



## Terms and Conditions of Employment

You shall be governed by the following Terms and Conditions during your employment with CodeBind Technologies (hereafter referred to as the “Company”) and those that may be amended from time to time in future.

### 1. Statement of Facts

Company has made the offer of employment on the basis of the direct discussion and facts provided by you during your Interview process. The Company reserves the right to terminate your services forthwith at the time of joining or at any point of time in future during your employment with the Company if any of the Information provided by you is found to be false or misleading.

### 2. Duties

- a. During working hours, you shall satisfactorily perform all tasks assigned by the Supervisor, to the expected performance standards. You shall comply with the rules, regulations and procedures as notified from time to time by the Company in letter and spirit.
- b. During working hours, you shall entirely devote your time, attention and abilities to the business of the Company.
- c. You shall not, without the Company's prior written consent, be in any way directly or indirectly engaged with any other business or employment during or outside your hours of work in the Company.



- d. During your employment, you shall not directly or indirectly engage in any conduct averse to the best interests of the Company. Also, you shall not divulge any confidential information or violate any agreements with your prior employers or their clients.

### 3. Place of Work

- As part of your employment with Company, you will be based at any one of Company's offices or Company's customer location(s) as per the business requirements.
- The Company reserves the right to transfer you on a temporary or permanent basis to the other job functions or departments within the Company and assign such other duties
- Professional Dress Code shall be maintained both at Company's location and Client's location

### 4. Hours of Work

- The working day shall comprise eight (8) working hours with breaks for an hour. Depending upon Company's requirements, time may increase or decrease without your consent. Though the normal working hours are between **10:00 a.m. and 5.00 p.m.** from Monday through Saturday, you may be required to work for extra time based on work load
- Regular Attendance and Punctuality is expected from all employees. In case of unavoidable absence or lateness, employees must notify their immediate supervisor as soon as possible.
- Workplace Conduct - Mutual respect among colleagues is fundamental. Discrimination or any form of disrespectful behavior is strictly prohibited.
- Employees are expected to fulfill their assigned duties competently and diligently.

- e. Professionalism - **Sleeping and inattentiveness** while on duty are unprofessional and will not be tolerated.
- f. Cell phone usage during work hours should be minimized. Phones should be kept **silent or turned off** to avoid disruptions. Personal calls should be brief. Excessive personal use of phones may result in disciplinary action.
- g. All work-related communication should be conducted through official company email addresses. Completed work should be submitted electronically at the end of each workday.

## 5. Holidays, Leave and Vacation

- a. Company observes **four (4) National Holidays** – Republic Day, May Day, Independence Day and Gandhi Jayanthi every year. The festival holidays may vary every year.
- b. Employees are entitled to **2 paid leave** days per month, excluding Sundays. Additional leave may be granted based on company policy, with potential **loss of pay** depending on the circumstances.
- c. You will be governed by the existing Company leave policy from the date of your joining the Company.
- d. Application for leave will be valid after approval from your respective Supervisor.



## 6. Confidentiality

- a. You agree to maintain the confidentiality of all company information, including trade secrets, and not to use or disclose it without authorization, during and after your employment. You will return all company materials upon termination and refrain from actions harming the company's business or reputation.
- b. You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with the Supervisor you report to.

## 7. Separation from Company

- a. In case you intend to resign from the services of the Company at any point of time, you are required to serve 30 days' Notice Period starting from the date of resignation. The Company may, at its sole discretion, permit you an early release by adjusting the vacation leave accumulated towards a part of the notice period.
- b. If your service is being terminated by the Company, Company shall inform you 30 days in advance.





- c. If your service is being terminated by the Company on the ground of Misconduct or unsatisfactory performance, the Company may release you on immediate basis by paying you the salary for the days worked. Please note that the Company will not pay the Notice Pay in case your service is being terminated on the grounds misconduct or unsatisfactory performance.

**HR Department,  
CodeBind Technologies.**

I accept the above mentioned terms and conditions of employment with the Company.

Signature: *T.Saranya*

Name: T.SARANYA

Date: 04-04-2024

 [info@codebindtechnologies.com](mailto:info@codebindtechnologies.com)

 107, Usman Road, T.Nagar, Chennai -17.

Branch : Coimbatore, Trichy.