of Ramadan	Lunar	31-AUG-11 to 02-SEP-11	Wednesday to Friday
Eid: Celebration of Hajj	Lunar	06-NOV-11 to 08-NOV-11	Sunday to Tuesday
Iqbal Day	Solar	09-NOV-11	Wednesday
Muharram 10: Religious Holiday	Lunar	06-DEC-11	Tuesday
Christmas and birthday of Jinnah – the founding father of Pakistan	Solar	25-DEC-11	Sunday

Notes:
1. The Holidays with calendar type 'Lunar' depend on the sighting of Moon and announcements by Government of Pakistan. As such these can vary by a day or two.
2. No compensation will be given for holidays falling on a Saturday or Sunday.

7.   Food Allowance because of late sittings/overtime

If employees are required to work late hours in office, and this time is also not scheduled i.e. as per the team normal work timings, then employees are entitled for company provided food. Rs. 100/- per person per day is the limit for this allowance. For reimbursement, employee has to provide the original bill to Finance Department with the signature of his/her Line Manager. In such cases, late sittings must be approved by Line Manager.

Section IV.   Human Resource Policies, Rules & Practices

1.   Employee Personal Data for Record Keeping

NEXTBRIDGE believes that employee has given accurate data in his/her Employment Application and the other presented data throughout the hiring or post-hiring time. If Company found any misrepresentations or falsifications in the given data, it may result in exclusion/termination of the individual from further consideration for employment or continuation of service with the company.

2.   Update of Employee Personal Data

An Employee's personal data should be accurate and current at all times. It is the responsibility of each Employee to promptly notify the HR Department of any changes in personnel data such as: (a) Mailing address, (b) Residential address, (c) Telephone numbers, (d) Change in marital status, (e) Income tax number, (f) Name and number of dependents, and (g) Individuals to be contacted in the event of an emergency.

3.   Transfer and Reassignment

An employee may be transferred, assigned from one department, location, branch to another. An employee may request for transfer from one working place to another, however, transfer of employees shall be the prerogative of the Management and shall not be disputed. An employee may be reassigned, subject to performance of his/her duties and on the recommendation by his/her Superior and/or Manager. All recommendations for relocation/reassignment shall be determined by the Management as and when required.

4.   Employee ID Card

a) Your employee ID card identifies you as a NEXTBRIDGE employee. You will receive a temporary employee ID card on your first day of employment.
b) A permanent employee ID card with your picture, name and ID will be given to you within two weeks of your start date.
c) It is mandatory for all employees to wear/carry the Employment Card at all times in the Office premises. To enter the premises you must show your employee ID card to the guard at the gate, all security guards have been strictly advised to report any kind of non-compliance in this regard.
d) All employees are required to provide fresh passport size picture with blue background for Company ID Card.
e) Identification cards are property of the company. Lost/Stolen cards should be reported to the Human Resources Department. A new employee ID card will be issued to you.
f) Identification cards are provided for appropriate use of identification and access to services. The card is not transferable and is valid only as long as the holder continues his/her employment with the Company. Any misuse, alteration or fabrication of the card may subject the holder to disciplinary action.

g) Identification cards must be returned to the HR Department when employment ceased.

5. Non-Disclosure/Confidentiality Agreement

The protection of confidential business information and trade secrets is vital to the interests and success of NEXTBRIDGE. Such confidential information includes, but is not limited to, the following examples: Compensation data, Financial information, Marketing strategies, Pending projects and proposals, Employee/Salary records, and Conversations among employees associated with Nextbridge.

All Employees are required to sign a non-disclosure agreement as a condition of employment. Any Employee who improperly use or disclose trade secrets or confidential business information will be subjected to disciplinary action, including termination of employment and legal action, even if he/she does not actually benefit from the disclosed information.

6. New Employee Orientation

New Employee Orientation is a formal welcoming process that is designed to make the new Employee feel comfortable, informed about NEXTBRIDGE, and prepared for the role in his/her new position. It's conducted by the HR Manager, Placement Executive and Development Manager.

The orientation session covers the following items:

a) Introduction to NEXTBRIDGE (PVT.) LTD.
b) Introduction to Business Model
c) Placement in a Department
d) Work process
e) Policies and Procedures
f) Job responsibilities (according to the assigned role)

7. Probationary Period for New Employees

Nextbridge offers a four month Probation period to a new inductee and it's stated in Letter of Appointment. During this time, Employee has the opportunity to evaluate the Company as a place to work and his/her Superior has the first opportunity to evaluate the Employee. In case of resignation during probation period, the notice period is 15 days and if Company terminates your services during probation period, you will be given a notice of one day.

Probationary Employees are expected to meet and maintain Nextbridge standards for job performance and behavior.

8. Resignation

If an employee wishes to resign from his/her current position, he/she has to send an email to HR Manager and concerned Line Manager.

For a confirmed employee, it's required to send a one month notification (30 days). As per policy, if an employee failed to send a full month notice, he/she has to return the salary against less notice period. Nextbridge has final authority to accept resignation of the employee. No final settlement of an Employee's pay will be made until all items are returned in appropriate condition and payment in lieu, if any, is fully settled and a no dues certificate is issued by the Accounts or HR department. The following clearance required from the employee side:

a) Clearance from MIS Department, to close all Nextbridge accounts i.e. Skype, MSN, NXB and NXVT emails. MIS representative will send a clearance email to HR Department after closure of accounts.
b) Employee card and NJI card has to be returned to the HR Department.
c) Clearance from Finance i.e. advance loan on salary etc.
d) Employee has to return all the files, records, keys, and any other materials that are property of Nextbridge to the Admin Department.

All benefits related to employment will be seized with starting of the resignation period including, Group Medical Health Insurance, Annual Leaves, and Referral Bonus etc.

9.   Termination

If Nextbridge decides to terminate the services of any employee, the company is liable to send a one month notice or to give a one month (30 days) salary to confirmed employee. This rule is not applicable to employees on probation or interns. In case of termination same clearance rules apply as of resignation.

10.   Exit Interview

An Exit Interview is an important opportunity to ask employees who are leaving the organization why they are leaving. This information can provide valuable information and insight into Nextbridge operations and can help the company to improve its processes.

a) The Exit Interview will be conducted by HR Manager.
b) Exit Interviews will be conducted for all employees leaving positions at Nextbridge.

11.   Internship/Training for Fresh Graduates

Nextbridge offers three months internship to Fresh Graduates. Once an employee completes his/her internship successfully, a permanent position is being offered to Interns with Competitive Salary Package. The Nextbridge recognizes the value of professional development and personal growth for employees. Therefore, training session will be conducted for employees on weekly basis, so employees can get the training from basics to advance.

## 12.	Company Cooked Lunch

Employees are having facility of Company cooked lunch, if an employee wants to avail this; he has to send an email to HR (hr@nxb.com.pk). Extremely concessionary Charges will be Rs. 900/- per month. Lunch is free for following members.

a) Female Staff
b) Management
c) Corporate Services
d) Senior employees who have completed three (3) years of services with Nextbridge.

## 13.	Employee Files

Employee personal files having the following documents:

1. Job Application Form,
2. Latest Resume
3. Copy of CNIC
4. Copy of Educational Certificates
5. Latest Picture
6. Salary History
7. Records of disciplinary action and documents related to Employee performance reviews, coaching, and mentoring.

Employee files are the property of Nextbridge, and access to the information is restricted. Only Management Staff of the company who have a legitimate reason to review the file are allowed to do so.

## 14.	Outside Employment

Employees are not allowed to hold outside jobs even in non-related community or professions regardless of whether the Employee has met the performance standards of their job description. Employees engaged in alternative work (part time or full time), will be subject to company's disciplinary action or termination of employment.

## 15.	Health-Related Issues

Employees, who become aware of any health-related issue, should notify their Line Manager and HR Department of health status. This policy has been instituted strictly to protect the Employee. A written "permission to work" from a registered medical practitioner may be asked to ensure the health status of employees. The medical practitioner note should specify whether the Employee is able to perform regular duties as outlined in his/her job description.

16.   Employee Communications

Under normal working conditions, Employees who have a job-related problem, question or complaint should first discuss it with their Line Manager. At this level, Employees usually reach the simplest, quickest, and most satisfactory solution. If the Employee and Superior cannot solve the problem, the company encourages Employees to escalate the issue upwards in the management hierarchy until the problem is resolved.

Section V.   Salary, Pay Schedule and Benefits

1.   Salary

All Employees shall be paid monthly on a scheduled payday, Salary of an individual Employee calculated on full month basis. The salaries of new hires are determined on the basis of past experience, education, skills, professional achievements, the responsibilities of the position/role expected of them and the job market.

Compensation is a private matter between the Company and the employee. Therefore, employees are not allowed to discuss it among their co-workers.

2.   Salary Date

The salary date is 15th of every month. However, because of certain cash flow issues (remittance from USA to Pakistan) this may vary. The company is paying special attention and care that cash flow must not be disturbed and salaries disbursed before or on mentioned date.

3.   Distribution of Salary

Salaries are disbursed in employee bank accounts. Company can credit your salary in your bank accounts directly. This facility is for Standard Chartered Bank Limited account holders only. Employees who do not have bank accounts in above banks will be paid through cross-cheques on their names.

Salary will not be given in the shape of cash.

To make the process easy, Finance Department will coordinate with employees for opening of their bank accounts.

4.   Tax Deduction

Tax will be deducted for all employees at the designated rates (as per Govt. of Pakistan Tax Laws). Employees will be kept up-to-date on such activities and can claim tax certificate deducted from their salaries from Accounts Department. Tax is applicable on whole income including salary, bonus, incentive etc.

5.   Client Bonus

It is a Client based bonus, usually employees get as an appreciation bonus from their Client's on extra ordinary performance. It does vary from Client to Client. If an employee gets bonus from Client, it will be added to employee's salary. The company will deduct 20% of the total amount of bonus.

6.   Employee Referral Program / Referral Bonus

The purpose of this Referral Bonus Program is to encourage employees to refer good engineers to recruitment department. On selection/induction of a referred candidate; the referee will be eligible to receive Referral Bonus. Following is the criteria on Referral Bonus.

a) The referred resumes should be sent through email to recruitment@nxb.com.pk by referee to Recruitment Department.
b) Employee can refer as many applicants as desired. However, it is expected that employees will do some self-assessment of referred considering the merits at Nextbridge.
c) Referral Bonus will be paid after the successful probation completion of the referred resource.
d) Referral Bonus is eligible only for the Vteam Positions.
e) No Referral Bonus is valid for any reference for Corporate Services position.
f) The referees will be paid over period of one (1) year in the form of twelve (12) equal installments of bonus.
g) The Referral Bonus will be immediately ceased if the referred resource or the referee resigns or gets terminated.
h) The Referral Bonus is equivalent to one month salary of the referred resource.

7.   Medical Benefits

Nextbridge offers IN-PATIENT GROUP MEDICAL HEALTH INSURANCE

All confirmed employees of the company are covered. There will be no deduction from employees' salaries because of medical benefits.

8.   IN-PATIENT GROUP MEDICAL HEALTH INSURANCE

All confirmed employees and their dependent spouse (husband/wife) and children (with certain restrictions) are covered by a Group Medical Health Insurance policy that covers In-patient expenses up to a certain limit (see table below). Part-time or Probationary Employees are not eligible for this coverage.

Maternity benefit is for all male employees' spouse and female staff.

Category	Limits of Benefits			
	Room	Hospitalization	Maternity	
			Normal	Complications
A	3,000	370,000	30,000	60,000
B	2,000	250,000	25,000	50,000
C	1,500	190,000	20,000	40,000
D	1,000	130,000	15,000	30,000

All employees are categorized into four (4) groups depending on their role in the company. Following table summarizes the category classification.

Categories	Designations/Title/Role
A	All Managers on key company positions and Development Managers
B	Managers, Principal Engineers/QA/GD/Support/Network, Senior Engineers/QA/GD/Support/Network and Senior Executives.
C	Software Engineers/QA/GD/Support/Network, Associate Software Engineers/QA/GD/Support/Network, Remote Assistants, Office Assistants, Research Executives and other Executives.
D	Helper Staff
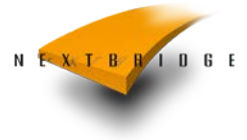
Section VI.   Allowances' Policies

1.   Mobile Phone Allowance

Mobile connections are provided to those employees who need mobile connections to perform their normal duties like recruitment and placement department, with a ceiling limit for talk time. Employees will use their personal mobile sets to use company provided mobile SIMs.

2.   Travelling, Accommodation and Food Allowance

If an employee is requested by management to visit the company center in a city where he is not located (working), he is entitled to claim expenses incurred because of travelling, accommodation and food. Reimbursement claim will be submitted to HR Department for execution. The Management reserves the right to alter the rules under exceptional cases which shall be communicated to the employees.

3.   Daily Allowance

If an employees is requested to visit the company center in a city where he is not located (working) he will be given Daily Allowance. Following is the criteria:

a) For Workings Days: Half Day salary shall be given to the employee against each day worked.

b) For Off Days: Full Day salary shall be given to employee against each day worked.

4.   Conveyance Allowance for Female Staff

All Female employees are entitled to get Rs. 1500/- P.M as Conveyance Allowance.

5.   Interviewer Allowance

To reward the efforts of employees in helping the recruitment department by conducting technical interview of candidates, all interviewers form the Interviewer Panel are entitled to get the amount of Rs. 200 against each conducted interview.

Section VII. Performance & Salary Review

1.   Performance Reviews

Line Managers conduct formal performance reviews on quarterly basis.

The purpose of performance review is to provide employee with assessment of his work produced over the assessment period. A Manager is bound to evaluate and share the observations with employee. This will help management and employee in keeping track of performance over the employment period with the company.

Performance review sessions are designed specifically for the Line Managers and the Employees to discuss employee's current job tasks and areas of improvement, encourage and recognize attributes, and discuss positive, purposeful approaches for meeting work-related goals.

Line Managers may conduct informal performance reviews and planning sessions more often if required. The Employee's performance review and planning sessions will have a direct effect on any changes in his/her compensation. For this reason among others, it is important to prepare for these reviews carefully, and participate in them fully.

New Employees will be reviewed at the end of their probationary periods.

2.   Annual Increment

Increment will be granted to employees on annual basis from their date of joining, subject to the efficiency in work, performance reviews, attendance and conduct. Each Employee's annual salary shall be reviewed during the formal performance review which shall be conducted three times in a year.

Increments will be determined on the basis of performance, adherence to Nextbridge policies and procedures, and ability to meet or exceed duties per job description and special achievements during the review period. Employees having less than 4 years' experience are entitled to get the Increment biannually the basis of good performance only.

3.   Position/Role/Title Review

As employee excel in career with time and promoted to perform duties in accordance with their matured skills and years of experience their holdings in the company are revised. The company follows a certain process depending on divisions and departments of company.

Subject to an employee performance and needs of the company an employee position, role or titles are reviewed. The performance reviews, employees' employment history with the company play a vital role in review process.

Company reserves the right of reviewing the position, role or title of an employee, however company is liable to entertain employees' requests and explain them the reasons behind any decision.

Following table outlines the general guidelines for Vteams Operations division

Designation	Work Duration	Conditions / Pre - requisites
Associate Software/QA Engineer, Graphic Designer	0 - 1 year	-
Software/QA Engineer Graphic Designer	1 - 3 years	One year of relevant experience in the specific tool/technology.
Senior Software/QA/Engineer Senior Graphic Designer	3 - 6 years	3+ years of verifiable experience of Development of specific tool & technology.
Principal Software/QA Engineer/ Graphic Designer	6 + years	* 6+ verifiable working experience. Employee will have to appear before panel interview for promotion to this cadre.
Associate Development Manager/Associate Project Manager	7+ years	Must have performed well within team and with client. Employee will have to appear before panel interview for promotion to this cadre.
Development Manager / Project Manager	8+ years	Employee will have to appear before panel interview for promotion to this cadre

Note: Years of experience on job does not guarantee revision. An employee is expected to be on certain skills level that he/she can use to perform the duties expected in a position, role or title.

Section VIII. Leave Policy

The leave policy sets out the various types of leaves that an employee is eligible for and outlines the procedure for taking leave. Leave year is from 1st January – 31st December. Employees who join during the middle of the year, he/she will be allowed proportionate Sick/Annual leave after confirmation. Leave policy is effective from 01-Mar-2011.

These policies are applicable for all permanent employees. Following are the leave types and processes:

1.   Annual Leave

Permanent employee can avail five (5) Annual Leaves in a year. Annual leave will be carried forward to the next year, if not availed within the year. Maximum of five (5) annual leaves can be carried forward to next year. Annual leaves should be planned and informed at least one month before the actual leave dates.

2.   Sick Leave

A permanent employee is entitled to avail six (6) sick leaves. Sick leave cannot be accumulated, en-cashed or carried forward to the next calendar year.

3.   Leave during Probation Period

A probationary can avail two (2) sick leaves during his/her four months' probation period.

4.   Excess Leave/unpaid Leave

All leaves are paid leaves; if paid leave quota is finished then excess leave(s) will be considered as unpaid leave. For long unpaid leaves, following rules will be applicable:

a)   An employee should inform his/her schedule of long unpaid leaves at least a month before the actual leave dates.

b)   An employee can avail maximum of two (2) months unpaid leave with the prior approval of Management.

c)   During unpaid leaves all benefits from the Company side will be ceased i.e. Medical Benefit, Performance Appraisal, and Increment etc.

d)   If an employee does not report back on his/her actual re-joining date (after unpaid leaves), his/her services will be considered as "Terminated". In case, if an employee wants to extend his/her un-paid leave(s), he/she should discuss it with the HR Manager at-least fifteen (15) days before the re-joining date.

5.   Emergency Closings & Severe Weather

Nextbridge does not allow any leave in case of Sever Weather and unseen events unless notified by the HR Department. Leave against such reasons will be deducted from the employee's leave quota.

6.   Leave Update

All leave should be notified in advance. In emergency cases, an employee is liable to inform before 10:00 Am on the same day to Placement Executive.

7.   Short/Half Leave

In case of short and half leave, an employee must have to inform within the same day. Time duration is given below:

   a)   Short leave can be availed for 2 to 3 hours only.
   b)   A Half leave will be considered from 4 to 4.5 hours in a day.
   c)   In case of 5 or more hours absence in a day, leave will be considered as full day leave. However, less working hours can be compensated in normal working days

8.   Leave Procedure

All leaves should be applied in "Standard Leave Form". Process is as follows:

   a)   Get a Leave Form from HR.
   b)   Fill out and get it signed by your Line Manager.
   c)   Submit it to HR for approval.
   d)   Once HR approves the leave, he/she updates your leave record.

9.   IMPORTANT NOTES TOWARDS LEAVE POLICY
   a)   Employees should discuss their leave plan directly to his/her concerned Line Manager or HR Manager. No employee is allowed to discuss with his/her Client directly.
   b)   An employee can accumulate his/her Annual leaves with long leaves, in case of Hajj, Wedding and Maternity leaves.
   c)   All employees are required to submit the leave form before, in case of a planned leave, or immediately after (the next day), in case of an emergency, the day taken off.
   d)   In case the leave form is missing against a day taken off, the employee will be automatically marked as ABSENT which would result in salary deduction.
   e)   It is compulsory for all employees to send their long leave schedule at least a month before to the HR Manager.
   f)   4 days leave will be counted if any employee takes off on both Friday and Monday. **Only Friday or Monday may be combined with Sick/Annual Leave**. Same rule will be applied to all other holidays.

g) The Management has final authority to approve or cancel the leave(s).

h) All leaves are separated and differentiated by their leave types. In case of any confusion, you can consult with the HR Manager.

i) **In case of all public holidays, Pre OR Post leave will not be entertained. Management reserves the right to deduct salary against violation of rules.**

10.   Overtime and Compensation Leave

Nextbridge does not pay its employees for overtime. Employees are expected to complete the tasks assigned to them during the regular workday. In exceptional circumstances when the work load is very high, employees may be required to work for extra hours or visit office for work on off days or public holidays.

For such work completed the employee is entitled to request compensation in form of Off-Day token. Minimum timings for compensation are 2hours. Line Manager must be informed, before spending extra hours or visiting office on off-days/public holidays. Make sure that your line Manager is aware from No Off-Day taken will be issued against overtime, if Line Manager is not aware of your actions.

An off day token can be utilized within the time period of six (6) months, after which it will expire automatically.

Note: If an employee gets bonus against his/her extra hours/day work, he/she will not be entitled to avail leave against extra hours/day work.

11.   Working on Off Days/Holidays

Nobody is allowed to come to Office on off day unless prior approval from his/her Development Manager. For such permission, he/she can send request through an email to his Development Manager with a 'CC' to Admin, MIS and HR at least a day before.

Section IX. IT Support Policies

1. Help Desk

Nextbridge has online system for managing employees' requests regarding their systems' operational problems or new hardware requests. This system is named as MIS Helpdesk/Ticketing System and URL for this system is http://mis.nextbridge.org.

You can access the system using your NXB Domain (PDC) user name and password.

2. How to generate a new ticket

MIS helpdesk page has new ticket link on the left side by clicking it user can place a new ticket, by entering following information

a) Select the ticket type as operational if software related help is required or select New hard request if user requires new hardware
b) Single line self-explanatory subject of the Ticket
c) Details regarding the ticket
d) [Optional] Attachment of any screenshot
e) save the ticket

3. Internet User Guidelines

Office users who access Nextbridge Local Internet and other electronic services are responsible for using them in an ethical, legal, and considerate manner. Prohibited usage includes:

a) Using the Internet workstations for any illegal purposes.
b) Damaging or destroying equipment, software, or data belonging to the Company or to other users, including adding, altering, or deleting files on company's provided workstations, hard drives, or other company equipment.
c) Violating computer system or network integrity, including attempts to bypass network security functions, obtain passwords, or alter the Network configuration of workstations in any way.

4. Internet Usage Policy

a) No chat services would be allowed except Skype besides those employees who are directly communicating with the USA Office/Customers.
b) Mass emailing to company employees is not permitted. If you need to address all company via email, please contact MIS or your Line Manager with intent and purpose.
c) Live audio/video streaming sites are restricted inside at the company. Any official need of these sites requires a manager's approval.

d) Social communities like orkut, hi5 or facebook etc are not permitted. Any official need of these sites requires a manager's approval. It's accessible for a month only, if an employee wants to renew it, he/she has to send a request again at-least 2 days prior to expiration to his/her concerned manager.

e) Installation/use of VOIP based applications is not allowed. Only Skype, MSN, Yahoo and other similar messaging services are allowed for voice communication subject to prior approval.

f) For work purposes it is common to download data, however if you need to download data more than 100MB please contact MIS – Support department. They can schedule it for you. Failing to do so may choke the Internet bandwidth effecting co-workers.

5. Confidentiality of Use

Transaction logs and any other information that can be used to identify a user with specific data, files, programs, or other electronic materials are covered by the Administrators. Administrators reserve the right to monitor and/or report activities as needed to maintain security and usability of the Internet workstations and the systems to which they are connected.

6. Restrictions on Personal Belongings

1. Employees cannot use following personal items with company provided workstations/laptops.
   a. External storage devices like USB Flash drive, portable hard drives etc.
   b. Mobile data cables, memory card readers and bags.
2. Personal Laptops or electronic devices should not be connected to company network.
3. Employees cannot bring personal laptops and use them on their work desks.
4. Employees cannot take office equipment to home like laptops or mobile devices.

7. Work Specific Requirements

If an employee is in need of some specific needs to meet the work/development requirements, he/she should contact his/her Manager.