



Infinite SoftTech

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Employee Rules and Regulations

1. Employment Terms

- All employment at Infinite Soft Tech is governed by applicable Indian labour and employment law.
- Employees are hired based on skills, merits, and qualifications without discrimination.
- Probation period will typically be 6 months internship training, 6 months probation, which may be extended if necessary.
- Employment may be full-time, part-time, contract, or internship, as stated in the offer letter.
- The company reserves the right to reassign duties or modify roles based on business needs.
- Any secondary employment or external freelance work must be disclosed and approved if related to similar industry or projects.
- Termination may occur due to voluntary resignation, mutual agreement, performance issues, misconduct, or legal requirements.

2. Working Hours & Attendance

- Standard working hours options are:
- **9:30 AM to 6:30 PM, or 10:00 AM to 7:00 PM**
- Employees may choose one of the two time slots consistently, unless authorized by management.
- A delay buffer of 15 minutes is allowed without penalty.
- Early checkout of up to 2 hours, maximum 2 times per month, is permitted with supervisor approval.
- During the unpaid 6-month training period, full attendance and timely participation are expected as part of learning commitment.
- Absence or irregularity during training may affect eligibility for stipend and continuation.
- Trainees must attend all scheduled sessions, client briefings, and project assignments.
- Performance during training is observed based on attendance, discipline, and learning progress.
- Employees are expected to be punctual and adhere to working schedules.
- Repeated late arrival or early departure may affect performance evaluation.
- Remote work or flexible timing requires prior approval.
- Attendance must be properly recorded daily.
- Absence without notice for more than 2 consecutive working days may be considered abandonment of duties.
- In case of emergencies, employees must notify team leaders as early as possible.

3. General Company Rules

- Employees should maintain respectful and professional behaviour with colleagues, management, and clients.
- Discrimination, harassment, verbal abuse, or workplace hostility is prohibited.
- Personal conflicts should not affect professional responsibilities.
- Workspaces should remain clean, organized, and protected from unauthorized access.
- Employees must follow instructions from supervisors and company leadership.
- Company property including laptops, devices, and badges must be handled responsibly.
- Under no circumstances may employees misrepresent the company or share misleading information.

4. Leave Policy

- Employees are entitled to 18 total leaves per year. Leave accrues at 1.5 days per month.
- The leave categories are:
 - 6 PL – Paid Leave
 - 6 SL – Sick Leave
 - 6 CL – Casual Leave
- During the unpaid internship or probation period, if an employee takes leave, their confirmation timeline/year-end evaluation may extend accordingly.
- Planned leave should be requested at least 3–5 working days in advance.
- Sick leave requires timely notification and may require medical proof for extended absence.
- Unauthorized absence may result in loss of leave or loss of pay.
- Public holidays will follow the company-declared calendar.
- Extended leave beyond allotted balance will be treated as unpaid leave.

5. Stipend & Benefits

- The initial employment period will include 6 months of unpaid internship/training.
- During this period, no salary is paid, and the employee is expected to actively learn, participate, and contribute to projects.
- After 6 months, based on performance and learning progress, the employee will be eligible for a stipend amount determined by the company.(3000 to 8000)
- After completing 12 months (including the initial 6-month training period), the employee will be evaluated for a performance-based salary structure.
- Salary amount after one year will depend on factors such as skill growth, project contribution, responsibility level, and company decision.
- Salary will be credited monthly once the paid employment stage begins.
- Any salary revision or increment will follow internal performance evaluation and management approval.

6. IT, Security & Confidentiality IT, Security & Confidentiality

- Employees must protect company data, software, passwords, and electronic assets.
- Installation of unauthorized software is strictly prohibited.
- Sharing of confidential company information with external parties is forbidden.
- All project data, source code, and company intellectual property remain exclusive property of Infinite Soft Tech.
- Employees must report any cybersecurity risk or data breach immediately.
- Personal use of company internet or devices should be minimal and reasonable.
- Logging into company systems using unauthorized devices may require permission.

7. Performance & Conduct

- During the first 6 months, trainees are expected to actively learn, improve skills, take feedback, and show progress.
- After 6 months, stipend and further retention depend on performance evaluation.
- Commitment to continuous improvement is expected throughout the first year.
- Quality of work, teamwork, completion of assigned tasks, and learning pace will be key evaluation criteria.
- After one year, salary and job confirmation require successful performance review.
- Performance will be reviewed periodically through internal evaluation.
- Employees must maintain quality standards and complete tasks within deadlines.
- Constructive feedback from supervisors should be respected and acted upon.
- Initiative, innovation, teamwork, and problem-solving are valued traits.
- Professional conduct includes honesty, responsibility, and respectful communication.
- Employees must not engage in gossip, negative propaganda, or damaging workplace behaviour.

8. Employee Responsibilities

- Maintain professional and ethical standards.
- Work productively and support team objectives.
- Avoid conflicts of interest and report any ethical concerns.
- Use company resources responsibly.
- Encourage positive and cooperative workplace behaviour.
- Maintain confidentiality regarding clients, projects, and internal operations.
- Uphold the reputation and integrity of Infinite Soft Tech.

9. Disciplinary Procedure

- During training/internship, repeated misconduct or failure to meet expectations may lead to discontinuation.
- Continued absence or poor learning effort can result in termination during the unpaid period.
- After stipend eligibility, disciplinary actions may include warnings or non-renewal of contract.
- Serious issues such as misuse of company resources, policy violation, confidentiality breach, or unprofessional behaviour can result in immediate termination.
- The company may take corrective action if rules are violated.
- Actions may include verbal warning, written warning, suspension, or termination depending on severity.
- Employees will be given an opportunity to explain their side in reasonable circumstances.
- Serious misconduct, fraud, theft, harassment, or confidentiality breach may result in immediate dismissal.
- Legal action may be pursued if company assets or intellectual property are compromised.

10. Company Rights & Policy Enforcement

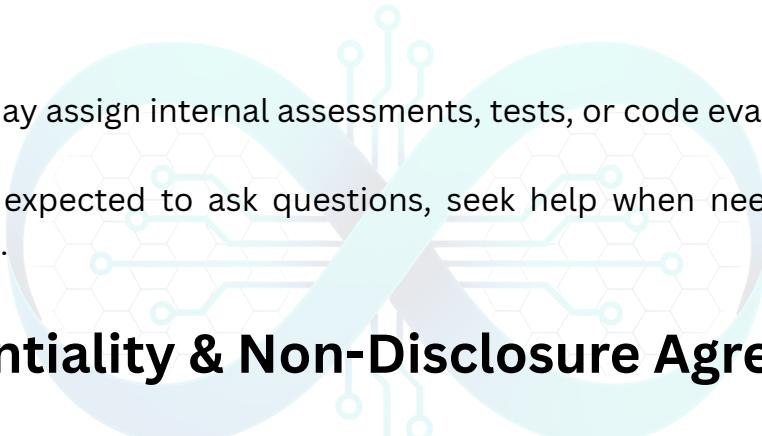
- The company reserves the right to modify policies based on business needs.
- The company may monitor use of company devices and systems for security purposes.
- The company has authority to determine role assignments and project allocations.
- Violations of policy may lead to corrective or disciplinary action.
- The interpretation of these rules is at the discretion of management.
- Policy updates will be communicated to employees transparently and fairly.

11. Training Commitment Clause

- The employee agrees to actively engage in learning company tools, technologies, and development processes.
- The employee acknowledges that the unpaid training period is mutually beneficial for skill building and performance preparation.
- The company will provide guidance, mentorship, and necessary technical support during the training phase.

12. Learning & Improvement Policy

- The employee must show measurable skill improvement during the first 6 months.
- Continuous self-learning, studying documentation, and hands-on practice are expected.
- The company may assign internal assessments, tests, or code evaluations.
- Employees are expected to ask questions, seek help when needed, and maintain a growth mindset.



14. Confidentiality & Non-Disclosure Agreement

- All company data, code repositories, client information, and intellectual property must remain confidential.
- The employee is prohibited from sharing internal documentation, code, or project data with outsiders.
- The confidentiality obligation continues even after leaving the company.

15. Company Property & Laptop/Equipment Use

- If assigned any company device (laptop, hardware, ID, etc.), it must be handled with care.
- The employee must not install pirated or unauthorized software.
- Devices must not be used for personal gain or competitive activities.
- All borrowed devices must be returned in good working condition upon request or exit.

16. Professional Behaviour & Communication

- Employees should communicate respectfully with colleagues and clients.
- Workplace tone must remain professional and positive.
- Misuse of WhatsApp, Slack, email, or internal channels is prohibited.
- Public representation of the company (online or offline) must be responsible and respectful.

17. Termination & Exit Procedure

- If the employee chooses to leave during the first 6 months, they must provide written notice.
- If termination is due to misconduct or non-performance, the company may discontinue employment immediately.
- After 1 year of employment, standard exit/notice procedures will follow company policy.
- All company data and assets must be returned before final clearance.

Declaration

I, _____ hereby declare that I have read, understood and agree to follow all the company policies, rules and regulations as listed in this document.

Date: ____ / ____ / ____

Employee Signature: _____