



TechAbbot

Explore Limitless Possibilities

TechAbbot Technology Services Pvt. Ltd.

Company Processes & Policies

Employee Handbook

Policy Effective Date: 01-01-2024

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Revision History

Ver No.	Change Description	Prepared By	Reviewed By	Approved By	Date
V1	Initial Draft	Gaurang Dave	Gaurang Dave	Gaurang Dave	12-12-2023
V2	Changes in Referral Bonus, Food & Drink and WFH sections	Gaurang Dave	Rushit Joshi	Gaurang Dave	12-09-2025

Introduction

Purpose of the handbook

This TechAbbot Technology Services Pvt. Ltd. Employee Handbook establishes policies, procedures, benefits, and working conditions that will be followed by all employees as a condition of their employment with TechAbbot Technology Services Pvt. Ltd.. The Standards of Conduct describe the expected actions and behaviors of employees while conducting Company business.

This Employee Handbook is not a contract of employment nor is it intended to create contractual obligations for the Company of any kind. The handbook does not attempt to supersede or override any of the published or updated or concurrent policies or procedures of TechAbbot Technology Services Pvt. Ltd.. It is meant to be a ready reckoner of all applicable employment related policies and procedures for the benefit of the employees. For all practical purposes, the policies available with HR or the respective owners of the Company policies will reign over anything published in this handbook.

The Company will make every effort to notify employees when an official change in policy or procedure has been made.

The policies and procedures outlined in this handbook will be applied at the discretion of TechAbbot Technology Services Pvt. Ltd.. TechAbbot Technology Services Pvt. Ltd. reserves the right to deviate from the policies, procedures, benefits and working conditions described in this handbook. Furthermore, the Company reserves the right to withdraw or change the policies, procedures, benefits, and working conditions described in this handbook at any time, for any reason and without prior notice.

No provision in this employee handbook and expected Standards of Conduct can be waived without written permission from the Company's CEO, or designee. Such a waiver, if granted, applies only to the employee for whom the waiver was granted at the time of the waiver.

TechAbbot Technology Services Pvt. Ltd. strives to provide an employee-friendly environment in which goal-oriented individuals thrive as they achieve ever more demanding business challenges. Your Company's commitment to serve its customers and to provide quality products at competitive prices is unwavering. These policies, procedures and working conditions provide a work environment in which both customer interests and employee-interests are protected.

TechAbbot Technology Services Pvt. Ltd. values the talents and abilities of our employees and seeks to foster an open, cooperative, and dynamic environment in which employees and the Company alike can thrive.

Please review the policies, procedures, working conditions and benefits described in this handbook. You will be asked to affirm that you have read, understand, agree to abide by and acknowledge your receipt of this employee handbook and Standards of Conduct.

Welcome message from the Management

On behalf of the Management and your colleagues, I welcome you to TechAbbot Technology Services Pvt. Ltd. and wish you every success here.

We believe that each employee contributes directly to TechAbbot Technology Services Pvt. Ltd.'s growth and success and we hope you will take pride in being a member of our team.

This handbook was developed to elaborate information on some of the expectations of employees and outline the policies, programs and some benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible for it will answer many questions about employment with TechAbbot Technology Services Pvt. Ltd.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, extending a warm welcome!

Company History

Mr. Rushit Joshi & Mr. Gaurang Dave - Two young & passionate entrepreneurs founded TechAbbot on 5th November, 2019 with the vision to develop Futuristic Digital Solutions. TechAbbot has its Headquarter in Ahmedabad. Now, TechAbbot is a team of 25+ skilled professional.

Company Mission

Our MISSION is to add Value to your business by utilizing our industry's best-skilled resources, innovative solutions & best quality. We believe in continuous improvements and adaptation of the latest technologies and execution processes.

Company Vision

Our VISION is to be a Global IT Solutions & Services provider by implementing Ethical Business Processes with the final goal of sharing happiness with our clients, employees & all the people who joined us.

Company Values

TechAbbot Technology Services Pvt. Ltd. functions on the basis of the following values:

Respect for every individual employee for their views and opinions associated with TechAbbot Technology Services Pvt. Ltd.

- Strive to be a market leader with timely and qualitative service.
- Encouraging employees to work with passion, integrity & honesty.
- Excelling in whatever we do.
- "Delightful Delivery" is the motto of our Company.
- Maintaining strong Customer relationship.
- Go the extra mile.
- Take Ownership & be accountable
- Do not think out of the box. Think in a way that there is no box.
- Never settle. Keep going after achieving 1st goal.
- Collaborate Individually & do it together.

Company commitment to employees

This chapter addresses the company's commitment to providing a safe, high-quality work environment for its employees including management, staff and contract labor. TechAbbot Technology Services Pvt. Ltd. commits to the following:

- Payment of fair wages compared to the market average and provide basic benefits
- Provision for enhancement and training for the workforce, including sub-contracted labor.
- Provision of training and skill development to help them perform better and attain career progressions.
- Observe best labor practices such as opposing child and forced labor - including from sub-contracts and outsourcing agencies, equal opportunity for all sections of society, opportunity for differently abled, etc.
- Respect employees' right of association and collective negotiation if they so choose.
- Ensuring work / life balance and provide flexible / part time / work from home or any locations as deemed necessary and other working opportunities

Business ethics and code of conduct

1. Honesty

Employees, including Executives, should be truthful to the people involved. They should not intentionally mislead or deceive others by distorting information, exaggerating or giving partial truth. Nor should they discriminate against people by doing or abstaining from doing something required to be done.

2. Integrity

Employees, including all Executives, should exhibit their personal integrity and courage to uphold their convictions by doing things they perceive as right, despite any pressures favoring the contrary. They should be respectable, impartial, and committed to their principles. They should fight for their beliefs and never compromise their principles for any objective that would turn them into deceivers or immoral persons.

3. Trust worthiness

Employees, including all Executives, should disclose and provide related information, as well as correct any misunderstanding of facts. They should try in every proper way to fulfil their promises. They should not abuse technical or legal interpretations as an excuse not to cooperate or comply with contractual obligations.

4. Loyalty

Employees, including all Executives, should exhibit their loyalty to the company by dedicating themselves to their respective duties and to its people by providing support and assistance whenever required. They should not use or disclose confidential information for personal advantage. On the contrary, they should maintain the ability to make decisions independently as professionals, avoiding inappropriate conduct and conflict of interest, as well as being faithful to the company and their colleagues. If the executives intend to leave and work somewhere else, they should notify appropriately in advance and treat the company information as important and confidential. They should not exploit their former positions for their own benefit.

5. Fairness

Employees, including all Executives, should be fair and just towards all people. They should not use their power deliberately, neither should they resort to cheating or inappropriate tactics to obtain or maintain benefits or advantages from misled or distressed people. Fair-minded leaders should

support the agreements set for consideration and treat everyone equally, be open to disagreeable opinions, willing to admit the mistakes they make, and ready to shift positions and beliefs to appropriate and correct ones, if the situation demands.

6. Concern for others

Employees, including all Executives, should be considerate, sympathetic, kind, and well intentioned to others. As the golden rule says, “Treat others the way you want to be treated”, executives should provide the help that people need. They should also pursue proper means to achieving business objectives in a way that the business objectives are aligned with the objectives and interests of people.

7. Respect for others

Employees, including all Executives, should mutually respect each other’s honor, freedom, privacy, legal and human rights, as well as the interests of stakeholders. In making their decisions, executives should be gentle and treat everyone as equal without discrimination by gender, class, skin tone, religion, caste, demographic or race.

8. Commitment to Excellence

Employees, including all Executives, should excel in their performance, i.e., should be equipped with knowledge, be prepared, and should work hard to enhance knowledge and skills to cope with every issue under one’s responsibilities.

9. Leadership

All executives should be aware of their own responsibilities and leadership requirements and should seek and comply with code of conduct models that would benefit themselves and the organization when put to work. They should also attempt to create an environment in which principles and ethical decision-making are given utmost importance.

10.Reputation and Morale

Employees, including all Executives, should create and defend company’s reputation, as well as employees’ morale, by singly and collectively avoiding any action that would hurt the inter-relation between the company and employees. On the other hand, all employees must singly and collectively do everything necessary to correct and prevent any wrongdoing committed by others.

11.Accountability

Employees, including all Executives should create and defend company’s reputation, as well as employees’ morale, by singly and collectively avoiding any action that would hurt the inter-relation between the company and employees. On the other hand, all employees must singly and collectively do everything necessary to correct and prevent any wrongdoing committed by others.

12.Compliance with the Law and Relevant Rules and Regulations

The Company is committed to complying with all relevant laws, rules and regulations everywhere it operates and has established the policies as follows:

- Directors, executives and staff must comply with local laws, rules, regulations as well as customs and traditions of the country in which the Company operates.
- Directors, executives and staff must comply with the Company’s rules and regulations.
- Directors, executives and staff must not assist, support or conspire to avoid any legal or regulatory compliance.
- Directors, executives and staff must cooperate with supervisory agencies as well as report information on violation of or non-compliance with existing laws or regulations to concerned

persons.

General Employment Information

Employment Eligibility

No person below the age of 18yrs is eligible for working in the company.

The minimum qualifications statement on the job announcement informs the applicant of the education, experience and other requirements for the position. Thoroughly document your education, training and experience, demonstrating that they meet the requirements as posted. Only those applicants whose applications demonstrate that they meet the minimum qualifications and other criteria in the job announcement are verified to compete in the examination process.

Application & Selection Process

TechAbbot Technology Services Pvt. Ltd. is dedicated to assisting employees and candidates to reach their professional goals. Organization continuously looks for best fit candidate for various job openings by posting job details on its website, social media pages, via associated HR agencies & recruiters, via current employee referrals, etc.

Candidate must ensure that he/she meets the job eligibility requirements, requested skills & experience.

TechAbbot Technology Services Pvt. Ltd. is following this process for selecting the best fit candidates:

- Get candidates profiles & sort them as per need
- HR calls each candidate to collect required details
- Shortlisted candidates are invited to attend a technical round of interview with one the senior
- 2nd round of technical interview / Practical Test (if required)
- Interview with Managers/Directors
- Salary Negotiation & Company Policy Education
- HR releases Offer Letter
- Candidate accepts the offer and commit a joining date

Joining Information

Every Employee at the time of joining is required to fill in the Joining Form provided from the Human Resources Department. Along with the Joining Report, the Employee is required to submit the photocopies of the following documents:

- Educational Certificates
- Appointment, Relieving and Experience Certificates of Previous employers
- Salary slips of the last 3 months
- Bank Statement of last 3 months (if required)
- PAN card
- Passport Size Photographs
- Aadhar Card
- Passport (if required)

All the above Documents will be verified with the Original Documents.

Following this, the employee will go through an Induction process wherein he/she would be introduced to the company working, policies and co-workers.

TechAbbot Technology Service Pvt. Ltd. reserves rights to ask employee to submit more documents for background checks on/after joining the company. Employee who fails to provide any of the above-mentioned documents may face consequences during the hiring and joining process.

Appointment and Probationary Process

Every appointment will need to follow this process on the day of joining

- To be available on Company Office on given date and time
- Provide above-mentioned documents to HR for verification
- Submit photo copy of each of above-mentioned documents
- Fill Joining Form
- Sign and Accept Employment Agreement
- Get signed Employee's copy of Employment Agreement

Every appointment would fall under one of the following categories

- **New Hire:** When you initially accept an appointment, you are considered a new hire. As a new hire, you will be required to serve a probationary period of 6 months.
- **Rehiring:** When an ex-employee of the Company is rehired into the organization.
- **Promotions:** Promotion is advancement to a vacant position in a class that has a higher grade than the class previously held. If you fail to attain permanent status in a position to which you were promoted, you shall be restored to your former position.
- **Demotions:** An employee may be demoted to a position in a class with a lower grade level if the employee performs poorly and if the appointing authority approves.
- **Trainee/Intern:** An employee who is recruited for a period of 6 months from colleges, training institutes or independently.

As a new hire, your status of appointment is “probationary.” After you have successfully completed a full probationary period, you are considered a “permanent” employee. Probationary period is 6 months for a new hire. Your supervisor will evaluate your performance at the end of the second and fifth months.

In case the supervisor or the authorized personnel feels the need, the probation period can be extended.

Employment Commitment Period

Every employee who accepts and signs Employment Agreement first time will fall under 2 years Employment Commitment Period and must follow all the Terms and Conditions mentioned in Agreement.

Technical Designation Hierarchy

- CXO / Directors / Owners
- HOD / Presidents
- Vice Presidents
- Senior Project Managers
- Project Managers
- Associate Project Managers
- Senior Team Leads
- Team Leads
- Senior Software Developers
- Software Developers
- Junior Software Developers
- Trainee / Intern

Open Door Policy

TechAbbot Technology Services Pvt. Ltd. has adopted an Open Door Policy for all employees. This means, literally, that every manager's door is open to every employee. The purpose of our Open Door Policy is to encourage open communication, feedback, and discussion about any matter of importance to an employee. Our Open Door Policy means that employees are free to talk with any manager at any time.

If any area of your work is causing you concern, you have the responsibility to address your concern with a manager. Whether you have a problem, a complaint, a suggestion, or an observation, your company managers want to hear from you. By listening to you, the company is able to improve, to address complaints, and to foster employee understanding of the rationale for practices, processes, and decisions.

Most problems can and should be solved in discussion with your immediate supervisor; this is encouraged as your first effort to solve a problem. But an Open Door Policy means that you may also discuss your issues and concerns with the next level of management and/or Human Resources staff members. No matter how you approach your problem, complaint, or suggestion, you will find managers at all levels of the organization willing to listen and to help bring about a solution or a clarification.

Referral Policy

TechAbbot Technology Services Pvt. Ltd. follows the referral policy wherein an existing employee can refer a candidate for the vacant post. On 3 months continued tenure of the referred candidate, the employee who referred the candidate receives the following benefits:

Position	Referral Bonus
0 to 2 years' experience	INR 10000
2+ to 5 years' experience	INR 15000
5+ years' experience	INR 20000

Note: Referral bonuses are not applicable for candidates hired as interns.

Attendance At Work

Working Hours

- The office will remain open from 9:30 AM to 9:00 PM from Monday to Friday.
- Normal Office hours are 9:30 AM to 7:00 PM including all kind of breaks.
- As a part of flexible working hours culture, every employee must complete 8.5 productive floor hours per day / 42.5 productive floor hours per week.
- Certain employees may be assigned to different work schedules and/or shifts outside of normal office hours based on their client's time zone, team members' schedule or mutual decision within team.
- If an employee must be outside of the office for non-business-related reasons during their normal work schedule, they should inform their manager.
- To maintain decorum in the office the organization requests every employee to be on time. Regular Late arrival and/or Early Leaves will be seriously viewed and disciplinary action may be taken.
- We advise to fix a time shift with your team so everyone can be available at the same time.
- Taking any disadvantage of Flexible working hours are not allowed.

Time Tracking

- All employees must punch in/out to the biometric device located at the main door for each and every entry and exit.
- Minimum 4.5 productive floor hours without break will be required for half day, less than 4.5 hours will be considered as an absence.

Early Leaving

- In view of 5 days working, early leaving on Friday is not permissible. However, in special circumstances, employee is allowed to leave early on Friday with prior approval from Manager & HR.
- Maximum 2 Early Leaving are allowed in a month. Minimum 6.5 productive floor hours are required for early leaving. You must inform in advance for early leaving. Lost/Short hours must be completed within the same month.

Break Hours

- In view of 8.5 productive hours per day, all employees are allowed to take one or multiple breaks not exceeding 1 hour per day.
- You can adjust your break time without affecting your work as per your need. You must inform your manager in prior.
- All employees are required to strictly follow the lunch time break and not engage in taking frequent breaks during working hours as it affects the overall working culture of the company.

Personal Emergency Time

- Emergency personal time is made available to employees for such unscheduled events as personal illness, immediate family member illness, and doctor appointments.
- Employees who are using emergency personal time must call and talk with their manager ASAP, but no later than sixty minutes after the start of their shift. If the supervisor is unavailable, employees may leave a message for the supervisor with a phone number where they can be reached.

In-case of any attendance or leave issues, emergency early leaving, short hours, Comp Off adjustment, Extra/Over Time, Working From Home etc., there has to be a mandate email notification about the same and keep your leaders and managers in loop.

Work From Home (WFH) Policy

At TechAbbot Technology Services Pvt. Ltd., we believe that working from the office provides the best environment for collaboration, productivity, and team culture. While Work From Home (WFH) arrangements were necessary during the pandemic, they are not encouraged as a regular practice in the current business environment.

WFH may be permitted under exceptional circumstances, subject to the following rules:

- **Eligibility**
 - WFH is allowed only for employees who can take full accountability for their deliverables.
 - Employees must have the required infrastructure (company-provided laptop and reliable high-speed internet).
- **Approval Process**
 - Employees must provide a valid reason for requesting WFH.
 - All WFH requests must be pre-approved by the immediate manager.
 - Sudden or same-day requests for WFH will generally not be entertained, except in emergency situations.
- **Accountability During WFH**
 - Employees are expected to maintain regular communication with their team and manager.
 - All office policies regarding working hours, time tracking, and availability apply equally while working from home.
 - Any misuse of WFH privileges may result in withdrawal of WFH approval and/or disciplinary action.

Workplace Professionalism & Company Representation

Work Dress Code

The Company's objective, in establishing a dress code, is to enable employees to project a professional, business-like image while experiencing the advantage of more casual and relaxed clothing. Your dressing must be semi-formal or casual. Clothing should be conservative and nice.

Workplace Environment Policy

To enhance physical workplace quality, TechAbbot Technology Services Pvt. Ltd. has implemented following

- Employee must be on time every day. Try to follow fix time pattern.
- Stay Away From unnecessary gossip. Do not disturb others.
- Respects the differences - opinions, cultures, persons, religions.
- Keep your mobile on vibration/silent mode.
- Chewing Tobacco, Smoking & any kind of nuisance are not allowed in/near office premises.
- Consuming or/and promoting Alcohol & Drugs are strictly prohibited in/near office remises.
- Keep your workplace, desks, and surrounding environment neat and clean.
- Avoid garbage, loose, unnecessary stationary and any other item to ensure cleanliness.
- Throw empty wrappers & cups into dust bin after consuming tea and snacks at their

desk/lunch room.

- Maintaining cleanliness and hygiene at work place is now of paramount importance.
- Ensure that visitor coming to meet you for personal purpose should be outside of the office premises.
- No one is allowed to park vehicle where it can be hurdle to others.
- Company will not be responsible for any theft or loss of vehicle.

Food & Drink

- **Tea and Coffee:** Served twice a day at your desk.
- **Overtime Dinner:** Employees working late may claim reimbursement of up to INR 150 per person.
- **Food Consumption:**
 - Snacks or food items must not be consumed at workstations, especially in development areas.
 - Employees should use the lunch area for eating.
- **Refrigerator Use:**
 - Storing food overnight in the company refrigerator or other storages is not advised, as all electrical devices are turned off after office hours.
 - Spoiled food increases cleaning overhead and creates hygiene concerns.
- **Responsibility:**
 - Employees are fully responsible for the food items they bring and store within the office premises.

Prohibitions and penalties

The following activities are prohibited at the workplace. Failure to comply with the company policies and rules is liable to be penalized. The penalties depend on the degree of the misconduct. Continuing acts of misconduct can even lead to employment termination.

- Excessive tardiness
- Failure to notify of an absence
- Rude or abusive language in the workplace
- Failure to follow Departmental Rules or Policies
- Dishonesty
- Theft
- Employees are prohibited from receiving or giving any gifts or other gratuities from any client, business partner, associates or trading partners.
- Employee must inform management if they are being offering any kind of gifts by client, business partner, associates or trading partners.
- Any kind of harassment to other employee (especially female) at/in/near workplace will result into direct termination of employment.
- Any kind intentional damage to company's asset will result into disciplinary action or salary deduction or termination of employment.

All employees are true representatives of the company so we expect that all represent company with right behavior, right opinions, right physical & mental appearance.

Employee Leave Policies

Public Holidays

TechAbbot Technology Services Pvt. Ltd. believes in maintaining a good work life balance for all its employees and associates. Company also believes that Festivals and National Holidays are the days when we can take actual proud of being Indian and can celebrate our culture & heritage.

Company will try to set 10 National Holiday during a Calendar year. National Holidays are divided into 8 + 2 = 8 Holidays are fixed and 2 are floating. We will try to replace public holidays if more holidays appear on Weekend.

Paid Leaves

The employees of TechAbbot Technology Services Pvt. Ltd. are entitled to Paid Leave of 18 days per annum. This leave will be added to your bucket on prorata basis as follows:

- 5 leaves in Q1 (January to March)
- 4 leaves in Q2 (April to June)
- 4 leaves in Q3 (July to September)
- 5 leaves in Q4 (October to December)

Employees who are under probation period are entitled to Paid Leave of 5 days.

No Paid leaves will be carried forward to the next Calendar year. Maximum of 8 leaves will be encashed at the end of the current Calendar year. Leave encashment will be calculated based on average Basic Salary during the current year. Remaining leaves will be lapsed at the end of the current Calendar year.

It is advisable to the employees to avail at least 10 Paid leave during the Calendar year to enjoy their personal time with family, attend the emergencies and/or for any personal reasons.

Leave Application Policies

TechAbbot Technology Services Pvt. Ltd. follow a strict leave application procedure. Every employee who wishes to apply for leave is required to follow the following policies:

- All leaves must be applied through internal HRMS and must be approved in advance by managers
- At least one-week prior application is required for any planned leaves ≥ 2 days
- 15 days to 1-month prior application is required for vacation or long leaves
- For Sick or emergency leaves, at least inform your manager through a call or drop message
- A medical certificate is mandatory for more than 2 consistent sick leaves
- Continuous unnoticed absence for more than 3 days will be considered as a temporary Employment Suspension.

Compensatory Off

TechAbbot Technology Services Pvt. Ltd. always rewards the employees who go for an extra mile for company. All the employees who work extra on holiday or any non- working day are eligible for Compensatory Off.

A half day leave will be entitled if employee worked for minimum 4.5 hours & a full day will be entitled if employee worked for minimum 6 hours during the day. Compensatory leave is required to be availed within 90 days. After that, it will be lapsed.

Payroll Information & Policies

- Your total salary package is based on CTC -Cost to Company which means it includes all earning and deductions elements such as gross salary, allowances, expenses, variable pay incentives, bonuses & any other benefits.
- The salary of every employee will be credited on the 10th day of each month in salary account.
- All type of legal Taxes and other mandatory deductions will be deducted.
- All employees who fall under the Income Tax should submit their Investment Plans by 31st May of every financial year.
- All the Investment Plan proofs need to be submitted by the by 15th January of every financial year.
- Appraisal will be done once a year.
- Company reserves rights to declare any bonus during the year.
- Employees who are under probation and notice period will not be eligible for any kind of bonus.

Variable Pay

CTC of all employees at TechAbbot Technology Services Pvt. Ltd. are divided into two parts fixed and variable salary. Either 10% or INR 8000 whichever is lower, will get deducted from employee's monthly salary. Variable Pay without any deductions will be credited to employee's bank account on every six months – current schedule is March & September in the current calendar year.

Completed Month:

If employee joins on or before 10th of any month then that month will be considered as completed month for probation completion, leave credit, referral incentive and salary calculations.

Expense Reimbursement:

TechAbbot Technology Service Pvt. Ltd. encourage employees to get reimbursed for all the expenses they do on behalf of company. All those expenses should be pre-approved either from Manager or HR. Any unauthorized expense will not be reimbursed. Expenses should be reported within 48 hours post the actual spent date. Employee must submit proof of expense such as original receipts, invoices, etc. while claiming it. Expense Reimbursement will be credited with the next salary cycle or in cash based on situation and type of expense. Employees who believe that the amount they have been reimbursed does not represent a complete reimbursement should immediately contact Manager or HR.

Employment Termination Policies

Employment Termination at TechAbbot Technology Services Pvt. Ltd. would fall under one of the following categories:

Dismissal: On account of any misconduct as specified in the employee handbook or if the employee is absconding for more than 10days, the employment would be terminated immediately without further notice.

Resignation: If the employee wishes to separate from the Company, He/she is required to put in his/her resignation in written and continue service during the notice period for the next 2 months.

Lay-Off: If the company terminates employee due low sales, financial crisis, non-performance of employee, cost reduction, company relocation or any other reasons, company will give 1-month prior notice in written to employee so he/she can plan their exit and another employment.

Separation Policies

TechAbbot Technology Services Pvt. Ltd. follow a strict leave application procedure.

- No paid leaves are allowed during notice period.
- No leave encashment once employment is terminated.
- Last month Full & Final will be done based on attended days.
- Full and Final salary settlement will be done in the next salary cycle
- Experience or relieving letter will be provided after 15 days of relieving from organization.
- Full and final settlement of Employees leaving in middle of Employment agreement period will be done strictly. No experience letter and remaining variable pay will be given.
- Company will fully coordinate with employee in smooth separation in genuine scenarios and situations raised by employee.
- Employee must return all the hardware, cables, mobile devices, pen drives, identity card, Access Cards, keys or any other company assets before leaving.
- Employee must submit all project related information, data, files, customer list, contact details, company's internal communication information, different access credentials or any other necessary information before leaving.
- Employee must hand over his roles and responsibilities to another designated employee before leaving the company.
- Employee and his/her manager must sign off an Exit Form from all the departments before employee leaves the company.

Protection of business Information

All the employees at TechAbbot Technology Service Pvt. Ltd. are responsible for protecting business information and trade secrets. All employees are prohibited from sharing any of the confidential business information with any outsider without authorization during and after their employment with the company. All employees are held responsible for protecting confidential business information of company or its subsidiaries, affiliated, associated and related individuals, companies, institutions, organizations, Clients etc.

Such confidential information includes, but is not limited to, the following examples:

- Compensation data or any other employees' information or details
- Client names or any other related details,
- Information like Projects or Mobile Applications URLs or anything similar, project cost and estimates, software licenses, COMPANY's IPRS, Trade Marks.
- Project documents, Design documents, Commercial offer and documents etc.
- Financial information,
- Marketing strategies,
- Pending projects and proposals,
- Proprietary production processes,
- Personnel records, Payroll records, and
- Conversation between any persons associated with the COMPANY/clients/customers.

Employee who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, including termination of employment and legal action, irrespective of whether they gained any material/in kind benefit or not by such disclosures.

NON-COMPETE

All the employees will not compete with TechAbbot Technology Services Pvt. Ltd., during or after the termination of this Employment directly or indirectly on his/her own account or on behalf of or in conjunction with any person, firm, company or other entity, provide or canvass or solicit or by any other means to any actual or potential customer of the TechAbbot Technology Services Pvt. Ltd. to or in respect of whom the employee:

- Provided services on behalf of the TechAbbot Technology Services Pvt. Ltd.; or
- Had material dealings in connection with his/her engagement, or
- Was introduced by any member of the TechAbbot Technology Services Pvt. Ltd. with a view to performing services in connection directly or indirectly with his/her contract.

NON-SOLICITATION

All the employee will not influence / hire / absorb any other employees of TechAbbot Technology Services Pvt. Ltd. and its stakeholders including persons identified and/or worked directly or indirectly on TechAbbot Technology Services Pvt. Ltd.'s / client / strategic partner's rolls for a specific period as per work order or during the tenure of the Employment Agreement and for minimum period of 3 years after expiration of his/her Employment.

Internet Usage Policy

Internet Usage Policy applies to all employees of TechAbbot Technology Services Pvt. Ltd. who have access to computers and the Internet to be used in the performance of their work.

Use of the Internet by employees of TechAbbot Technology Services Pvt. Ltd. is permitted and encouraged where such use supports the goals and objectives of the business. However, access to the Internet through is a privilege and all employees must adhere to the policies concerning Computer, Email and Internet usage.

Violation of these policies could result in disciplinary and/or legal action leading up to and including termination of employment. Employees may also be held personally liable for damages caused by any violations of this policy.

Computer, Mobile devices, email and internet usage

Company employees are expected to use the Internet responsibly and productively. All Internet data that is composed, transmitted and/or received by TechAbbot Technology Service Pvt. Ltd.'s computer systems is considered to belong to TechAbbot Technology Service Pvt. Ltd. and is recognized as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties.

The equipment, services and technology used to access the Internet are the property of and the company reserves the right to monitor Internet traffic and monitor and access data that is composed, sent or received through its online connections.

Emails sent via the company email system should not contain content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing language/images.

All sites and downloads may be monitored and/or blocked by if they are deemed to be harmful and/or not aligned with the business's values.

Prohibitions and penalties

- Sending or posting discriminatory, harassing, or threatening messages or images on the Internet or via email service
- Using computers to perpetrate any form of fraud, and/or software, film or music piracy
- Stealing, using, or disclosing someone else's password without authorization
- Downloading, copying or pirating software and electronic files that are copyrighted or without authorization
- Sharing confidential material, trade secrets, or proprietary information outside of the organization
- Hacking into unauthorized websites
- Sending or posting information that is defamatory to the company, its products/services, colleagues and/or customers
- Introducing malicious software onto the company network and/or jeopardizing the security of the organization's electronic communications systems
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Passing off personal views as representing those of the organization
- Connecting your personal computers/laptop/mobiles/other devices to company network and/or Wi-Fi routers without any authorization
- Using any company device to access to social media, news channels web sites, audio/video streaming and sharing sites, or any other web site which is not required for performing your duties
- Using company computer, mobile devices, any other devices, email and/or internet for any kind of personal purpose and for above mentioned activities are strictly prohibited and employee found doing so will be subject to disciplinary action, including termination of employment and legal action.

Social Media Policy

The social media policy is an important document that highlights the Do's and Don'ts for employees. This rhetoric includes all social media platforms, and related attributes like blog sites, Quora, Wiki, Discussion forums and other opinion-generating blogging, audio/video streaming sites, any web sites where user can post his opinion and networking platforms.

The use of social media and related channels depends on the nature of the requirement. Any such requirements need to be routed via manager for support and relevant access rights.

The Company is perennially on "listening mode" and does observe behavior of its employees online. This activity is to monitor any ill-doings and ensure the sanctity of the brand is maintained, and miscreants are kept away.

Prohibitions and penalties

- Upload sensitive client/Company related information on social media/information sharing sites/sites mentioned above.
- Upload objectionable content and tag Company channels within posts.
- Be involved in Character shaming, communal hatred, body shaming and/or pornographic and/or contains anti-national slogans, vile, vitriolic and/or hate speech content
- Upload any unauthorized content/opinion/comment related to company's policies, processes, work environment,

TechAbbot Technology Services Pvt. Ltd. complies to all rules laid out herein ruthlessly and any attempt by the any employee to malign the rules and regulations will be subject to strict disciplinary action, including termination of employment and legal action.

Workplace Incident Reporting Policy and Procedure

TechAbbot Technology Services Pvt. Ltd. believes in establishing healthy, happy and friendly workplace and work culture. Employees safety and well-being is our utmost concern. This policy applies on all the Employees and company expects from employee to take immediate steps to ensure safety of self, others and company's workplace.

TechAbbot Technology Services Pvt. Ltd. encourages and requests all the employees to report Incident immediately if any of above mention policies and/or procedures are breached/not followed.

Employees are required to report to their manager or HR or Management for any harassment, policy & procedure breached, asset damage, infrastructure damage, unauthorized access, unwanted visitor, work-related injury, illness or minor incident immediately or within 1 hour of the actual event/as close to the event as possible. The involved employee should complete the form giving as much detail as possible.

All the managers and/or HR and/or individual are responsible to report above mentioned incidents to Director. Keeping incident details and/or resolutions hidden will result into strict disciplinary action.