



# HR Policies

## A ready reckoner for HR Policies and Procedures....

## **WELCOME NOTE**

Dear Colleague,

It is with great pleasure that we introduce our new Employee Policy Manual. This document is a repository of company's policies and regulations.

This handbook is intended to provide you with a general understanding of our basic HR Policies and Processes. You are encouraged to familiarize yourself with our policies, as they will answer many common questions concerning your employment with us.

The Organisation's policies continuously change due to external and internal environment, regulatory conditions and Company's long term growth plans. These are therefore subject to change from time to time.

With best wishes !

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## GENERAL INFORMATION

### EMPLOYEE CODE

Each employee is provided an Employee Code which is a Unique Number. This number needs to be stated on all the transactional activities of the organisation.

### EMPLOYEE PORTAL LINK

Employees are given access to Employee Self Service (ESS) portal within one month from the date of joining. Currently, below mentioned links will enable the employee to access the portal for viewing their Salary Slips and also for filing the Income Tax projections.

- ✓ <https://payroll.velocis.in/easypay/view/loginmain.aspx>

### GRADES & DESIGNATIONS

There are defined Grades and Designations based on the salary ranges within the organization; wherein the Grades are from V0 to V7. Each function / BU has separate designations mapped against these Grades.

### OFFICE DISCIPLINE

Employees are expected to follow the decorum of the organization as per the policies and processed laid down from time to time.

### DRESS CODE

All employees are expected to be neatly dressed in smart professional attire (Business Formals, Business Casuals) on all working days and at all work hours irrespective of the BU. Employees should be in formal attire at customer premises, irrespective of day or timing.

Male employees are expected to wear their hair short or otherwise neatly set. Female employees with long hair are expected to keep it neatly set.

## ON SATURDAYS

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Smart Casuals (collared t-shirts, jeans, sport shoes, etc.) in sober colors and simple styles are permitted only when working on weekends or official holidays unless while interacting with customer. Collar-less t-shirts, ripped/torn jeans, casual sport wear, track pants, cargo pants, bermudas, shorts, slippers, sport shoes or clothes with offensive messages or appearance shall not be permitted in the office on any day of the week.

Our employees are expected to keep in mind the decorum of the organization and therefore refrain from being attired in any way unbecoming of professional conduct.

## WHILE WORKING IN CLIENT OFFICE

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It is expected that all team members who are working at the client site need to be neatly dressed and follow client's dress code in case specified.

## GENERAL ETIQUETTES

It refers to the set of rules which is expected from an employee to follow at the workplace or at a customer's location. Some of them are:

- Respect organization and colleagues.
- Discipline at work place must be adhered to.
- Dress code of the organisation must be followed.
- It is an offence to be under the influence of alcohol or any intoxicating substance while on duty.
- As a responsible member there is no right to share confidential information with any of the external parties under any circumstances. Data in any form must not be shared with anyone who bears no relation with the organization.
- Keep cell phones in the silent mode to avoid disturbing others sitting around you.
- Loud ring tones at the workplace are strictly prohibited.
- Avoid using value added services on ring tone.
- Long personal calls during office hour are to be avoided.
- Keep workstation free of unwanted documents and files. Avoid having lunch at your desk.
- Take care of your pitch and tone at the workplace. Never shout on anyone or use foul words. It is unprofessional to lash out at others under pressure. Stay calm and think rationally.
- Be on time to office, for all meetings, training programs and other committed forums.

## HOLIDAY CALENDAR

All employees are entitled to 10 / 11 Declared Holidays (as the case may be) in each calendar year. However, this may vary from BU to BU.

The list of Declared Holidays is communicated in the beginning of each calendar year and is available on notice boards across the office premises.

Team members deputed at client site are required to follow their holiday calendar.

## GIFTS & GRATUITIES

As a matter of company principle we do not encourage gifts and gratuities. We understand however, that small tokens of goodwill may be exchanged between us and our partners on special occasions, such as Diwali, and that from time to time team members may be offered an invitation to a social, sporting or cultural event because of the job that they do. Gifts like these can be accepted but restricted to a very reasonable amount. Any team member who receives a gift must declare it to their Line Manager.

Velocis prohibits its employees from soliciting or accepting gifts or gratuities from Vendors.

## NON DISCLOSURE & CONFIDENTIALITY

During the term of employment, no employee should use any official information for personal use or divulge any such information to any other person, firm or company and shall at all times use his/her best endeavors to prevent the disclosure of:

- any information concerning the business, products, know-how, technology, accounts, finances, clients or customers of the Company or any holding company or subsidiary of the Company, or any subsidiary of such holding company (any such company being hereafter referred to as a 'related company' or any of their respective shareholder).
- any of the secrets, dealings, transactions or affairs of the Company, or any of their respective shareholders, and upon termination of this employment contract, the employee shall forthwith surrender to the Company all original and copies, samples or other items relating to any matter aforesaid. The employee shall not during the term of this employment contract or for a period of six months after termination of this employment contract, induce, entice, solicit or attempt to induce, entice or solicit (i) any employee of the Company or any of its related companies, or (ii) the business (in competition with the Company or any of its

related companies) of any person, firm or company which is or at any time has been a client or customer of the Company or any of its related companies.

As a part of this employment,

- an employee is involved in several developmental activities during the course of employment in the organization. All the outcome including software, all forms of Intellectual Property, copyrights, patents, etc. of all such developmental activities will become an exclusive property of the organization.
- Employee who is deployed at a client site might know the trade secrets, has technical/ business information about the client. It is expected that he / she shall not disclose or divulge to others including future team members, any trade secrets, confidential information, or any other proprietary data of the Company in violation of this agreement.

## OFFICE SECURITY

### SECURITY IN OFFICE PREMISES

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It is expected that employees:

- Must wear their Identity cards
- Must take prior permission from their Line Manager & Administration Department in case of entering the office premises during non-duty hours; and also make an entry in the appropriate register at the entrance.
- Should meet their visitors in the Reception Area / Conference Room only.
- There could be instances where Frisking is required (at all levels).

### Investigations and Search

- Any investigation conducted by Security, Admin, HR and/or any external agency in the interest of the company must be supported/assisted by the employees.
- Any unknown/suspicious persons/activities within or near the office premises may be immediately reported to Security, Admin, HR or to the Department Head.
- Security Guidelines for Visitors
- No visitor(s) or ex-employee(s) shall be permitted to enter the floors of the office. Their visit shall be restricted to the Reception on the Ground Floor.
- Any visitor who needs to move beyond the Reception area (such as for repair/maintenance work) will be permitted to do so only if he/she is carrying the

Identity card issued by the Guard. Once his/her work is completed, the I-card needs to be handed over to the Security at the Exit Gate.

### **Gate Pass**

- This must be issued whenever any company's material is to be taken out of the office premises.
- It must clearly mentioned whether the material is returnable or non-returnable.
- It must be duly signed by the representative of the Admin. Deptt. / Authorised Signatory.

## **INFORMATION CLASSIFICATION**

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### **Document Security**

- All sensitive files and documents must be securely locked. No sensitive paper(s) should be left at a visible place.
- All sensitive/confidential documents must be disposed off in an appropriate manner.

### **Security of Information and Systems**

- All employees will be responsible for the information/data in their custody. The keys/passwords must not be shared with anybody to avoid unauthorized access.
- Employees will not transfer any information/application/file on to their system from outside sources, unless duly authorized. Similarly, they will not pass on any information/application/file to outside agencies, unless duly authorized.

### **Workstation and Equipment Security**

- While going away from the workstation, employee should ensure that all drawers and lockers are properly secured and the belongings/valuables are kept in safe custody.
- Security of laptops, desktops, mobile phones etc., will be the responsibility of the concerned employee.
- At the end of the day the employees should ensure that all power connections are switched off.



## EMAIL ETIQUETTES

Business Emails are one of the strongest ways of communication and hence employees are expected to use this medium in a proper manner. Emails should be kept short. Some other basic guidelines are:

- Do not by Default use the "Reply All" facility
- Properly Format your Email
- Compress the large files before sending the attachment via Email
- SMS abbreviations should never be used for any formal communication
- Advisable to use "spell check" and "Grammar check" before sending any formal mail.

Emails related to Festival Wishes should be small and simple (without animation and pictures) to avoid unnecessary clogging of the network and be sent through "Bcc". Please restrict sending to a small group.

## BUSINESS CARDS

Organisation issues Business Cards to the employees as per the need of the role. It is the corporate identity for those employees who are expected to represent the organization to the external agencies. It is expected that these Business cards must have the correct designation as per the designation structure of the organization and as communicated to you. Template of the Business card cannot be changed as per the requirement of the employee.

The request for issuance of Business cards must come through the Reporting Manager / BU Head to HR.

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## **PAY SCHEDULE & METHOD**

Salary is paid between 7<sup>th</sup> to 10<sup>th</sup> of each month. In case of any contingency, if the salary gets delayed beyond 10<sup>th</sup> of the month, the same is communicated to the employees.

### **CORPORATE SALARY ACCOUNT**

Permanent employees must open Salary Account with company nominated bank within 30 days of joining. Direct deposits to employees' bank accounts is made.

### **INVESTMENT DETAILS**

Employees must submit "Proposed Investment Plan" or Investment Declaration Form at the beginning of the financial year, not later than 30<sup>th</sup> April each year. New employees must submit their declaration within 15 days of joining.

"Proof of Investment" as per the Declaration given must be submitted by the employee at the beginning of the calendar year, but not later than 30<sup>th</sup> January each year. Proof of Investments include:

#### **1. Rent Receipts**

For claiming HRA exemption, Original Rent Receipts ( Hard Copy) clearly mentioning the complete address (including City, State ,Pin Code) & PAN No. of the landlord if the Rent paid is more than 100000/- PER ANNUM, for all months beginning April or from the month of joining (whichever is relevant)

#### **2. Benefit of Interest on Housing Loan**

To avail the benefit of interest on housing loan, following documents are required:

- Copy of Possession Letter / Sale Deed
- Copy of documents which are Evidence Of Date of Loan Taken ·
- Declaration of Self Occupancy
- Certificate of Interest from lending institution / Bank

#### **3. Details of Previous Employer**

All employees who join after 1<sup>st</sup> April are required to submit the details of previous employer(s) through Form 16 / Form 12B / Salary Certificate Valid for the Financial Year and the Assessment Year Duly Signed and Stamped by his previous Employer.

In the absence of the above documents, tax will be deducted at a higher slab.

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## PERFORMANCE MANAGEMENT SYSTEM

Our Performance Management System assesses the Performance and Potential of an employee. It is a focused effort towards achievement of goals and objectives and its alignment to Organisational Goals. It facilitates Employee Development, Performance Improvement and Aspiration Management.

Each employee is required to fill the “YSE” Form (Year Start Exercise Form) wherein the goals / KRAs as mutually agreed and discussed with the Line Managers and duly filled. This form then becomes the basis of evaluation during the yearly review.

We have two PMS cycles i.e. in June & December. For new joiners, based on their date of joining , the PMS cycle is assigned.

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## HR POLICIES

The purpose of these policies is to make the employees aware of the benefits provided by the organization. Ideally most of the benefits are Grade based / salary based but however some exceptions could be Need Based with proper approvals. Need based benefits are to be treated as exception and will not be automatically interpreted as a policy.

It covers all confirmed employees of Velocis & Celerity unless otherwise stated.

## TRAVEL POLICY

### LOCAL CONVEYANCE REIMBURSEMENT

Conveyance will be reimbursed on actuals for official purpose as per the entitlement.

Grade	Own Vehicle
V0-V3	Two Wheeler
V4 & above	Four Wheeler

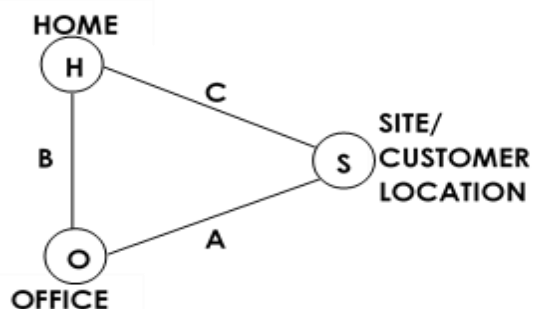
Reimbursement rate for 4-wheelers is **Rs.7.50/- per km** and for 2-wheelers is **Rs.3.00/- per km**.

The reimbursement rate will be periodically revised in line with petrol prices as given below. Rates as applicable on 1<sup>st</sup> of every month will apply.

Price Range	Reimbursement Rate (Rs.per km)	
	Four Wheeler	Two Wheeler
Rs.71.00 -Rs.85.00	Rs.8.50	Rs.3.25
Rs.60.01-Rs.70.99	Rs.7.50	Rs.3.00
Rs.54.01- Rs.60.00	Rs.7.00	Rs.2.75
Rs.50.00-Rs.54.00	Rs.6.50	Rs.2.50

Where a person does not have a 4-wheeler or a 2-wheeler and uses public transport to commute for official purpose, he/she will be reimbursed at Rs. 3.00/- per km (as per the Distance Chart) or the actual fare by public transport (excluding Cab / Taxi) whichever is higher.

All employees who are required to go directly to the site of work/ customer location can claim their expenses as below:



CONDITION	CLAIM	DEDUCTION
Distance A > Distance B	A	B
Distance A < Distance B	None	None
Distance C > Distance A	A	None

Based on the business needs, some of the engineers are required to work from their specific area in Delhi / NCR. In such a scenario, the above will not apply.

#### LOCAL TRAVEL FOR RESIDENT ENGINEERS

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The workplace for a Resident Engineer will be considered to be the place of their posting in case the posting is more than 2 months.

However, during the period of two months, the company will reimburse as below:

- No claim is permissible for the travel from residence to office and vice versa.
- If the engineer is required to go directly to the customer site and the distance from home to customer site is more than the distance from home to office, then he/she is permitted to claim for the extra distance only. The same is applicable for the return travel.
- If the distance from home to customer site is less than the distance from home to office, no claims are permissible.

Exceptional cases can be discussed while deputing Resident Engineers to any customer location for claiming their conveyance

#### LOCAL TRAVEL FOR SALES & PRESALES

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Sales & Presales team has the flexibility to Opt for either the reimbursement rates as mentioned above or the Fixed Conveyance charges as per the entitlement:

Grade	Entitlement (Rs.p.m)
V0-V3	2750/- plus toll plus parking
V4 & above	5200/- plus toll plus parking

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## DOMESTIC TRAVEL POLICY

It has always been our endeavor to provide maximum comfort to our team members during their stay away from their home on official calls. Keeping in view the increased rates of hotel accommodation and food expenses, we are enclosing herewith the revised TA/DA rates.

### JOURNEY

Grades	Bus Travel	Rail Travel	Air Travel	Local Travel	Local Train / Metro
V0 -V2	Ordinary/ Deluxe/ Sleeper	SL/CC	NA	Train/Bus/ Shared Auto	II Class
V3 -V4	AC/ Deluxe	SL/CC/3AC	NA	Train/Bus/ Shared Auto/Non AC Taxi	II Class
V5 -V6	AC/ Deluxe	3A/2A	Economy class	Taxi	I Class
V7	AC/ Deluxe	2A/1A	Economy class	Taxi	I Class

In case of overnight journey, train travel only will be permissible. In case of any exigency, special approval from the BU Head would be required.

### HOTEL ACCOMMODATION

(Rs. Per day)			
Grade	Metro	State Capitals	Others
V0	1000	800	600
V1	1500	1200	900
V2	2250	1750	1250
V3	2500	2000	1500
V4	2750	2250	1700
V5	3000	2500	1850
V6	5000	3000	2500
V7	5000	5000	5000



In case of non-submission of bills, 30% of the above entitled amount will be reimbursed.

The above entitlements are exclusive of taxes.

In case 2 or more employees are travelling together, they are expected to share single accommodation. Entitlement clubbing is allowed if two employees are travelling together.

Wherever boarding/lodging facilities are provided by the customer / OEM, no charges will be paid to the employee.

#### DAILY ALLOWANCE

(Rs. Per day)	
Grade	Amount
V0	400
V1	400
V2	450
V3	500
V4	500
V5	600
V6	700
V7	800

#### Additional Guidelines

- DA reimbursement shall be 50% in case the travel duration is less than 12 hours.
- For travel duration of more than 12 hours, 100% of the DA shall be reimbursed.
- In case of overnight stay at hotel, 100% of the DA shall be reimbursed.
- For hotel accommodation not involving Night Stay, 50% of the total DA shall be reimbursed.
- For Office Assistants, Delivery Personnel, Store Assistants, etc. no local travel will be paid in case if the taxi has been booked by the Company.

## FOREIGN TRAVEL POLICY

As per the company rules, the Allowance Entitlement for team members travelling abroad will be as follows:

### FOR COMPANY SPONSORED TRIPS

Category	DA per day	Hotel Accommodation per day
V0-V2	USD 100	USD 125
V3-V4	USD 100	USD 125
V5-V6	USD 100	USD 125
V7	USD 150	USD 175

Local travel is included in the DA mentioned above.

### FOR PRINCIPAL SPONSORED TRIPS

All team members going on Principal-Sponsored trips, DA entitlement will be as given below:

Category	DA Per day
V0-V6	USD 50
V7	USD 75

### PROCESS

Tour approval must be received a week prior to the visit as per the format enclosed.

In case the team member wants to extend his stay beyond the duration of the official work / conference / training, the same will be treated as Leave. No claims can be made for this leave period

## REMARKS

The term 'per day' is valid for each day (24 hours) the team member spends in the foreign location till the time he/she leaves. The payment will be made as follows:

- For less than 12 hours spent at the foreign location, the team member shall be reimbursed 50% of the total DA amount.
- For more than 12 hours spent at the foreign location, the team member shall be reimbursed 100% of the total DA amount.
- 50% of the DA will be reimbursed for the flight time irrespective of number of hours.
- Local conveyance, airport taxes, visa processing charges, and any other expenses related to the trip if incurred directly in India are excluded from these allowances and would be reimbursed separately.

### TOUR APPROVAL FORM FOR FOREIGN TRAVEL

Name		Employee code	
Grade		Destination	
Purpose of Travel			
Duration of Travel	From :  To :	Leave applied for Personal Travel	From :  To :
USD entitlement ( DA)			
USD Required			

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## MOBILE & DATACARD USAGE EXPENSES

Organisation will reimburse Mobile and Data card usage expense based on the need of the profile which would be approved by the Deptt Head. The mobile phone and data card is owned by the respective employee.

The limits for mobile / data reimbursement to the eligible employees are as follows:

Grade	Mobile (p.m. upto)	Data Card (p.m. upto)	Remarks
V0-V2	500/-	300/-	Limits can be clubbed
V3-V4	700/-	450/-	Limits can be clubbed
V5-V6	1000/-	500/-	Limits can be clubbed
V7	1200/-	700/-	Limits can be clubbed

All the employees are requested to submit the bills for reimbursement. Any excess usage over and above the limits specified above would require approval of BU Head with justification.

Mobile charges during travelling are a part of the assigned mobile limit only. In case the usage is extremely high, an approval from BU Head is required.

Any company-owned mobile phones are given only in functions requiring heavy mobile phone usage, such as Helpdesk, NOC and/or other functions as decided by the management.

The reimbursement shall be claimed monthly by producing requisite bills/vouchers and upon specific approval.

As far as possible, all employees are requested to use the office internet while in office.

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## PROCESS TO CLAIM REIMBURSEMENT

1. Expense reimbursements will be paid as per policy.
2. In order to claim Mobile reimbursement, an employee is required to submit either pre-paid cards or post paid bills along-with the claim voucher (Yellow voucher).
3. Claim vouchers are signed by the recommending authority and approving authority and then submitted to accounts. " Recommending Authority" refers to the Line Manager / immediate supervisor whom the employee is directly reporting into and " Approving Authority" refers to the Second level line manager.
4. It is mandatory to mention the Employee Code on the voucher.
5. For claiming conveyance reimbursement, team members are required to fill the details on the voucher regarding the travel done. Petrol bills are also required to be submitted along-with.
6. For claiming Data card usage reimbursement, employee is required to submit the bill of Data card usage.
7. All the bills should be in the name of the claimant.

All expense claims including mobile phone and datacard/internet usage is reimbursed as per the following guidelines:

- The claim for any reimbursement for the month must be made before the end of the following month.
- Any claims made after the end of the following month will stand lapsed.
- All claims made between 1st and 15th of any month will be reimbursed before 25th of the same month. All claims made between 16th and 30th/31st of any month is reimbursed before 10th of the following month.
- It is mandatory for each employee to give his/her bank account details in which salary and/or reimbursements can be credited. Salary/Reimbursements will only be credited to the employee's bank account, except for the first month after joining, where he/she may be reimbursed by cheque as per the above guidelines.
- In cases where bank account details is not available, payment will be made by cheque which will lead to delays.

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## MEDICLAIM INSURANCE POLICY

The purpose of this policy is to extend the benefit of medical treatment to employees and their families whose Gross salary is above Rs.21000/- per month.

All employees drawing Gross Salary more than Rs.21000/- p.m. are covered under Mediclaim Policy. Family of the employee i.e. spouse and maximum of 3 kids are covered. The policy does not cover Parents. However, employees who are covered under ESI and drawing Gross salary above Rs.21000/- get covered in Mediclaim only in the month of October and April.

### PROCESS FOR COVERAGE

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Employee is required to share the complete details of their Family with HR Deptt. Details are sent to the Insurance Company for the coverage.

Employees are covered under the Floater Policy of Rs. 3.0 Lacs depending upon the Grade & Designation.

Insurance Company shares the Mediclaim Card Number with the HR Deptt.

Some of the salient features of this policy are given below. However, it is advisable to refer to the Policy issued by National Insurance which is available with the HR Deptt. Mediclaim Benefit is given only for the treatments which require minimum 24 hours hospitalization.

- Cashless Benefit is being extended.
- In case for some reason, the cashless facility is not given (if the treatment is covered), the employee is required to pay to the hospital and submit the relevant bills to HR for claiming the reimbursement from the Insurance company.

**Pre-requisites of Hospital** are as given below:

- ✓ Hospital should have 15 inpatient beds.
- ✓ Hospital should have fully equipped operation Theatre of its own wherever surgical operations are carried out.
- ✓ Fully qualified doctor should be in charge round the clock
- ✓ Minimum 24 Hours stay in Hospital is a must. However this time limit is not applied to Specific Treatment i.e. Dialysis , D & C , Tonsillectomy , Dental Surgery due to

accident, Surgery of gall bladder , Hernia , Hydrocele , Surgery of Nose , Throat , appendix , Fracture, Arthroscopic Knee surgery, Laproscopic Therapeutic surgeries.

- ✓ Maternity Benefits are covered except for Pre Natal and Post Natal expenses.
- ✓ Delivery charges are upto Rs. 50,000/-.
- ✓ In case of two live kids, maternity benefit for third kid is not applicable.
- ✓ Intimation to HR Deptt. needs to be done within 24 hours and intimation of Claim shall be made within 24 hours on admission in Hospital. If this is not done, Claim is repudiated.

As per the current policy, reimbursements towards the Mediclaim Policy would be done as per the following terms. :-

- **Room , Boarding , Nursing Expenses** Payable - 2% of the Sum Insured per day subject to the maximum of Rs.5000/- and if admitted in ICU – 4% of the Sum Insured per day subject to the maximum of Rs.10000/-. Over all Limit Under this head – 25% of the sum Insured per illness
- **Ambulance charges** 1 % of Sum Insured Subject to Maximum of 1000 /- in a Policy year will be reimbursed
- **All other hospitalisation expenses upto the limit of sum insured.**

## PROCEDURE FOR CLAIM SETTLEMENT

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In order to get the claim settlement done with promptness, following documents (in original) need to be submitted to HR Deptt.:

- ✓ Discharge Summary
- ✓ Medical History of the patient recorded by the Hospital.
- ✓ Proper Numbered Receipt issued by the Hospital for the payment made to them
- ✓ All Investigation Reports , Doctor's Prescriptions , cash memo for purchase of medicines in original
- ✓ X-Ray , Ultra Sound , CT Scan with Reports, Lab Reports
- ✓ Documents must reach the claim settling office of Insurance Company within 15 days from the date of discharge from the Hospital
- ✓ Hospital Bills & Receipt – Medicine slips issued by the nurses from time to time must also be attached with the claim. This includes the following :



- ✓ Cash memo for purchase of medicine relating to the treatment and Doctor's Prescription
- ✓ Photo Id of the patient
- ✓ Claim form duly filled
- ✓ Medical Certificate format duly completed by the Hospital
- ✓ Registration Copy of Hospital is Required

**Pre Hospitalization** – Relevant medical Expenses incurred up to 30 days prior to Hospitalization will be payable

**Post Hospitalization** – Relevant medical expenses upto 60 days after the Discharge of Hospitalization will be payable

Documents have to be submitted within 3 working days from the date of discharge from the hospital. Documents received after the defined duration would not be entertained by the Insurance agency. Insurance Company has the right to reject the claim in case any of the documents are fake or forged.

In case of Maternity Claim, no pre or post hospitalization bills can be claimed.

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## EMPLOYEE STATE INSURANCE

ESI (Employee State Insurance) provides benefit of medical treatment to the employees whose Gross Salary is less than Rs.21001/- p.m. is as per the statutory requirement. This medical treatment is both for Self and his Family. (Family includes Spouse, Kids and Dependent Parents).

Organisation contributes 3.25% of the Gross salary and Employee contributes .75% of the Gross salary. Contributions towards ESI are made on monthly basis.

### PROCESS FOR AVAILING ESI BENEFIT

Any employee who falls under ESI is required to fill a Declaration Form giving the details of his family along-with their 2 proper postcard size photographs. Photograph should have all the family members which needs to be covered in ESI within 3 days of his joining the organization.

- ESI e-card is prepared by the HR Deptt. and given to the employee.
- ESI dispensary allocated is as per the address as specified in ESI e-card.
- Currently, to validate your ESI e-card get your Aadhar No. verified on ESIC site(esic.in) under IP portal and can avail medical treatment on this card from local dispensary.
- HR Deptt. creates fresh ESI e-card only in case the employee wants to add his/her spouse or the new born kid.
- Employee has to keep this card safely with him/her.
- Employee is required to consider the following points based on the circumstances:
  - In case the employee is travelling to any other location for official work, he/she is required to take Form 105 from HR. This form can be used to avail medical benefit at any location apart from his local dispensary. If the form is not utilized, it needs to be returned to HR.
  - In case the employee is availing the facility of ESI and he/she is advised rest, it is the duty of the employee to inform his/her Team lead who would in turn inform the Attendance Deptt.

***In case employee requires treatment at odd hours, it is suggested that after taking emergency treatment, he should visit ESI dispensary at the earliest.***

## RESPONSIBILITY

	EMPLOYEE	EMPLOYER
Filling up of Form 1 along-with proper photograph and details (Bank, Mobile number and Aadhar card*)	√	
ESI e-card generation		√
Get the Aadhaar No. of self and family seeded through Employer/staff of ESIC/IP portal or visit a Pehchan Camp along with family for giving Bio-metrics/Photograph.	√	
Once Aadhar Number is/are seeded, verify the same through IP Portal.	√	
Getting Family Member added under ESI e-card	√	
Safety of the ESI e-card	√	
Medical Treatment & Leave if availed thru ESI, information to be shared	√	
In case of emergency treatment, information to be shared	√	

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## ADVANCE POLICY

The purpose of this policy is:

- To help employees at the time of exigency by providing Advance against Salary.
- To enable the users ( employee) to purchase laptop as per the Laptop Policy

### ELIGIBILITY CRITERIA

#### ADVANCE AGAINST SALARY

- One month's Net salary is given in cases where employee requires his salary as advance in order to meet any exigency.
- The entire amount is deducted from the current month's salary. The request for the salary needs to be made between 15<sup>th</sup> - 30<sup>th</sup> of the month.

#### ADVANCE FOR PURCHASE OF LAPTOP

- This is given only once the need of the laptop is identified and approval from BU Head is received.

### PROCESS

#### FOR ADVANCE AGAINST SALARY

- It is mandatory for the employee to submit the request to HR by email with relevant details and reasons. Copy of the mail should be marked to the Immediate Reporting Manager.
- HR discusses with the Reporting Manager and the BU / Functional Head before processing the request to Accounts for disbursement of amount.
- Approval by HR is processed within 3 working days and thereafter submitted to accounts for processing and disbursement.
- The company reserves the right to reject any request if deemed in-appropriate.
- Request for advance can be made only twice in a year.

#### FOR PURCHASE OF LAPTOP

- Employee is required to fill the Loan Request Form as per Laptop Policy.

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## EMPLOYEE SEPARATION POLICY

The purpose is to ensure that the parting between the employee and employer is amicable.

### PROCESS

#### **Resignation**

An employee who wishes to resign shall give notice period as:

#### **Notice Period during Probation Period: (FOR ALL GRADES)**

Either side is required to give 30 days notice period during Probation Period.

The employee, if wants to leave the services for any reasons, will have to give 30 days' notice period in writing.

In case the notice from the employee's side happens to be less than the stipulated period:

- I. The company reserves the right to forfeit your incentives, if any
- II. The company would also recover gross salary equivalent to the shortfall in notice period.
- III. Reserves the right to withhold the Relieving documents, in case the shortfall is less than the stipulated notice period till all requirements related to Relieving are complied.

The Management can terminate the employment, in case the performance of employee is unsatisfactory and management feels that the employee in its sole assessment cannot fulfill the role assigned to him and for which he was employed.

#### **Notice Period for Confirmed Employees: (FOR ALL GRADES)**

Either side can terminate the contract by giving 60 days' notice period in writing.

The management at its sole discretion can waive off the shortfall in notice period if requested by the Employee without giving compensation of notice shortfall. However, no such notice period will be applicable or notice pay shall be payable in case the services are terminated on account of un-ethical or criminal conduct by the employee.

In case the notice from the employee's side happens to be less than the stipulated period:

- I. The company reserves the right to forfeit your incentives, if any
- II. The company would also recover gross salary equivalent to the shortfall in notice period.
- III. Reserves the right to withhold the Relieving documents, in case the shortfall is less than the stipulated notice period till all requirements related to Relieving are complied

The resignation letter should be in writing to the Department Head with a copy to HR department. On acceptance of resignation, employee is required to serve the complete notice period.

### **Clearance Procedures**

- No Dues form is to be handed over to the employee 1 day prior to his Exit Date.
- Employee leaving the organisation, must complete clearance formalities by obtaining proper approval of Authorized Signatory and/or Department Head.
- It is the responsibility of the employee to return back all the assets provided to him back to the company in working condition.
- Data Back-up of the official documents must be given to the Line Manager.
- The settlement procedure (including the payment to or recovery from the employee of his/her dues) shall be completed within one month from the date of relieving.
- Employee should ensure to submit all the Tax related documents to Accounts Deptt. well in time.
- Checklist needs to be signed both by the Deptt. Head / HR ensuring that the access codes are blocked after the employee exit.

### **Transition Period**

In case the employee avail any leave during the notice period, it will be considered as shortfall in the Notice period. He / she may have to extend his duration with the company.

### **Exit Interview**

The exit interview is mandatory with an employee to obtain feedback of his/her experience in the organization and the reasons for his exit.

### **Termination**

The services of employee on probation / confirmed employee may be terminated by the Management as per the terms mentioned in the Appointment letter

### **DISBURSEMENT OF SALARY AND REIMBURSEMENTS DURING NOTICE PERIOD**

- Disbursement of salary and reimbursement is put on hold once the resignation is received.
- For confirmed employees salary for the 1st month of the notice period is released after 45 days only after the approval of the Deptt. Head.
- The final settlement is done within 45 days subject to the receiving of the No Dues Certificate duly signed by HOD.
- Relieving Letter and Experience Letter are issued only after the clearance process.
- It is the duty of the employee to collect the Relieving Documents within next 2 months of his leaving the organization, provided the entire settlement has been done.

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**We** hope all the employees will adhere to the Company's policies and amendments made from time to time.

**THANK YOU**