

Employee Hand Book

A GUIDE TO OPENSOURCE HR POLICY

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Welcome

We OpenSpace welcome & wish all the best in your endeavour to pursue & display your finest skills. We wish you & the organization lot of success & happiness in all the work we do as a team!

Purpose

We all are here together for a mission to success in our journey of life. To achieve highest level of success it is important that we all work with utmost ethics. This document is prepared for individuals as a guidelines towards work practices. We understand that once an individual has read this document, we agree to the best work practices.

Undertaking

We the management of OpenSpace Service Pvt Ltd. agrees to abide by all rules as drafted by the labour department & all other department related to employment. We have to our fullest knowledge have drafted this document, not hurting sentiments of any individual. In our efforts to keep improvising & give maximum comfort to our employees so that they achieve the highest goal of their career, we every year based on past experience, learning & feedback amend the document.

Appeal to Employees

We request all employees to adhere with the rules, so that as an organization we comply with government laid compliance. Thanking all of you for your support to make the organization fully compliant.

Attendance Policy

The minimum number of working hours per day is 09:30 hours hours [including breaks]. The shift for employees will be prepared in advance & shared on the communication platform of the organization. The working hours, breaks & weekly off as per state laid rules.

Guidelines to office timing

1. All employees are requested to mark /record their attendance on daily basis to be eligible for pay.
2. In a month employees are allowed to regularize their attendance maximum 5 times. If any employee fails to mark their attendance within 5 days, it would be treated as absence from work. Post the required time given for regularization.
3. Any employee going for Outdoor meetings should apply for Outdoor Request through system.

4. All employees need to work minimum 05:00 hours for a Half day working and minimum 09:30 hours for full day working including all breaks.
5. Employees are requested to self-regulate their breaks, keeping in mind that it doesn't exceed an expected length.
6. Any absenteeism from work should be informed to management or the direct supervisor.

For detailed information kindly refer the Attendance Policy doc.

Leave Policy

This policy is applicable to all employees.

Types of leave

This policy covers the following types of leave:

- Privilege Leave
- Sick Leave
- Compensatory Off
- National / Public Holiday

Sr. No	Leave Type	Yearly Quota
1	Privilege Leave	15
2	Sick Leave	3
3	Compensatory Leave	Against extra working on Weekly Off or Public Holiday. Only on discretion of Management as and when required.
4	National / Public Holiday	12

All leaves are subject to approval. For detailed information kindly refer the Leave Policy doc.

Employee Workspace

Each employee shall be provided with appropriate workspace, stationary and resources that enables them to perform his/ her duties. It is expected that the office area and workstation shall be kept in a neat and clean order.

Office Stationary

Stationary will be provided as per the requirement.

Employee needs email to Admin department if he needs any stationary.

Employee need to return all the stationary back to company at the time of leaving the firm.

Pantry usage

Appliances are available in the pantry. Please keep microwave & pantry area clean.

Please switch off all the electric appliances if not in use.

Power/ Water Saving

- Power & water are national resources. It is responsibility of each employee to save Power and Water. All lights and electrical installations will be switched off when not in use. Prior to leaving their work place, each individual should ensure that all switches are put off.
- It is expected that employees do not waste the water and whenever any leakage of water is found the same will be reported to Admin Department immediately.

Personal belongings

The Company shall not accept any liability or make any reimbursement for any lost or stolen properties. The company reserves the right to search any personal belongings of an employee at any time while on company premises.

Facilities for Employee

- All employees need to make their own food arrangements. Employees are expected to self-regulate their breaks.
- Tea and Coffee are available to employees for self-service at the pantry.
- While there are no company-placed restrictions on the use of pantry facilities, employees are expected to exercise good judgement and discretion for the same. Cost-control is the collective and individual responsibility of the entire workforce, and misuse of company facilities hurts everyone equally in the long run.

As per the Work/Project requirement, if employee is working in late night (After working hours) snacks will be provided by the company on request of employee as per the working hour policy.

Documentation

Personal Details Documents: Every employee has to submit below documents/proofs at the time of Joining.

1. Aadhar Card
2. Pan Card
3. Address Proof (Electricity Bill/Gas Bill/Telephone Bill)
4. Qualification Certificate
5. Experience Letter/Relieving Letter
6. Passport Size Photo-2
7. Salary Slip of last 3 months
8. HR Name/Contact Number/Email Id

Probation Period

Your first six months of employment with OpenSpace Services Pvt Ltd. is considered as Probation Period and during that period you will be getting to know your fellow employees, your manager and the task involved in your job position as well as becoming familiar with OpenSpace's products and services. Your manager will work closely with you to help you understand the needs and processes of your job.

Training and Personal Growth

Training shall be provided as and when required.

Referral Bonus Policy

This Employee Referral Policy applies to everyone who is working with OpenSpace and refers a candidate to our company.

For detailed information kindly refer the Referral Bonus Policy doc.

Employee Certification Policy

This Employee Certification Policy applies to everyone who is working with OpenSpace. Company will provide Certificate for their respected fields.

Events & celebrations

Yearly events and celebrations are planned throughout the year.

Awards & Appreciation

Company appreciates the efforts of each of its resources, based on collective judgement the resources shall be rewarded on time to time basis.

Appraisal

- All employees who are on rolls & completed at least 9 months in the organization will be eligible for Appraisal.
- Appraisal will be done on yearly basis [financial year].
- Appraisal is completely on the decision of management.

Warnings

While company appreciated & acknowledges individual & team efforts. It is equivalent important that employees not adhering to the set of rules as prescribed, required warning would be given & corrections actions including legal if required would be taken based on the level of non-compliance.

Business confidentiality non-disclosure

- All employees shall thrive to protect the confidential information acquired, generated, gathered or that otherwise comes into their possession during the course of service. All information should be maintained in strict confidence, except when disclosure is authorized by the Company.
- Every employee has to keep confidentiality for the company information: It includes all non-public information, Intellectual property rights such as trade secrets, business research, new products, new projects and plans, business strategies, salary and benefits data, customer, employee and supplier's lists and any unpublished financial or pricing information.
- All the employee are hereby advised to adhere to the non disclosure clause, failing which necessary legal actions would be taken on the discretion of the management.

Compliance with laws, rules and regulations

All employees of the company shall conduct work affairs with honesty and integrity and in full compliance with all applicable laws, rules and regulations and shall not commit any illegal or unethical act or instruct others to do so, for any reason.

Smoking or Consumption of Alcohol

- Smoking is strictly prohibited in office premises.
- Consumption of any alcoholic beverage or controlled substances within or outside Company premises during working hours while on Company Duty is strictly prohibited. The use, sale, possession, transfer, or purchase of illegal drugs while performing company business is also strictly prohibited.

Prevention of Sexual Harassment Policy

- Strict & legal action will be taken.
- A committee is set up to take correction decision & actions as per law

IT & Security Policy

- Employees are only authorized to utilize Company Name information resources for business purposes for which they have been authorized.
- Users must avoid accessing areas on the company networks for which they do not have a valid business need.
- Usages of Company Name information systems to store, process, download, or transmit data that can be construed as biased (politically, religiously, racially, ethnically, etc.) or supportive of harassment is strictly prohibited.

Exit Policy

Company realizes that from time-to-time, its employees would want to exit the firm in pursuit of greener pastures, or for other personal/professional reasons. We wish such employees the best for their future endeavour, and try to make their exit procedure as smooth as possible.

Resignation Policy

- Any employee intending to resign from the services of the company shall submit the letter of resignation to his immediate superior and HR manager.
- All employees have to serve notice period.
 - On Probation period **30 Days**.
 - After Confirmation **60 Days**.
 - 3 years and above **90 Days**.

- During the notice period you are not liable for any leave application. If any leave has been taken it would be considered as leave without pay. And if for any reason leaves taken during notice period those many number of days will be extended in their notice period.
- If the employee is on the probation period & he left the job then he will not get his salary & Relieving letter and Experience letter.
- If the employee is unable to provide the notice period, will not get any full & final settlement from the company. (Full month Salary, Experience & Relieving Letter. As well as the company will not be liable for any Reference or Verification check).
- Employee need to return all assets provided by the company or the client.

Company Asset

- Employee should understand that the asset issued to him/her is for official use only.
- The asset can be requisitioned from Employee at any time and without the need of assigning any reason for such an action.
- Employee have to use the asset properly and to keep his asset in a good working condition.
- Employee have to return the asset in case he/she proceed on long leave or in case of separation from the company.
- Under no circumstances the asset can be withheld by Employee pending any settlement of final dues to me.

Disciplinary Action

Failure of any company staff member to comply with the policies spelt out in this document may result in disciplinary action which depending on the circumstances of the matter may include warning, suspension, or dismissal.

NOTE: The management reserves the right in all fairness to update this document/policy time to time with a prior intimation to employees.