



HEXAGON

Employment Terms

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1. Introduction

Employment Terms defines the general conduct and rules for all employees in Hexagon Capability Center India

2. Scope & Eligibility

It is applicable to all Full-time employees in HCCI

3. Guidelines

3.1 Acceptable Use Policy

All employees are required to sign the **Employee Privacy, IT Service Acceptable Use Policy, Employee Confidentiality and Assignment of Rights, Social Media Policy & Code of Business Conduct** with the Company at the time of joining. The employee shall undertake to adhere to all aspects of this policy, during the employment and after separation from the Company.

An employee at no time, will you remove any Confidential Information from the office without permission and shall not in any way pass, or cause to be passed, or disclose, or cause to be disclosed, any information or matter concerning the development/manufacturing of software, trade secrets, salaries, policies, mechanisms, tools or any document/information of the Company to any unauthorized person or company or corporation without prior permission of the immediate manager.

3.2 Non-Solicitation

An employee shall adhere to the non-Solicitation clause mentioned below. At any time during the employment period or following resignation from services, the employee shall not directly or indirectly through another entity:

- ❖ Induce or attempt to induce any employee of the Company or any affiliate to leave the employment of the Company or such affiliate, or in any way interfere with the relationship between the Company or any subsidiary and any employee thereof, or
- ❖ Induce or attempt to induce any customer, supplier, licensee or other business relation of the Company or any affiliate to cease doing business with the Company or such affiliate, or in any way interfere with the relationship between any such customer, supplier, licensee or business relation and the Company or any affiliate.

In the event of the breach or a threatened breach by an employee of any of the provisions of the Non-Solicitation Clause mentioned above, the Company, in addition, and Supplementary to other rights and remedies existing in its favor, may apply to any court of law or equity of competent jurisdiction for specific performance and/or injunctive or other relief in order to enforce or prevent any violations of the provisions hereof (without posting a bond or other security).

3.3 Termination Clause

The termination of the services of an employee can be due to an employee's resignation, discharge, disablement, retirement, misconduct, misbehaviour, cheating, unsatisfactory performance, on disciplinary grounds, absconding, not clearing the Background Verification or as a result of a permanent reduction in the workforce, etc.

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Employees can resign at any time and the Company reserves the right to terminate an individual's appointment.

3.4 Adherence to HR Policy

Every employment offer shall include a term requiring the employee to adhere to all HR Policies. All HR policies shall be made available or accessible for reference by every employee.

3.5 Probation & Confirmation

- ❖ All employees are on probation for 6 months, from their date of Joining.
- ❖ No salary changes shall be associated with a Confirmation.
- ❖ If the performance is not satisfactory, the probation period can be extended by a maximum of 3 months. If the employee is not confirmed at the end of 3 months, the services may be terminated as per the termination clause outlined in the Separation policy.

3.6 Conflicts of Interest

Hexagon Capability Center India Pvt. Ltd. Aims at prohibiting employees from engaging into any activity or practice those conflicts with the interests of Hexagon Capability Center India Pvt. Ltd. its parent organization Hexagon AB or its customers.

3.6.1 Corrupt Practices

Employees shall not engage in any corrupt practices, whether or not defined in this section.

- ❖ Payment, or offers of payment, made to influence an act or decision by a politician, official, or political party to assist in obtaining, retaining, or directing business to any person shall be strictly prohibited.
- ❖ The act of offering, paying, promising to pay, or authorizing the giving of anything of value to the following shall be prohibited:
 - Officials (including any persons acting in an official capacity for a government, department, agency or instrumentality)
 - Political parties, officials or candidates for political offices
 - Other persons, while knowing or having reasons to know, the offer or payment will ultimately go to either of the above categories.
- ❖ Hexagon Capability Center India Pvt. Ltd. or its employees shall not establish any undisclosed/unrecorded funds or assets of the Company for any purpose and;
 - No false or artificial entries shall be made in any books/records of the Hexagon Capability Center India Pvt. Ltd., for any reasons; nor shall an employee engage in any arrangement that results in such prohibited acts.
 - No direct/indirect payment on behalf of Hexagon Capability Center India Pvt. Ltd., shall be approved or made with the intention or understanding that a part, or all of such payment, is to be used for any purpose other than that described by the document supporting the payment. Any employee having information or knowledge of any unrecorded fund/asset or any prohibited act shall promptly report such matters to the CEC.
 - Any payment of a questionable nature should be referred to the Finance & Accounts Department or to the CEC.

All managers shall be responsible for enforcing and complying with this policy. This responsibility includes informing all employees under their supervision of the policy to ensure complete knowledge and compliance within HCCI.

3.7 Outside Employment

Full-Time Employees shall not take up any outside employment, assignment, job work, occupation, vocation in whatsoever manner with any other company, agency, firm, institution or individual without prior written permission from the Company. If they do so, the employee is liable to attract the termination clause.

3.8 Solicitations and Distribution

Solicitations of contributions, subscriptions, or memberships and distribution of literature in work areas during paid work time will not be permitted without the approval of the CEC.

4. Employee Discipline

Hexagon Capability Center India Pvt. Ltd. Shall take disciplinary action including termination of services for any employee who violates any of Hexagon's rules/regulations or standards of employee conduct/behaviour.

4.1 Administration

It is the responsibility of every employee to bring to the notice of Human Resources Department any disciplinary issue. The immediate manager shall have the primary and direct responsibility of administering this policy for his/her group members and the Human Resources Department shall have the responsibility of overseeing the administration of the general employee discipline issues. Additionally, Human Resources Department shall have the overall and general responsibility for maintaining discipline in the office.

4.2 Activities Subject to Disciplinary Action

Disciplinary action including termination of services may be taken for misconduct, including, but not limited to the following violations:

- ❖ Habitual breach of any terms and conditions and policies applicable to the Company.
- ❖ Habitual negligence or neglect of work or causing willful damage to or loss of the Company's property, equipment or software.
- ❖ Continued absence from work without prior permission or intimation for more than three (3) days without sufficient grounds or explanation. If the employee continues to be absent with no information for seven consecutive (7) days, the employee shall be terminated from the services company.
- ❖ Sexual or Racial harassment
- ❖ Smoking within the premises of the Company
- ❖ Solicitation or distribution of literature in work areas during paid work time without written approval from the CEC.
- ❖ Theft, cheating, fraud, dishonesty or misbehaviour
- ❖ Breach of security in any manner to the property of the Company
- ❖ Reproduction or distribution of the Company documents including this Policy, for any use & reference outside the organization, without the explicit approval or functional requirement
- ❖ Misuse of the Company's computer equipment, software and facilities

- ❖ The following circumstances will be construed as misuse of the Company's computer equipment, software, and network:
 - The use of computer equipment or software for writing programs or developing software for personal use or for organizations/persons not connected with the Company or company's work.
 - If an employee allows or gives access to the computer equipment or software to be used by other persons not related to the Company or company's business.
 - If an employee transfers the company's software/programs or gives details of the company's projects to persons not related to the Company.
 - If an employee uses the computer network and data communication facilities for other than the work of the Company, or visits or accesses unauthorized sites using the network.
 - If an employee brings in unauthorized software from outside in any form and uses/loads on the Company's computer equipment.
 - Any work by an employee against the interests of the Company and any employment contract in which an employee is employed/takes up work full-time or part-time, in addition to his/her employment in this Company, which adversely affects the interests of the Company.
 - Any breach of undertaking given by the employee in protecting the Intellectual Property Rights of the Company.
 - Any other act or omissions, which the Company considers as, misconduct.

Note: The above instances of misconduct are illustrative in nature and not exhaustive.

4.3 Employee Disciplinary Procedures

4.3.1 First level- Verbal Reproval

- ❖ Whenever an employee commits a violation, which warrants disciplinary action, the immediate manager will schedule a verbal reproof meeting with the employee.
- ❖ The employee will be advised of the violation in private, with a clear outline of violation
- ❖ The employee and manager should agree on a plan of action, which includes suggestions as to what the employee must do to correct the problem.
- ❖ Action plan agreed in the Employee reproof meeting should be documented by the manager for later reference and records. It needs to be shared with HRBP and skip level manager.

4.3.2 Repeat Violation- Disciplinary Notice

- ❖ If employee repeats violation or does not follow agreed action plan from verbal reproof meeting , then a Disciplinary Notice will be issued to the concerned employee.
- ❖ Reporting Manager is to inform HRBP and the Function head.
- ❖ After consultation with HRBP and Function Head, the manager must schedule a meeting with the employee and HRBP to discuss the Disciplinary Notice.
- ❖ HRBP will email a copy of the disciplinary notice to the concerned employee for acknowledgment.

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If the employee disagrees with the disciplinary notice, employee may choose to use Employee Grievances Procedure channel.

4.3.3 Repeat Violations- Dismissal

If the employee continues to violate company standards/policies even after verbal reproof and disciplinary notice, then reporting manager or HRBP may recommend the employee's Dismissal.

When recommending dismissal, manager and HRBP must jointly investigate a violation and document all related facts and reproof steps followed.

If a management investigation reveals that an employee has blatantly disregarded the principles of morality, propriety, or safety, then he/she is subject to Immediate Dismissal without access to the Employee Grievance Procedures.

Immediate Dismissal may occur without prior disciplinary action for a violation including but not limited to, the following:

- ❖ Falsification of company documents/records
- ❖ Circumventing security provisions on any of the Company's computer systems Experimentation with network viruses and other remote methods of altering or destroying system files
- ❖ Fraudulent activities
- ❖ Theft of private/company property Intentional destruction of company property Insubordinate conduct or refusal to obey a supervisor's/manager's order
- ❖ Conviction of a felony or a misdemeanor involving moral turpitude
- ❖ Taking of gifts, fees, money, or other items in exchange for personal favors in relation to the company's activities
- ❖ Intentional violation of a lawful/official regulation or order
- ❖ Unauthorized possession of firearms or dangerous weapons on the Company property
- ❖ Dispensing or being under the influence of alcohol while at work;
- ❖ Dispensing, manufacturing, distributing, possessing, or having identifiable levels of illegal or unauthorized drugs, narcotics, or other similarly prohibited substances (regardless of when or where these substances entered one's system) without medical authorization at work;
- ❖ Making false claims for leave
- ❖ Engagement in employment during non-working hours that is incompatible with or in conflict with the responsibilities of Hexagon Capability Center India Pvt. Ltd. employee
- ❖ Background check failure

5. Policy Administration & Exceptions

Human Resources Department shall be responsible for administering this policy.

6. Revision History

Rev.	Rev. Date	Reason for Revision	Revised By	Approved By
1.0	12-Jul-2023	Addition of BGV failure clause, defining the disciplinary process, replacing secrecy policy with acceptable use policy, updating policy to new template	Anant Gupta	Nousheen Khan

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