

IVIS LABS PRIVATE LIMITED

EMPLOYEE POLICY HANDBOOK

Effective: April 1, 2025

TABLE OF CONTENTS

1. Introduction
2. Employment Basics
3. Working Hours and Attendance
4. Compensation and Benefits
5. Leave Policies
6. Performance Management
7. Professional Development
8. Code of Conduct
9. Information Technology and Security
10. Workplace Health and Safety
11. Grievance Procedure
12. Termination of Employment
13. Policy Updates and Revisions

1. INTRODUCTION

1.1 Welcome to IVIS LABS

Welcome to IVIS LABS Private Limited. We are pleased to have you join our team. This Employee Policy Handbook ("Handbook") outlines the policies, procedures, and expectations that guide our workplace operations and culture.

1.2 Purpose of the Handbook

This Handbook serves as a reference guide for all employees of IVIS LABS. It communicates our company's policies, procedures, and standards of conduct. It is not intended to be comprehensive or to address all possible applications of, or exceptions to, the general policies described. Some of the subjects described here are covered in detail in official policy documents. You should refer to these documents for specific information.

1.3 Company Mission and Values

Our Mission: To innovate and deliver cutting-edge technological solutions that transform businesses and enhance user experiences.

Our Values: - **Excellence:** We strive for excellence in everything we do. - **Innovation:** We embrace creativity and forward-thinking approaches. - **Integrity:** We conduct ourselves

with honesty and ethical standards. - **Collaboration:** We believe in the power of teamwork and diverse perspectives. - **Customer Focus:** We prioritize understanding and meeting our clients' needs.

1.4 At-Will Employment

Employment at IVIS LABS is on an at-will basis, which means the employment relationship may be terminated at any time, with or without cause or notice, by either the employee or the company. Nothing in this Handbook or any other company document should be understood as creating a contract, guaranteed or continued employment, a right to termination only for specific reasons, or any other guarantee of continued benefits or employment.

2. EMPLOYMENT BASICS

2.1 Equal Employment Opportunity

IVIS LABS is committed to providing equal employment opportunities to all employees and applicants without regard to race, color, religion, gender, sexual orientation, gender identity, age, national origin, disability, marital status, veteran status, or any other legally protected status. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

2.2 Diversity and Inclusion

We value and promote diversity in our workforce and strive to create an inclusive environment where all employees feel respected and valued. We believe that a diverse team brings different perspectives and ideas that drive innovation and business success.

2.3 Employee Classifications

- **Full-Time Employees:** Work a standard 40-hour workweek and are eligible for all company benefits.
- **Part-Time Employees:** Work less than 40 hours per week and may be eligible for certain benefits on a pro-rated basis.
- **Contract Employees:** Engaged for specific projects or periods and are not eligible for company benefits.
- **Probationary Employees:** New employees are on a probationary period for the first 90 days of employment.

2.4 Employment Verification and Documentation

All new employees must complete and submit the necessary employment documentation, including but not limited to: - Proof of identity and eligibility to work - Tax forms - Emergency contact information - Signed acknowledgment of company policies - Educational certificates and previous employment records

2.5 Personnel Records

IVIS LABS maintains a personnel file for each employee. The company respects the confidentiality of employee information and restricts access to personnel files to authorized personnel only. Employees may review their personnel files by scheduling an appointment with Human Resources.

3. WORKING HOURS AND ATTENDANCE

3.1 Standard Working Hours

- Standard business hours are 9:30 AM to 6:30 PM, Monday through Friday, and every alternate Saturday.
- Employees are expected to be available 24/7 as demanded by work or project requirements.
- No flexible working hours are offered unless specifically approved by management for exceptional circumstances.

3.2 Office-Based Work Policy

IVIS LABS maintains a fully office-based work model: - All employees are required to be present in the office during standard business hours. - Remote work is not permitted except in extraordinary circumstances and must be approved by senior management. - Employees must be available outside standard business hours as required by project demands. - The company reserves the right to modify this policy based on business needs.

3.3 Attendance and Punctuality

Regular attendance and punctuality are essential for efficient operations. Employees are expected to: - Arrive at work on time and adhere to the established work schedule. - Notify their supervisor as early as possible if they will be late or absent. - Request time off in advance when possible. - Comply with the company's attendance tracking system.

3.4 Break Periods

- Employees are entitled to a 60-minute lunch break.
- Two 15-minute rest breaks are provided during the workday.
- Breaks should be coordinated within teams to ensure continuous coverage.

3.5 Overtime

- Overtime work must be approved in advance by the supervisor.
- Eligible employees will receive overtime compensation in accordance with applicable labor laws.
- Exempt employees are not eligible for overtime pay but may be granted compensatory time off.

4. COMPENSATION AND BENEFITS

4.1 Salary Structure

- Salaries are determined based on job responsibilities, qualifications, experience, and market rates.
- Salary reviews are conducted annually in conjunction with performance evaluations.
- The company may implement merit-based increments and performance bonuses.

4.2 Payroll Schedule

- Salaries are paid monthly on the last working day of each month.
- Payments are made via direct deposit to the employee's designated bank account.
- Pay slips detailing earnings, deductions, and contributions are provided electronically.

4.3 Health Insurance

- All full-time employees are eligible for the company's health insurance plan after completing the probationary period.
- Coverage includes the employee and dependent family members as per the policy terms.
- Detailed information about coverage, co-payments, and procedures is available in the benefits documentation.

5. LEAVE POLICIES

5.1 Annual Leave

- Employees earn 1 day of annual leave for each successfully completed month of employment.
- Annual leave is accrued on a monthly basis.
- A maximum of 5 days of unused leave may be carried forward to the next calendar year.
- Leave requests must be submitted at least two weeks in advance for approval.
- The company reserves the right to deny leave requests based on business requirements.

5.2 Medical Absences

- IVIS LABS does not provide designated sick leave days.
- Absences due to illness will be deducted from annual leave balance.
- For absences due to illness, a medical certificate is required regardless of duration.
- Extended medical absences will be reviewed on a case-by-case basis by management.

5.3 Parental Leave

- Maternity Leave: Female employees are entitled to 26 weeks of paid maternity leave.
- Paternity Leave: Male employees are entitled to 2 weeks of paid paternity leave.

- Adoption Leave: Employees adopting a child are entitled to 12 weeks of paid leave.

5.4 Bereavement Leave

- Employees are granted up to 5 days of paid leave in the event of the death of an immediate family member.
- Immediate family includes spouse, children, parents, siblings, grandparents, and in-laws.

5.5 Public Holidays

- IVIS LABS determines which public holidays will be observed each year.
- The company holiday calendar will be published at the beginning of each calendar year.
- The company reserves the right to require employees to work on public holidays based on business needs, with compensatory time off provided at the company's discretion.

5.6 Unpaid Leave

- Employees may request unpaid leave for personal reasons after exhausting their paid leave entitlements.
- Approval for unpaid leave is at the discretion of management and based on business requirements.
- Benefits may be affected during periods of unpaid leave.

6. PERFORMANCE MANAGEMENT

6.1 Performance Evaluation Process

- Formal performance evaluations are conducted semi-annually.
- The evaluation process includes self-assessment, manager assessment, and feedback from peers.
- Performance is assessed against pre-defined objectives and key performance indicators (KPIs).
- Evaluations are used for professional development, compensation decisions, and career advancement.

6.2 Goal Setting

- Individual and team goals are established at the beginning of each fiscal year.
- Goals should be specific, measurable, achievable, relevant, and time-bound (SMART).
- Quarterly check-ins are conducted to track progress and make necessary adjustments.

6.3 Performance Improvement

- Employees not meeting performance expectations may be placed on a Performance Improvement Plan (PIP).
- PIPs outline specific areas for improvement, expectations, resources, and timelines.
- Regular feedback and support are provided throughout the PIP period.

- Failure to meet the requirements of a PIP may result in disciplinary action or termination.

6.4 Recognition and Rewards

- IVIS LABS recognizes and rewards outstanding performance through various programs:
 - Annual Excellence Awards
 - Quarterly Achievement Recognition
 - Spot Awards for exceptional contributions
 - Peer Recognition Program
 - Innovation Awards

7. PROFESSIONAL DEVELOPMENT

7.1 Training and Development

- IVIS LABS is committed to the continuous professional development of its employees.
- The company provides both internal and external training opportunities.
- Employees are encouraged to pursue relevant certifications and skills enhancement.
- A learning and development budget is allocated annually for each department.

7.2 Certifications and Professional Training

- Employees may be selected for specific certifications or training programs based on business requirements.
- Selection for such programs is at the discretion of management.
- Employees who receive company-sponsored training must commit to continued employment for a specified period or reimburse training costs.

7.3 Career Advancement

- Internal job postings are shared with all employees before external recruitment.
- Career path frameworks are established for various roles within the organization.
- Mentorship programs are available to support employee growth and development.
- Succession planning ensures opportunities for advancement and continuity of operations.

8. CODE OF CONDUCT

8.1 Professional Behavior

Employees are expected to maintain the highest standards of professional conduct, including: - Treating colleagues, clients, and partners with respect and courtesy - Communicating effectively and appropriately - Dressing appropriately for the work environment - Representing the company positively both internally and externally

8.2 Conflicts of Interest

- Employees must avoid situations where personal interests conflict with the company's interests.
- Potential conflicts must be disclosed promptly to management or Human Resources.
- Employees should not accept gifts, favors, or opportunities that compromise their judgment or loyalty.
- Outside employment or business activities must not interfere with job responsibilities.

8.3 Confidentiality

- Employees must maintain the confidentiality of proprietary information, trade secrets, and client data.
- Confidential information should not be shared with unauthorized individuals, even within the company.
- Confidentiality obligations continue after employment ends.
- All employees are required to sign a Non-Disclosure Agreement (NDA).

8.4 Anti-Harassment and Non-Discrimination

- IVIS LABS prohibits harassment and discrimination of any kind.
- Unwelcome conduct based on protected characteristics will not be tolerated.
- Employees should report incidents of harassment or discrimination promptly.
- All reports will be investigated thoroughly and appropriate action will be taken.

8.5 Substance Abuse

- IVIS LABS maintains a drug-free workplace.
- The use, possession, or distribution of illegal substances on company premises is prohibited.
- Employees are prohibited from working under the influence of alcohol or drugs.
- The company may conduct drug testing in accordance with applicable laws.

9. INFORMATION TECHNOLOGY AND SECURITY

9.1 Acceptable Use of Technology

- Company technology resources are provided for business purposes.
- Limited personal use is permitted as long as it does not interfere with work responsibilities.
- Employees should not have any expectation of privacy when using company systems.
- The company reserves the right to monitor all technology usage.

9.2 Data Security

- Employees must comply with all data protection policies and procedures.
- Confidential information must be secured properly at all times.
- Strong passwords must be used and changed regularly.

- Suspicious activities or security breaches must be reported immediately.

9.3 Social Media

- Employees should exercise good judgment when posting on social media.
- Company confidential information must not be shared on social platforms.
- Employees should clarify that personal opinions expressed do not represent the company's views.
- The company reserves the right to request removal of content that violates policies.

9.4 Intellectual Property

- All intellectual property created during employment using company resources belongs to IVIS LABS.
- Employees must respect the intellectual property rights of others.
- Unauthorized use of copyrighted materials is prohibited.
- Employees should consult the Legal department regarding intellectual property matters.

10. WORKPLACE HEALTH AND SAFETY

10.1 General Safety

- All employees are responsible for maintaining a safe working environment.
- Safety hazards should be reported immediately to the designated safety officer.
- Regular safety drills and training sessions are conducted.
- All accidents and injuries must be reported promptly, regardless of severity.

10.2 Emergency Procedures

- Emergency evacuation plans are posted throughout the facility.
- Employees should familiarize themselves with emergency exits and assembly points.
- First aid kits are available at designated locations.
- Emergency contact numbers are displayed prominently.

10.3 Ergonomics

- Workstations should be set up ergonomically to prevent strain or injury.
- Ergonomic assessments are available upon request.
- The company provides appropriate ergonomic equipment and furniture.
- Employees should take regular breaks to prevent repetitive strain injuries.

10.4 Mental Health and Wellbeing

- IVIS LABS recognizes the importance of mental health and wellbeing.
- Confidential counseling services are available through the Employee Assistance Program.
- Managers are trained to recognize and respond to mental health concerns.
- The company promotes work-life balance and stress management.

11. GRIEVANCE PROCEDURE

11.1 Reporting Concerns

- Employees are encouraged to report workplace concerns or grievances promptly.
- Initial concerns should be discussed with the immediate supervisor when possible.
- If the concern involves the supervisor, employees may approach Human Resources directly.
- All grievances will be handled confidentially and professionally.

11.2 Investigation Process

- Grievances will be acknowledged within 48 hours of receipt.
- A thorough investigation will be conducted by an impartial party.
- All relevant information and evidence will be considered.
- The investigation will be completed as promptly as circumstances allow.

11.3 Resolution

- Findings and recommendations will be communicated to relevant parties.
- Appropriate remedial actions will be taken when warranted.
- Follow-up will be conducted to ensure the effectiveness of resolutions.
- Appeals may be made to senior management if dissatisfied with the outcome.

11.4 No Retaliation

- IVIS LABS prohibits retaliation against employees who report concerns in good faith.
- Retaliatory actions will result in disciplinary measures, up to and including termination.
- Employees who believe they have experienced retaliation should report it immediately.

12. TERMINATION OF EMPLOYMENT

12.1 Resignation

- Employees resigning from their position should provide at least 30 days' written notice.
- The notice period may be waived or reduced at the company's discretion.
- Exit interviews are conducted with departing employees.
- All company property must be returned before the final settlement.

12.2 Termination

- Employment may be terminated for reasons including but not limited to:
 - Poor performance
 - Violation of company policies
 - Misconduct
 - Redundancy
 - Business restructuring

- The company will comply with applicable laws regarding termination procedures.

12.3 Final Settlement

- Final salary payment will include earned but unpaid wages and eligible accrued leave.
- Deductions may be made for outstanding advances or company property not returned.
- Benefits will cease according to the terms of each benefit plan.
- Information regarding continuation of benefits will be provided.

12.4 References

- Employment verification and references will be provided in accordance with company policy.
- Standard references include confirmation of employment dates, positions held, and salary.
- Detailed performance references require written authorization from the former employee.

13. POLICY UPDATES AND REVISIONS

13.1 Regular Review

- This Employee Policy Handbook is reviewed annually to ensure compliance with laws and best practices.
- Updates may be made more frequently as needed.
- Employees will be notified of significant policy changes.

13.2 Interpretation and Implementation

- Human Resources is responsible for the interpretation and implementation of policies.
- Questions regarding policies should be directed to Human Resources or the immediate supervisor.
- In case of conflict between this Handbook and official policy documents, the latter will prevail.

13.3 Acknowledgment

All employees are required to acknowledge receipt and understanding of this Handbook and any subsequent revisions. The acknowledgment confirms that the employee has read, understood, and agrees to abide by the policies contained herein.

Policy Revision History: - Original Policy: March 4, 2022 - Previous Revision: October 15, 2024 - Current Revision: April 1, 2025

This Employee Policy Handbook supersedes all previous versions and remains in effect until replaced or revised.

EMPLOYEE ACKNOWLEDGMENT

I, _____, acknowledge that I have received and read the IVIS LABS Employee Policy Handbook effective April 1, 2025. I understand that the policies contained in this Handbook apply to my employment and that it is my responsibility to familiarize myself with its contents.

I understand that this Handbook is not a contract of employment and does not guarantee employment for any specific duration. I acknowledge that my employment with IVIS LABS is at-will, which means that either the company or I may terminate the employment relationship at any time, with or without cause or notice.

I understand that IVIS LABS reserves the right to modify, revise, or update any policies, procedures, or benefits described in this Handbook at any time, with or without notice.

Employee Signature: _____

Date: _____

Please sign and return this acknowledgment to Human Resources.