

Nascent Info Technologies

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Introduction

Dear Team Members,

The Nascent **Employee Handbook Manual** has been developed to facilitate the implementation and clearly define Nascent's policies on human resource management.

The Manual provides guidelines to be followed in the administration of these policies, and assists all employees in defining who is responsible for each human resource management decision, and the correct procedure which is to be followed.

The policies specified within are consistent with those of best practice management principles. They have the full support and commitment of Nascent management.

HR policies must be kept current and relevant. Therefore, from time to time it will be necessary to modify and amend some sections of the policies and procedures, or for new procedures to be added.

Any suggestions, recommendations or feedback on the policies and procedures specified in this manual are welcome. This should be provided by email.

These policies and procedures apply to all areas of operations within Nascent and related entities.

Note: The procedures defined in the manual are subject to change at Sole discretion of Management.

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1. EQUAL EMPLOYMENT OPPORTUNITY

Nascent provides equal employment opportunity to all qualified persons without discrimination on the basis of age, sex, race, disability, marital status or religion in accordance with applicable local, state and national laws and regulations. Nascent will make reasonable job accommodation for persons with disabilities who can perform the essential functions of the position for which they are qualified and selected.

All employment and promotion decisions will be based solely upon individuals' qualifications, experience, and prior contribution and demonstrated capacity to perform at higher or improved levels of performance and will be in accordance with the principle of equal employment opportunity. Nascent will take whatever affirmative action is necessary to attract and retain qualified persons.

2. PERSONAL CONDUCT

Nascent expects its employees to achieve and maintain a high standard of ethics, professional conduct and work performance to ensure the Company maintains its reputation with all internal and external stakeholders.

2.1. Dress Code

- Employees falling into customer facing role like Sales, BD, HR, Admin needs to strictly follow formals from Monday to Friday and casuals on Saturday (1st, 3rd and 5th week) and Monday to Thursday formals and Friday casuals (2nd and 4th week).
- Moreover development team, IT team, Graphics and Designing team can come in casuals on any day. Moreover during the days when client meeting is scheduled, a formal wear is expected for all departments.

For Male employees,

1. Formal wear includes neatly ironed shirt and trouser, neat pair of socks and polished shoes.
2. Informal wear includes Jeans with normal fit (no low waist jeans allowed), shirts or t-shirts with no unwanted prints, slogans or graphics (that are provoking in nature or can hurt religious sentiments), sports shoes etc.
3. No unwanted accessories are allowed to be worn during office hours unless it's required for religious purpose.
4. Neat hair cut and proper shaving is expected

For Female Employees,

1. Formal wear includes Punjabi wear or professionally acceptable outfit (trousers and shirts)
2. Informal wear includes Jeans with normal fit (no low waist jeans allowed), shirts or t-shirts with no unwanted prints, slogans or graphics (that are provoking in nature or can hurt religious sentiments), female footwear's etc
3. No unwanted accessories are allowed to be worn during office hours unless it's required for religious purpose.
4. Neat hair and properly folded hairs.

Note: On birthdays and Anniversary, casuals are allowed for everyone.

2.2. Personal Communication

2.2.1. Usage of cell phone during office hours

- Use of cell phone for personal usage should be minimized during office hours. Unless in case of emergency, personal calls are not supposed to be made or received during working hours.
- All personal calls should be attended during lunch hours or after office.
- Cell phones should be kept either on silent mode or vibration mode ensuring that others do not get disturbed.

2.2.2. Emails – Kindly refer to the IT policy

2.2.3 – Internet Usage during office hours

- Usage of internet for personal usage should be avoided during office hours
- Employees can utilize lunch break for accessing personal emails
- For details kindly refer to the **IT policy for more details**

2.3. Gifts and Gratuity

Nascent is committed to ensuring all business relationships with suppliers and clients are legal and based on professional integrity.

Managers should be notified when a gratuity has been received. If the gratuity has been received as a thank you for work performed then it should be noted on the employee's personal file to ensure it is included in the employee's next appraisal.

No employee may give a gratuity to a client without prior approval from management, such gratuities must always be part of an approved program of customer relationship management and specific gifts will be purchased centrally in appropriate quantities with management approval.

3. ASSOCIATION

3.1. Nature of association with the employee

Every employee is an integral part of Nascent and its future plans. Every job in our company is important, and you will play a key role in our continued growth. We firmly believe that human asset is the most precious form of asset and needs to be taken care at all cost.

3.2. Classifications of employees:

It is the intent of Nascent to clarify the definitions of association classifications so that team members understand their association status and benefit eligibility.

The type of employees association is as follows:

Regular Full-Time: Team members who are on direct payroll of any Nascent group companies are referred to as regular full time employees. Generally, they are eligible for Nascent benefit package, subject to the terms, conditions, and limitations of each benefit program.

Regular Part-Time: Team members who are on direct payroll of any Nascent group companies and work with us on part time basis are referred to as regular part time employees. Generally, they are eligible for Nascent benefit package, subject to the terms, conditions, and limitations of each benefit program.

Contractual: Team members who may or may not be directly on the payrolls of the company and are hired for a particular duration of time to complete specific assignments are referred as Contractual employees. While Contractual team members receive all legally mandated benefits, they may not be eligible for all of Nascent benefit programs as per the terms & condition applied to the contract.

Outsourced Employees: Referred to those employees who are recruited through third party and will be on their payroll not on Nascent's payroll. They will be subject to benefit programs offered by the third party agent and will not directly benefit from Nascent's benefit programs.

4. SEPARATION

4.1. Termination:

Termination of association is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which association is terminated

- **Resignation** - voluntary association termination initiated by a team member
- **Discharge** - involuntary association termination initiated by the organization on grounds of insubordination, poor work performance, or violation of rules or policies
- **Layoff** - involuntary association termination initiated by the organization for non-disciplinary reasons
- **Retirement** - voluntary association termination initiated by the team member meeting age, length of service, and any other criteria for retirement from the organization
- **Auto Termination** - In the situation where an employee is hired on a contract period for specific duration of time, then the employment automatically gets terminated on completion of that period. Moreover in situation where the contract needs to be extended, a prior intimation from the management will be given.

4.2. Reliving policy:

On acceptance of resignation of any team member, the person is suppose to serve notice period as per mentioned in his/her appointment letter.

- Team member can be relieved early if proposed by the immediate manager and approved by the CEO.
- In the situation where team member fails to serve desired notice period, then the penalty amount of number of days lacking will be deducted from the full and final settlement. If the actual amount exceeds the F&F payment then the team member needs to pay back equivalent amount to the organization for his/her smooth relieving. If the team member fails to do so, then company will not issue his/her relieving and experience letter.
- Pending PL's at the time of resignation can be adjusted against the notice period if mutually agreed by the manager. It is not mandatory that company would allow adjusting PL's against notice period in all cases.

The left over PL's can be cashed along with F&F (only the basic salary can be cashed). Not more than 30 PL's will be cashed during F&F and remaining will be lapsed.

5. SEXUAL HARASSMENT

Nascent is committed to ensuring employees are treated fairly and equitably in an environment free of intimidation and sexual harassment. Sexual harassment is an unacceptable form of behavior which will not be tolerated under any circumstances. It is also unlawful. All complaints of sexual harassment will be treated seriously and promptly, with due regard to confidentiality. Disciplinary action will be taken against any employee who breaches the policy.

Sexual harassment is any unwanted, unwelcome or uninvited behavior of a sexual nature which makes a person feels humiliated, intimidated or offended. Sexual harassment can take many different forms and may include physical contact, verbal comments, jokes, propositions, the displaying of offensive material or other behavior which creates a sexually tense or hostile working environment. Sexual harassment can occur between an employee and a co-worker, supervisor, manager, agent, consultant or contractor.

Sexual harassment is not just unlawful during working hours or in the workplace itself. The behavior is unlawful in any work-related context, including conferences, work functions, business or field trips, and interactions with clients.

Nascent encourages any employee who feels they have been harassed to contact a company manager. The company aims to provide a working environment which is free of workplace harassment or intimidation.

Nascent recognizes comments and behavior which do not offend one person can offend another. Management accepts individuals may react differently and expects this right to be generally respected.

Any complaints or reports of sexual harassment will be treated promptly, seriously and sympathetically. They will be investigated thoroughly, impartially and confidentially. Managers and supervisors must act immediately on any reports of sexual harassment. Employees will not be disadvantaged in their employment conditions or opportunities as a result of lodging a complaint.

Appropriate disciplinary action will be taken against anyone in this company's employment who is found to have sexually harassed a co-worker. Depending on the severity of the case, consequences can include an apology, counseling, transfer, dismissal, demotion or other forms of disciplinary action. Immediate disciplinary action will also be taken against anyone who victimizes or retaliates against a person who has complained of sexual harassment.

Nascent has a legal responsibility to prevent sexual harassment.

Therefore, managers and supervisors have a responsibility to:

- monitor the working environment to ensure acceptable standards of conduct are observed at all times
- model appropriate behavior themselves
- treat all complaints seriously and take immediate action to investigate and resolve the matter
- refer complaints to another manager if they do not feel they are the best person to deal with the case (e.g. if there is a conflict of interest or if the complaint is particularly complex or serious)

All employees have a responsibility to:

- Comply with the organization's sexual harassment policy
- Offer support to anyone who is being harassed and let them know where they can get help and advice (they should not approach the harasser themselves)
- Maintain complete confidentiality if they provide information during the investigation of a complaint (employees who spread gossip or rumors may expose themselves to defamation action)

6. WORK CONDITIONS

Nascent strives to maintain a positive work environment where team members treat each other with respect and courtesy. To ensure orderly operations and provide the best possible work environment, Nascent expects team members to follow rules of conduct that will protect the interests and safety of all team members and the organization.

The following workplace etiquette guidelines are not necessarily intended to be hard and fast work rules with disciplinary consequences. They are simply suggestions for appropriate workplace behavior to help everyone be more conscientious and considerate of co-workers and the work environment. Please contact HR Department if you have comments, concerns, or suggestions regarding these workplace etiquette guidelines.

6.1 Office Timings

- Monday to Saturday: 10:00 AM to 7:00PM
- Company will observe week off's on 2nd and 4th Saturday's of every month. Management reserves the right to call employees on these days, if necessary.

Break timing:

- 45 minutes (Anytime between 1pm – 2pm)

Half day:

- First half: 10:00am to 2:30 pm
- Second half: 2:30 pm to 7:00 pm

6.2. Flexible Timings

- Employees will be given a flexibility of 1 hour i.e. they can come to office anytime between 9.30am to 10.30am and complete 9 hours (including lunch time of 45 minutes) on daily basis. They can adjust their working hours in the evening based on their in time.

6.3. Late Coming

Late comings will be directly linked with the number of PL's.

1. If an employee comes late up to 3 times in a month (i.e. till 11am, no leaves will be deducted subject to adjusting the same during evening hours. After 11am half day leave will be deducted).
2. Fourth time onwards half day leaves getting deducted.
3. In the situation where an employee does not have PL balance, then the same will be considered as Leave without pay (LWP)

6.4. Attendance

- Employee's strictly have to mark their in time and out time using their finger prints on Biometric system installed on each floor.
- Usage of Biometric system should only be in case of first time entering the office for a day and while leaving the office during evening.
- For employees who will fail to mark attendance using Biometric system, it will be considered as LWP.
- For employees who come late due to official work, needs to drop an email to HR with approval from their immediate manager. The same should be done within 24 hours.

Points to remember

1. Employees working on similar projects which require a complete teamwork, all employees should come at same time which can be mutually agreed upon by the team irrespective of the flexibility provided.
2. Company holds complete rights to call an employee or a team on 2nd or 4th Saturday's considering urgency of the work. Employees have to attend office on such days irrespective of week off. Moreover company would pay separately for that day as per salary of that individual, i.e. amount equal to one day's salary.

7. HEALTH, SAFETY AND ENVIRONMENT

Nascent is committed to providing and maintaining a safe work environment for the health, safety and welfare of our staff, contractors, visitors and members of the public who may be affected by our work.

To do this, Nascent will:

- Develop and maintain safe systems of work, and a safe working environment
- Provide information and training at all levels in the organization to enable all employees to support this policy
- Require all risks to be assessed prior to engaging in new areas of operation, purchasing new equipment, and implementing new work methods, and that these risks continue to be reviewed.

All persons who are responsible for the work activities of other employees will be held accountable for:

- Identifying practices and conditions which could injure employees, clients, members of the public or our environment
- Implementing steps to control such situations
- If unable to control such practices and conditions, reporting these to their superiors

Nascent demands a positive attitude and performance with respect to health, safety and the environment by all employees, irrespective of their position.

7.1. Smoking

Nascent employs a non smoking policy. Smoking is not permitted on Nascent property or offices at any time. Smoking is accepted to be harmful to the health of those who smoke and those around them (passive smokers). Consequently, smoking while on company premises will be considered as gross misconduct and will render an employee liable to instant dismissal.

Smokers who need to take breaks should do so during their allotted breaks (no more than two per day in addition to their lunch break). These breaks must be limited to 15 minutes from leaving the workplace to recommencing work.

These breaks must not be taken at the entrance to Nascent offices. This is a poor representation of the Company and people who may be visiting Nascent visitors do not want to be walking through a cloud of smoke.

No special privileges will be afforded to smokers. Any additional breaks (outside of allotted breaks) must be approved by your manager - these must be limited to 10 minutes from leaving the workplace to recommencing work - and the time must be made up at the conclusion of the working day. Excessive smoking breaks will be regarded as absenteeism and disciplinary action may be taken.

7.2. Alcohol, Drugs (& Other Substance Abuse)

This policy applies to all levels throughout Nascent. The policy is not concerned with social drinking or the taking of prescribed drugs for medical purposes, the concern is directed to instances where alcohol or other drug dependence or abuse affects the job performance and or/safety of any employee(s).

Nascent is concerned by factors affecting an employee's ability to safely and effectively perform work to a satisfactory standard. The Company recognizes alcohol or other drug abuse will cause short-term or long-term impairment to such work performance.

Nascent is committed to creating and maintaining a safe, healthy and productive workplace for all employees. Nascent has a zero tolerance policy in regards to the use of illicit drugs on their premises or the attending of other business related premises (e.g. clients) while under the influence of illicit drugs. Contravening either of these points may lead to instant dismissal.

Attending work under the influence of alcohol will not be tolerated and may result in disciplinary action or ultimately dismissal.

Nascent at times, makes alcohol available to staff over the age of 18. Limiting the consumption of any alcohol made available is the responsibility of the employee. Driving under the influence of alcohol or any other illicit drug is illegal; it is your own responsibility to ensure you comply with this.

7.3. Manual Handling

It is the policy of Nascent to provide all employees with a safe and healthy working environment by identifying, assessing and controlling manual handling risks within the workplace.

While managerial staff is ultimately responsible for ensuring the health, safety and welfare of all staff, all employees are expected to participate by reporting potential and actual manual handling hazards within the workplace.

In all circumstances, do not lift or manually handle items larger or heavier than you can easily support. If you are in any doubt, ask for assistance.

7.4. Safety measures

1. All employees are requested to wear helmets for safety reasons and employees using 4 – wheelers are requested to use seat belts.
2. Employees are expected to park their vehicles in a proper manner ensuring that others do not face any inconvenience.

8. LEAVE POLICY

In addition to the normal week off's and public holidays, the leave policy mentioned below throws light on FOUR major TYPES of leaves, namely

1. Sick Leaves (SL),
2. Casual Leaves (CL),
3. Privileged Leaves (PL) and
4. Maternity Leaves (ML).

Definition

SL – Sick leaves refer to the set of leaves taken due to health reasons.

CL – Refers to the set of leaves taken on account of unplanned or planned personal reasons like attending functions, to complete pending tasks etc

PL – Refers to set of leaves taken for enjoying any planned vacation, marriage etc. PL's are generally longer in duration.

Sandwich Leaves – Refers to the leaves (in most cases weekend leaves) which get deducted when an employee remains on leave a day before and day after the weekend.

8.1. Sick Leaves

An employee will be eligible for up to 6 SL's per year. The period will be as per calendar year i.e. January to December. Following are the rules governing the same,

- In the situation where there is pre planned appointment or meeting with the doctor, an employee needs to fill up the Leave Application form and submit the same to the HR department. The form needs to be filled and duly signed by the manager of the respective employee.
- In the situation where an employee falls sick and cannot attend office on a particular day, he/she needs to ensure that they should either call up or atleast send a sms to his/her immediate manager on the same day. On resuming office the next day, the same employee needs to fill up the Leave form and submit to HR department.
- The calculation of SL's for employees joining in between the year will be done on pro rata basis.
- Sick leaves of more than 2 working days will be subject to submission of medical certificate.
- The sick leaves can be carry forwarded to the next year.
- Sick leaves are not subject to get reimbursed at the time of leaving the company.
- Sick leaves cannot be clubbed with either of CL or PL.
E.g. An employee who remains absent due to sick leaves for 2 days and immediately if he or she again remains absent due to personal reasons, then we cannot consider 2 SL's and remaining as PL or CL in the same sequence. This will be either calculated as all SL else all PL.
- Sick leaves cannot be adjusted against the notice period at the time of leaving the company.
- All employees (confirmed employees and employees on probation) are eligible for SL.

8.2. Casual Leaves

An employee will be eligible for up to 6 CL's per year. The period will be as per calendar year i.e. January to December. Following are the rules governing the same,

- In the situation where an employee applies for CL, he /she needs to apply for the same atleast 24 hours in advance by filling the Leave Application form and get it approved from respective manager and then submit the same to the HR department.
- The calculation of CL'S for employees joining in between the year will be done on pro rata basis.
- Casual Leaves cannot be taken for more than 2 working days.
- Casual leaves CANNOT be carry forwarded to the next year.
- Casual leaves are not subject to get reimbursed at the time of leaving the company.
- Casual leaves cannot be adjusted against the notice period at the time of getting relieved from the company.
- Casual leaves cannot be clubbed with either of SL or PL.
E.g. An employee who remains absent due to CL for 2 days and immediately after if he or she again remains absent due to personal reasons/health reasons, then we cannot consider 2 CL's and remaining as PL or SL in the same sequence. This will be either calculated as all PL and all SL.
- For employees who are on probation period and who does not have any PL balance, any casual leaves of more than 2 working days will be considered as LWP.
- Any uninformed casual leaves will be strictly treated as LWP.
- All employees (confirmed employees and employees on probation) are eligible for CL.
- Sandwich leave deduction will not be applicable in case of Casual leaves.

8.3. Privileged Leaves

An employee will be eligible for up to 18 PL's per year calculated on pro rata basis.

Following are the rules governing the same,

- Only confirmed employees are eligible for PL
- An employee needs to plan and apply PL's at least 3 weeks (21 days) in advance. The same needs to be done by filling up the Leave Application form and getting it approved from the respective manager and finally submitting the same to HR department.
- Management holds the right to cancel PL's in case of absolute emergency.
- PL's cannot be taken for more than 7 working days at a stretch (excluding weekends)
- Moreover in case of marriage or death in the family the same can be taken for up to 15 days at a stretch including weekends.
- PL's cannot be applied for less than 3 working days at a stretch. Any PL's applied for less than 3 working days will be treated as Casual leaves and NOT Privileged leaves.
- PL's cannot be clubbed with either of CL or SL
- An employee cannot avail for PL's more than 3 times during the course of one year.
- Up to 5 PL's can be carry forwarded to next year.
E.g. an employee has a balance of 7 PL's on 31st March, hence 5 of those will be carry forwarded and remaining 2 will automatically get lapsed. Hence his/ her PL's for the next year will be $18+5=23$ PL's.
- PL's can be cashed while leaving an organization. If an employee has PL's in his/ her account at the time of leaving the company, then he/she can claim for reimbursement of the same as per existing salary of the employee. The reimbursement will be done as per basic component of salary and NOT the actual salary.
- The PL's can be adjusted against the notice period subject to approval of the immediate manager.
- Company will reimburse maximum up to 30 PL's at the time of relieving. Any PL's beyond 30 will automatically get lapsed. An employee cannot adjust the PL's beyond 30 days against notice period also.
E.g. If an employee has 40 PL's at the time of resigning, then he/she can adjust maximum of 30 against notice period. The remaining 10 will not be reimbursed and will get lapsed. Moreover employee can adjust 15 leaves against notice period and from remaining 25 leaves, 15 days can be reimbursed and remaining 10 will get lapsed.

8.4. Maternity Leaves

A female employee will be eligible for up to 90 days (including weekends) of maternity leaves maximum of 2 times during the course of her stay with Nascent.

Following are the rules governing the same,

- Only a confirm employee is eligible for maternity leaves
- The Payment terms will be as follows,
 1. The salary for employee on maternity leave will be paid in three installments once the candidate rejoins after maternity leaves.
Installment 1: Along with 1st month salary after returning to work
Installment 2: Along with 2nd month salary after returning to work
Installment 3: Along with 3rd month salary after returning to work
 2. Any leaves beyond 3 months will be subject to approval and considered as LWP
 3. In case of emergency wherein a female employee needs salary during the course of 3 months, she needs to submit a security amount cheque equivalent to 3 months salary without mentioning date into it. The same will be returned to the employee once she completes 3 months on returning.

8.5. Public Holidays

Other than the leaves mentioned above, company will observe a leave on all Public Holidays as per Indian calendar. The list of public holidays will be issues during first week of January each year.

- The holidays may vary for employees working in different states. Moreover the total number of leaves per year will be same for all locations within India.
- Employees who will be working on National Holiday's (2nd October, 26th January & 15th August) will be paid as 1.5 times for that day. i.e. if the daily wages of an employee is Rs.1000/-, then in the situation were he/she works on a public holiday the wages for that day will be Rs. 1500/-.

8.6. General Guidelines

Employees are requested to make a note of certain general set of guidelines relative to leave policy.

- We follow the Sandwich Leave policy, i.e. in the situation wherein an employee is on leave on Saturday and on Monday, and then his 3 leaves will get deducted. Hence if an employee is on leave a day before and a day after the weekend or any public holiday then his sandwich leave will also get deducted.