

Brucode Technologies Pvt. Ltd.

Company Policies
Version: 2.0

Effective from: 14th January 2016

About the company:

Brucode Technologies Pvt. Ltd. termed as “Brucode” or “company” in this document, is a limited liability & privately held company registered with registrar of companies, Chandigarh under the companies act with the office location at: F-7, First Floor, Phase-8, Industrial Area, Mohali - 160055

What we do:

The company is in the business of providing various offshore & export services related to Information Technology termed as “IT” in this document to the individuals, startups and companies around the world. These services include but are not limited to designing the web pages, programming the web applications, developing desktop applications, creating mobile applications, remote administration of databases & servers, search engine rank optimization & technology based business consulting.

Our Mission & Goal:

Our ultimate mission is to collaboratively work towards betterment of society by providing Information Technology solutions which are innovative, well thought of & can touch lives of people positively. To achieve this goal we look for recruiting the people who have this similar creative mind set, capable technical knowledge to achieve this and a passion to take this goal forward.

Taking this goal forward is not possible without 100% dedication of each individual who works with us & overcomes the challenges posed by technology, environment, government laws & their personal commitments. Together, we have achieved a tremendous success in the past years along with certain failures as well. We have quickly learnt from our mistakes and are able to repeat our success further in the years to come.

Key Contact Persons:

Although each member in the organization has equal responsibility towards their duty, but here are few contacts, you might need for their respective roles:

Name of the Person	Designation	Email Address	Role
Harpal Singh	Director	harpal@brucode.com	Head, overall
Kulwinder Singh	Director	kseahra@brucode.com	Head, Financials
Vishwas Kumar	CA	accounts@quaysys.com	Accountant & Auditor
Ramesh Semwal	Compliance ex	info@quaysys.com	PF & ESI
Nisha Kumari	HR Manager	Nisha.Kumari@brucode.com	Head, Human Resource Operations
Vikas Kumar	Operations Manager	Vikas.nayyar@quaysys.com	Head, Operations

About this document:

This document outlines the various combined policies followed by the company including but not limited to Holidays, Leaves, Data Security, and Protection of Intellectual & Physical Assets. It is a very important document to be “read & understood” by everyone who is a part of the company, so that all the rules & regulations are followed.

If you are unclear of any of the points, please ask the HR Manager or your Reporting Manager.

1. The policies laid out in this document are applicable from the date specified on the first page of this document and remains valid till further notification about the same.
2. The policies in this document are in addition to the terms & conditions specified in your offer letter or appointment & in case of any conflict these policies supersedes any similar rules or policies defined in your offer letter or appointment letter.

3. Leave categorization:

We will be observing a total of 18 paid leaves per year. The leaves will be of 4 types & categorized as follows:

i. Casual Leaves :

- a. There will a total of 5 Casual Leaves per year (from January to December).
- b. Unclaimed Casual Leaves will expire at the end of December.
- c. It is not allowed to take more than 3 continuous days of Casual Leave in one go.
- d. It is not allowed to club Casual Leave along with any other leave. For example, if you are absent for continuous 2 days, you can't claim 1st day as Casual Leave & 2nd day as Sick Leave (or any other leave).

ii. Sick Leaves :

- a. There will be a total of 5 Sick Leaves per year (from January to December).
- b. Claiming more than 2 continuous Sick Leaves will require a certificate from the doctor.
- c. Unclaimed Sick Leaves will expire at the end of December.
- d. It is not allowed to club a Sick Leave with any other leave.

iii. Earned Leaves:

- a. There will be a total of 8 Earned Leaves per year.
- b. Unclaimed Earned Leaves will be given as **bonus salary** along with salary of following month of January. For example, if you take 2 Earned Leaves in the year. The rest 6 Earned Leaves will be given to you as 6 days of bonus salary. The bonus is applicable to permanent employee only. It is not applicable to employees who are in training, contract, and probation or notice period.
- c. It is not allowed to club an Earned Leave with any other leave.

iv. Compensatory Off:

- a. A compensatory leave is the one, which can be granted to you when you worked on a holiday or just as an appreciation of the extra work done by you.
- b. Compensatory Leave is sanctioned by the Reporting Manager & the day of Compensatory Leave should be mutually decided with the Reporting Manager.
- c. A compensatory leave can be clubbed with any other leave.

4. Process to apply for a leave:

- 4.1 If you are applying the leave in advance, send an email to your Reporting Manager & HR Manager regarding the same, including the dates of your leave & the type of leave you are applying for. Your Reporting Manager needs to reply (to you & HR) his or her confirmation of approval of the leave.
- 4.2 If emergency leave to be availed on same day, try to drop an email to your Reporting Manager & HR, or if you are unable to send email, please make a call to your Reporting Manager or HR to intimate about the same. In case you are not able to reach out to any of above or in case of emergency, call office desk at 0172-4012341.
- 4.3 It is not a good practice to ask your colleague to tell your Reporting Manager or HR Manager about the leave, unless you have no other option available to reach your Reporting or HR Manager.
- 4.4 2 to 4 days of continuous leaves should be applied at least 3 days in advance. 5 to 9 day of continues leaves should be applied 15 days in advance & more than 10 days of continuous leaves should be applied at least 1 month in advance.
- 4.5 Being absent for more leaves than the allowed leaves will result in deduction of salary and being absent for more than 3 days without any intimation & valid reason might result in termination from the services.
- 4.6 For new joiners' leaves are proportionately counted based on number of months remaining in the year. Similarly, if someone leaves the company, leaves are proportionately counted based on Months served in the company & adjusted in the final account settlement.
- 4.7 Paid Leaves are applicable only to the permanent employees of the company. These are not applicable for trainees, contractors or employees in probation or notice period. Being absent while on non-permanent status will result in deduction of salary.
- 4.8 Being absent while in notice period will increase the notice period by equal number of days.
- 4.9 Being absent immediately before as well as after holidays, counts the holidays as absents. For example if you are absent (or on leave) on Friday & Monday where Saturday & Sunday is a holiday, it will be treated as 4 absents.

5. Official Holidays:

In addition to the leaves, company will observe a minimum of 8 holidays in a year (from January to December). List of these holidays is available in the company calendar, generally found in the same place as of this document.

Holidays are applicable to all the employees including trainees, contactors and non-permanent employees.

6. Appraisal & Review Process:

The first appraisal is considered after 6 months of joining date. And then sub-sequent appraisals are considered after one year of previous appraisal. The actual appraisal amount and timing will depend upon individual's capability, skills, ability to achieve the goals of assignments & company's overall performance during the tenure of appraisal. Few other things which are taken into consideration while appraisal are Feedback from your clients, Reporting Manager & HR Manager, Your behavior with your peers & your active participation in various activities in the company.

7. Protection of Intellectual Property:

Your contribution to the work in your projects (including source codes, algorithms, specifications, designs, write ups, social media posts, collected data, research material etc.), becomes the Intellectual Property of the company.

If anytime during or after your tenure with the company, it is found to be misused, shared with someone else or used for your personal interests, it will be treated as a breach of law of protection of Intellectual Property, which authorizes the company to take legal action.

8. Protection of Data and physical Assets:

As we are working in an integrated system environment, you will have access to various kinds of physical and virtual assets based on your level of access to systems & servers of the company and its clients. You should be careful to protect these assets and follow the adequate measures during your entire tenure:

- 8.1 Unauthorized use, copy or transfer of any data to your phones, emails, flash-drives, online storage or any similar storage is illegal & can result in legal action for the same.
- 8.2 Never use your personal pen-drives or personal laptop on the company network without prior approval of your manager.
- 8.3 Trying to gain access to assets which you are not authorized to, will also be considered as breach of security.
- 8.4 It is your responsibility to protect and take good care of the physical assets being assigned to you like phone, tablet, laptops, your computer system or any other hardware device assigned to you.
- 8.5 Your salary details are also confidential. Failure to maintain confidentiality will invite disciplinary action.
- 8.6 You are required to maintain utmost secrecy in respect of project documents, commercial offers, design documents, Project cost & Estimations, Technology being used, Software packages licenses, policy documents, patterns, Trademarks and profiles of clients, persons working in the company & related to company.
- 8.7 Do not share your credentials (like your system password, email passwords, skype password or credentials of any other service related to your work) with anyone, not even with your colleagues in the company without prior permission of your Reporting Manager.

9. Termination of employment:

The employment with the company is purely “at-will.” This means that you may terminate the employment relationship with the company at any time, with or without cause by either providing 45 days of prior notice to the employer or by submitting your salary equivalent to 45 days of employment. Similarly the employer can terminate the employment relationship with you by either prior notice of 45 days or giving you salary equivalent to 45 days of employment.

Termination by the employer during your probation period doesn't require notice period nor the compensation. Also termination by the employer in case of any immoral conduct (like security access, data theft, harming someone or not following the company policies) doesn't require any notice period nor the compensation to be paid by the employer.

10. Employee Referral Program:

Any existing employee can refer their capable friends or buddies to join the company. The referring employee will be given an award of Rs. 3,000 when the referred candidate gets selected & successfully completes their probation period with the company.

11. Prevention of Sexual Harassment & equal opportunity employment:

We are an equal opportunity company and is committed to creating a healthy working environment without fear of prejudice, gender bias, race, caste, religion, color, marital status, sexual orientation, age, nationality or disability. We believe that all employees have the right to be treated with dignity, so all the employees should have highest standards of ethical conduct at the workplace.

Sexual harassment includes unwelcome sexual advances (verbal, written or physical), demand or request for sexual favors, any other type of sexually-oriented conduct, verbal abuse or 'joking' that is sex-oriented, and teasing, implied or explicit promise of preferential treatment in the employment, humiliating treatment likely to affect health or safety. These acts either committed during or outside of office hours falls under the purview of this policy.

A complainant or one of his/her friend, co-worker or relative (on his/her behalf) can make in writing, a complaint to the HR, Reporting Manager or Directors of the company, within a period of 30 days from the last incident. If the complainant is not satisfied with the resolution of HR, Reporting Manager or Directors, then a 4 or 6 member committee will be formed including equal number of male/female members, one from each department of the company and complaint will be forwarded to the committee.

The committee will hold a meeting with complainant & the person against whom the complaint is made within one week of the complaint. And an opportunity will be given to both the parties to give an explanation, where after an “enquiry” shall be conducted and concluded. If the complaint is found to be true then appropriate action will be taken against the person against whom the complaint is filed. If the complaint is found to be false, then action will be taken against the complainant.

12. Full Time Work Employment:

All the employees in the company (except trainees & contractual employees) are required to work full time for the company itself. They are not allowed to work for any other individual, company or organization either full time or part time, unless otherwise with the written permission of their Reporting Manager.

13. Disbursement of Salary:

The monthly salary of all permanent employees is credited on or before 7th day of the following month. In case it falls on a holiday, it should be credited on the next working day.

14. Further updates to company policies:

The company reserves the right to add, remove or update any or all of the policies listed in this document at any time without giving a prior notification whenever required, to the best interests of the company. Although we will notify such an action to every concerned person, as soon as it is possible.

15. Collaborative Corporate Responsibility:

In addition to following the policies, if you observe anyone not adhering to the policies or notice any suspicious activity by anyone, you should report it immediately to your Reporting or HR Manager.

16. A word from the Management

All these policies & rules are required to be in place by the law. These are more like common guidelines that should be followed in the best interests of the company. But we do understand that it is not possible to list & contain all of the practical scenarios, personal situations and individual concerns in this document.

Our biggest assets are the employees working with us and our top priority is their & their families' well-being. We are committed that we will do our best to protect, help & guide them to the best of our intensions.

17. Your feedback & suggestions:

If you think or believe that we are following some wrong practice or we could improve ourselves in any way please feel free to write to your HR, Reporting Manager or email at hr@brucode.com

18. Anonymous feedback:

In case, you would like to keep your feedback, suggestion or complaint as anonymous, you can write it on paper and drop the paper in the feedback box kept near the entrance door of the company.