

**Confidential**



# **Capria Ventures**

## **Global Employee & Consultant Handbook**

**Updated:** August 2023

## INTRODUCTION

This handbook is designed to inform you of the basic policies and procedures for Capria Ventures<sup>1</sup> (“Capria”). Unless specified otherwise, these policies and procedures apply to all full- and part-time employees, contractors/consultants, fellows, and interns (“Team Members”).

These policies are designed to provide consistent and fair treatment of all Team Members and to establish the principles and standards of ethics and how we conduct our business. This handbook forms part of your Contract (including employment agreements, contractor/consultant agreements, and fellowship/internship agreements) with Capria; and from time to time, as necessary, Capria may modify these policies. All employment at Capria is in accordance with the terms agreed with you at the time of joining Capria.

If you have any questions, suggestions for improvement, or would like more information on Capria policies and procedures, please contact one of the Managing Partners.

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<sup>1</sup> Includes Capria Ventures LLC (USA), Unitus Ventures Advisors LLP (India) which will soon be renamed, and any other affiliates or employment partnership entities.

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## MISSION AND VALUES

If you have not already done so during your onboarding process, please read the [Capria Ventures Vision, Mission, Values & Operating Principles](#) document. The topics addressed there are good ones to discuss with your manager over one of your first 1-on-1s, or in your first 3-month check-in.

## EQUAL OPPORTUNITY EMPLOYER

Capria is an equal opportunity employer that provides equal opportunity in any term, condition, or privilege of employment to all employees, potential employees, and Team Members on the basis of their abilities and merits. Applicants to Capria will not be discriminated against with regard to race, color, caste, marital status, religion, gender, sexual orientation, national origin, ancestry, age, or disability.

## EMPLOYMENT CONTRACT TYPES

Team Members engaging with Capria fall under 4 types of engagement with one of the Capria companies:

- **Employee** - is engaged with Capria through a traditional employment agreement with Capria
- **Consultant** - provides services and engages with Capria through a generally long-term contractual agreement with Capria, **not** classified as an employee (from a tax and employment law perspective)
- **Service Provider** - provides services and engages with Capria through a part-time contractual agreement for a limited scope of services. They may be employed directly as a contractor, or under another firm or organization. Only the following policies need to be reviewed and understood by service providers:
  - Facilities & Hybrid Work Policy
  - Communications & Property
  - Safety & Security
  - Business Expense Reimbursement
  - Other Policies
- **Intern & Fellow** - engaged with Capria full-time or part-time as part of educational and professional development experience, **not** classified as an employee or a consultant. Only the following policies should be reviewed and understood by interns & fellows:
  - Facilities & Hybrid Work Policy
  - Communications & Property
  - Safety & Security
  - Business Expense Reimbursement
  - Other Policies

This handbook is written for employees and consultants (“Team Members”). If the terms or policies outlined in the Team Member’s individual engagement agreement conflict with terms in this handbook, the agreement will prevail. Interns, Fellows, and Service Providers should refer to their individual engagement agreement with Capria for applicable policies and terms, some of which may be contained in or referenced from this document. Much of the information in this document is specific to long-term employment & consultant relationships.

## HR SYSTEMS

Keeping HR records up-to-date is important. It is your obligation to notify Capria immediately of any changes that may affect the eligibility for benefits coverage, such as marital status or dependents, as well as any changes in name, address, or telephone number.

## Paid Time Off (PTO) Tracking

Capria uses Trinet (previously called Zenefits) as our HR system to record PTO and sick leave. All Team Members are expected to record PTO and sick days in [Trinet](#).

### Procedure for Use of Leave (including PTO and Sick Leave)

1. Submit a leave request using [our Trinet system](#). Managers are sent requests for approval. You may also review your time off balances in the Trinet system.
2. Team Members must also update the shared Capria PTO calendar as soon as approved by your manager so that your colleagues can know when you'll be out.
3. For leaves of more than 1 business day, please set an "out of office" responder on email and set your away status on Slack.

See [Leave Section](#) for HR policies for PTO. Please contact your manager if you have any questions regarding your actual utilization of PTO and other paid and unpaid time off and contact Operations Team for instructions on how to use the online system.

## Payroll & Taxes

Our procedures for collecting and sharing payroll information varies by country.

### India Team Members

Capria uses [Resolve](#) for access to salary slips, tax proofs, tax worksheets, etc. If you are based in India and don't have access to this platform, please email Ajay with cc to Adarsha and they will grant access and provide details.

### USA Team Members

USA Team Members will also use [Trinet](#) for payroll purposes, including:

- Sharing your personal contact & bank account info for tax and payroll
- Selecting your insurance plan and other benefits
- Sharing tax forms (W-9s and W-2s)

Please review the Trinet how-to here for details: <http://capria.vc/zenefits>

### Non-India/USA Team Members

The finance team will work directly with those based outside of India and USA to collect personal contact and bank account info for tax and payroll and set up payroll. Please reach out to the Head of Finance with any questions.

# COMPENSATION & PERFORMANCE MANAGEMENT

## Career Building and Compensation Philosophy

Capria desires to maintain a competitive, performance-driven compensation structure. And while we are a startup, we do recognize the importance of Team Members having the framework and support for building their individual skills and managing their careers. Please read [Building Your Career at Capria](#).

From time to time, Capria intends to review our compensation levels against available data from other relevant organizations. Please note that compensation information is deemed confidential between Capria and each Team Member, all of whom have specific circumstances of employment and compensation. Discussing compensation among Team Members is not permitted. Please read [Capria Performance Review & Bonus Explainer](#) for details on how we currently manage compensation.

## Pay Periods

Team Members are paid once monthly, on the last day of the month, as a direct deposit into their bank account. To ensure Team Members receive their salary by the last day of the month, Capria targets to process payroll, when possible, by the 25<sup>th</sup> of every month. If the 25<sup>th</sup> day of the month happens to fall on a holiday or weekend, an effort will be made to process payroll on the previous banking day.

## Final Pay

Team Members who leave Capria for any reason will receive all salary and other payments that are due to them at the time of their separation from Capria. Team Members will be paid for any unused PTO time provided that the Team Member has been diligent in maintaining records of their PTO and sick leave and the Team Member is considered a “[good leaver](#)” as determined by their manager.

## Management via 1-on-1s

There is too much to write on this topic, but there are two things we do a little differently at Capria that should be called out. Please also read [Managing @ Capria](#) - which is intended both for managers and contributors:

1. **Limited hierarchy with an open door policy.** We maintain a relatively flat organization that avoids creating a hierarchy or being hindered by the same. That means that Managing Partners will work with interns, VPs and Associates will work with CEOs of our portfolio companies and partners, and all points in between. To make this work, we have to be open and transparent at all times, with good

communication to keep responsible managers in the loop. We want more junior members of the team to feel free to communicate with more senior members, and vice versa, about any topic. That said, people are busy and have priorities. So work with your manager to accomplish things before heading in the metaphorical door of a Managing Partner.

2. **Regular 1-on-1s.** We believe it's vital for managers to have regular 1-on-1s with their Team Members. The 1-on-1s should have an agenda defined by the Team Member, which can be added to by the manager. This ensures that topics that matter to an individual contributor get airtime, and don't get pushed aside due to the demands of addressing day-to-day business concerns. We recommend a 1-hour 1-on-1 every 1-2 weeks, and at least once a month for more senior Team Members.

## Performance Management & Evaluation

Capria has a Performance Evaluation process designed to help each Team Member succeed and the organization to meet its goals.

### Full-Time Team Members

Semi-annually, each Team Member will write a self-evaluation that assesses their accomplishments and performance. Twice a year, the manager and/or Team Member will also identify colleagues (superiors, peers, and subordinates) who are able to provide a confidential evaluation of the Team Member's performance and contribution to Capria based on their experience working with the Team Member during the year. Once all the evaluation forms (including self-evaluation) are completed and analyzed, each Team Member will receive a performance review from their manager, designed to provide candid and constructive performance feedback. Current practice is for shorter quarterly check-ins, with more in-depth check-ins after Q2 and Q4 that are tied to performance bonuses for eligible full-time Team Members. The principles explained in "[Building Your Career at Capria](#)" and "[Managing @ Capria](#)" are core to our management and people development philosophy.

In addition to the formal process, managers and Team Members are encouraged to discuss job performance and goals informally and regularly.

### Interns & Fellows

Interns and fellows will **not** undergo formal evaluations but will hold a quarterly check-in with their supervisor. The quarterly check-in is an opportunity for the intern/fellow to self-reflect on their work and experience during the past quarter and compare against learning objectives and performance expectations set at the start of their internship or fellowship.



## Termination of Engagement or Employment

Unless stated otherwise in the employment or consultant agreement, either the Team Member or Capria may terminate employment by prior notice in writing of 15 calendar days, or pay in lieu thereof. The notice period is to be used by the Team Member to hand over their responsibilities to the reporting manager or other person designated by Capria. Accordingly, a Team Member will not use any accumulated leave during the notice period without the permission of a Managing Partner. Please read our [“good leaver”](#) policy for best practices on termination of engagement.

Termination of contractual engagement or employment will not release either the Team Member or Capria from prior obligations. Upon termination of engagement for any reason, the individual will be required to comply with Capria’s separation procedures. The individual will be expected to return all movable and immovable property, equipment, records in paper or electronic form, and any other material whatsoever that belongs to Capria, or its affiliates, partners, portfolio companies, investors, or vendors, that is in the Team Member’s possession. Capria will have a right to set off any amounts owed to the individual against any amounts the individual may owe Capria.

## FACILITIES & HYBRID WORK POLICY

Capria has a philosophy around hybrid work that applies globally with local implementations that are described in Capria’s [Hybrid Work Policy](#).

All Team Members residing in Bangalore, Seattle, or Nairobi are expected to work from the office for certain days each week. See policies and information for each office below:

- Bangalore Office Info: [capria.vc/bangalore-office](https://capria.vc/bangalore-office)
- Seattle Office Info: [capria.vc/seattle-office](https://capria.vc/seattle-office)
- Nairobi Office Info: [capria.vc/nairobi-office](https://capria.vc/nairobi-office)

## Work Location Approval & Disclosure

With approval from their manager, Team Members may work in another location, provided they have access to sufficient infrastructure to support reliable fast Internet connectivity, a location conducive to a productive work environment, and are willing to align their working time schedule to participate in real-time team interactions with colleagues (and external constituents) on **the team’s** default time zone. Team Members are expected to cover the costs and request PTO for the time they are traveling or are not fully productive.

Capria will withhold taxes and follow applicable regulations based on the reported residential address of each Team Member. Team Members are expected to notify Capria if they move to a new location or spend the applicable length of time in another location that will cause Capria to be required to comply and pay taxes in that new location.

Team Members are encouraged to speak with their manager for any questions or clarifications.

## **Work Hours**

Capria's standard hours of operation are Monday through Friday from 9:00 am to 6:00 pm in the time zone of the Team Member's primary work location as agreed with their manager. However, due to the international nature of our business, there will be days when Team Members are expected to attend calls or meetings outside of these hours to accommodate colleagues or other stakeholders in different time zones. We encourage open communication and proactive planning with Team Members' managers to ensure a healthy sustainable work-life balance for all Team Members.

## **Working Early or Late**

From time to time, business needs may require Team Members to work extended hours, in the early morning, the evening, or on weekends.

Capria will reimburse reasonable meals for Team Members working past 8:00 PM in the office on a weekday or for more than five hours in the office on the weekends. If it is so late that the Team Member's standard method of transportation home might be unsafe, Capria will also reimburse the cost of an Uber or equivalent form of transport, typically after 8:00 PM at night. Expenses should be submitted through the [normal expense reimbursement process](#).

## **Dress Code**

In general, Capria maintains a casual but professional environment. It's up to each Team Member to decide their interpretation of "casual." There will be times, however, when you will be expected to dress more formally. For business meetings with investors or others, Team Members are expected to be dressed at least as formally as anyone else attending the meeting.

# **BENEFITS: LEAVE & HOLIDAY TIME**

## **Company Holidays**

Each full-time Team Member receives 14 paid company holidays annually, which includes 9 country-specific company-paid holidays per year plus the office closure between Christmas and New Years. With written permission of a Manager, a Team Member may swap one or more fixed holidays for the same number of alternative holidays in order to celebrate their religious or cultural beliefs. This fixed holiday list by country is available on [capria.vc/holidays](https://capria.vc/holidays).

## **Personal Time Off (“PTO”)**

The paid personal time off (“PTO”) benefit is designed to recognize the importance that rest and relaxation play in successful job performance. All Team Members are encouraged to utilize their annual PTO.

Each Team Member is granted 12.5 days of PTO in each calendar year, which accrues on a monthly basis. An additional 5 days of PTO is granted annually to those who have been with Capria for at least three years.

Team Members should obtain approval from their managers as far in advance as possible for their PTO. With their manager’s written approval, Team Members may borrow up to 5 PTO days prior to accruing those PTO days. However, Team Members do this with the explicit understanding that if they leave Capria prior to accruing the borrowed days, compensation for those days will be deducted from their final paycheck.

If a Team Member has taken PTO, sick leave, or a floating holiday and is subsequently required to work at least one-half of the day, the Team Member may request leave credit for the time worked. All requests for leave credit in this circumstance must be approved in writing by your manager.

A Team Member’s lack of accurate tracking of PTO and sick leave-taking may result in reduced or eliminated provision of accrued but unused leave at the time of departure from Capria.

If the Team Member is in good standing and has provided sufficient notice upon leaving Capria and confirms with their manager that they have been diligent in tracking and reporting PTO, then accrued PTO will be paid out in the final paycheck or as otherwise required by law.

## **PTO Carryover**

A maximum of 5 unused PTO days may be carried over from one year to the next, if and only the Team Member notifies their manager in writing of the intended carry-over by December 15th before the new year, and the Team Member and manager confirm all PTO days for the previous year are recorded accurately. A lack of such notice and confirmation will cause the carry-over days to be forfeited. In the event the Team Member leaves Capria with an outstanding PTO balance, they will only be paid for the days earned in the current year plus up to 5 carryover days (if applicable), less the days they took in the current year.

This policy will be adjusted for individual cases to address any jurisdiction-specific requirements for PTO benefits.

## Sick Leave

The number of sick leave days granted depends on state/country-specific requirements. Please see [CV Employee & Consultant Benefits Overview](#) to see the number of sick days granted for the country in which you permanently reside.

Sick leave accrues on a monthly basis. Sick leave does not carry over from year to year. Sick days for new Team Members are prorated from the Team Member's start date through the end of the calendar year. It is acceptable to use sick leave or unpaid time off to take care of an immediate family member (parent, child, spouse/domestic partner, and sibling) who becomes sick.

Unused sick leave is not compensatory upon the termination of employment with Capria.

Team Members may use paid sick leave:

- To care for themselves or their immediate family members
- When the Team Member's child's school or place of care has been closed by a public official for any health-related reason
- To seek safety from domestic violence, sexual assault or stalking.

A Team Member may also use up to 3 days of paid bereavement leave if there is a death in the immediate family (parent, child, spouse/domestic partner, or sibling).

Capria will provide Team Members with up to 12 weeks of leave, up to 4 weeks at 50% pay and 8 weeks unpaid, for qualifying reasons. Qualifying family and medical reasons may include a serious health condition that makes you unable to work or caring for a spouse, child or parent with a serious or physical health condition. See our [Short-Term Medical Leave Policy](#) for details.

## Maternity Leave

Capria provides full-time Team Members with paid and unpaid maternity leave. The number of paid and unpaid maternity leave months depends on state/country-specific requirements. Please see [CV Employee & Consultant Benefits Overview](#) to see the paid and unpaid months of maternity leave granted for the country in which you permanently reside.

The maternity leave can be taken for a three-month period commencing prior to the day of delivery, on the day of delivery, or subsequent to the day of delivery. However, not more than six weeks of maternity leave can be taken prior to the date of the expected delivery, unless the Team Member has a medical condition requiring so, which must be confirmed by the Team Member's OBGYN. The maternity leave should be continuous without any breaks. All holidays and other weekly days off will be considered part of the maternity leave.

In case of miscarriage, a Team Member will be entitled to paid leave for a reasonable period of time to be discussed with a Managing Partner promptly following the day of miscarriage.

## **Paternity Leave**

Capria provides full-time Team Members with up to 4 weeks of paid paternity leave provided that such leave is taken promptly after the birth of the child. All Capria holidays and weekly days off will be considered part of the paternity leave.

## **OTHER BENEFITS**

### **Healthcare Insurance**

The Company offers various types of health-related insurance coverage to Team Members. Team Members may also be entitled to government provided coverage such as workers compensation for injuries sustained while working. If the Team Member is based outside of the US and India, we work with them to find a healthcare insurance plan based on local standards and then decide on the best method for funding the cost of that program.

For USA Team Members, you can find information about your healthcare benefits in Trinet (see [capria.vc/zenefits](https://capria.vc/zenefits) for details). For India Team Members, you will receive a healthcare benefits orientation during onboarding (contact Ops Team if you haven't). For all other team members, please discuss with the Ops Team. Please see [CV Employee & Consultant Benefits Overview](#) for details on coverage based on the country in which you permanently reside.

The Company will advise its team members of various insurance benefits which the Company is providing to team members. Each Team Member can then select which benefits options, if any, best suit their particular circumstances.

### **Laptop Reimburse**

Each Team Member is responsible for procuring and maintaining their own [qualified laptop computer](#). Capria will reimburse the Team Member up to USD \$1,250 (or INR 1L in India or IDR 19M in Indonesia) for the purchase of a new laptop every 3 years. Once a reimbursement has been provided, another reimbursement benefit will only be provided again after 3 years. If a Team Member leaves before the 3 year mark, the amount reimbursed will be deducted from their payroll/payment on a prorated basis. For example, if the Team Member leaves after 1.5 years of utilizing the benefit then 50% of the benefit must be repaid.

India team should consult the finance team about the billing process before procuring your laptop.

## Mobile Phone Reimburse

Each Team Member will provide their own mobile phone device which is either an Apple iPhone or an Android phone (see detailed requirements in [Communications & Property](#)).

Capria provides a mobile handset insurance program as follows:

- for a lost/stolen phone, Capria will reimburse up to USD \$300 (max 50% of the cost) for the purchase of a replacement phone (available: once every 2 years)
- for a damaged phone, Capria will reimburse up to USD \$200 for the repair invoice after the Team Member has paid the first \$100 (available: once per year)

To utilize this benefit, please provide invoices and explanations in a regular business reimbursement request within 30 days of the expense. Note: This is a Capria “self-insurance” benefit.

Using a mobile phone internationally (long-distance calling and/or roaming) can be very expensive. Therefore, if a Team Member is required by Capria to travel internationally, the Team Member may select a packaged plan with their existing mobile phone provider or purchase an e-sim to use while traveling. Contact the Operations Manager for guidance if needed.

### USA Only

US-based Team Members may join Capria’s corporate T-Mobile plan at no cost (with reasonable usage) which includes significant benefits for both domestic and international usage. See details in <http://capria.vc/mobile-plan>.

## Home Office Benefit

Capria will reimburse up to USD \$500 for reasonable, one-time expenses to enhance a home office setup (for example, a 2nd monitor, a better chair, headset, camera, mouse, or ergonomic laptop stand). Team Members are expected to follow our Business Expense Reimbursements process in [capria.vc/reimburse](http://capria.vc/reimburse).

## Retirement Benefit

Capria Ventures offers US-based employees a retirement savings program benefit with a SIMPLE IRA and will match up to designated percentage of salary for contributions to the IRA. See [capria.vc/retirement](http://capria.vc/retirement) for details.

For employees and consultants based in India, Capria will provide gratuity as per Indian law. For employees and consultants based outside of India and the United States, retirement benefits will be discussed on a case-by-case basis.

## COMMUNICATIONS AND PROPERTY

### Laptop Computer

Each Team Member will be expected to procure and maintain their own laptop for business use. The laptop must be a Windows or Mac system with the latest OS version and at least 4GB RAM (preferably 8GB) and 512GB disk space (with at least 75% free for business use) to operate current business software. Capria will provide licenses/subscriptions to all required business software and online services. See [Benefits](#) section regarding the laptop purchase reimbursement policy for applicable Team Members (employees & consultants only). Each Team Member will also keep their laptop settings aligned with Capria's [Device Security Best Practices](#), which includes informing the Cybersecurity Lead if a laptop has been lost or stolen or a new laptop purchased so the Lead can work with you to update your security settings.

### Mobile Phone & Service Plans

Each Team Member will provide their own mobile phone device which is either an Apple iPhone or an Android phone with the latest OS version and at least 32GB of storage – the devices supported by our corporate online tools. Each Team Member will also keep their mobile phone settings aligned with Capria's [Device Security Best Practices](#), which includes informing the Cybersecurity Lead if a device has been lost or stolen or a new phone purchased so the Lead can work with you to update your security settings.

See [Benefits](#) section regarding reimbursements for mobile expenses for certain Team Members.

### Use of Capria Web Services

Capria's computer systems, including office WiFi access and email capability, and its capabilities are provided for business use. However, it is Capria's policy to permit reasonable, occasional personal use of its computer system provided that such personal use fully complies with Capria's personnel policies and practices and does not interfere with the business use of the system or normal conduct of business. Team Members acknowledge that Internet bandwidth is sometimes less than desirable for Capria needs and that they will use their best efforts to keep peer-to-peer or other non-business bandwidth-intensive applications from running on their computers.

Team Members are expected to use Capria provided and/or configured web services for email, document storage, task management, scheduling, etc. All information on these services, including any personal information Team Members elect to store/receive there, is the property of Capria.

## Home Internet Use

Team Members need high-quality broadband Internet connections from their homes to participate in early morning or evening audio/video business calls. This is the Team Member's responsibility. If the Team Member is experiencing serious internet connectivity issues that are affecting their ability to complete work, the Team Member should speak with their manager and Capria will support in finding an appropriate solution.

## IT Support

We don't have a dedicated IT support person. In general, you will first need to diagnose and self-manage your laptop and mobile systems. One of the best options is to search for a solution on Google, Youtube or GenAI chat tools.

When you need support for accessing Capria's business systems or dealing with a potential cybersecurity concern, you can reach out to other Team Members and, if needed, our Operations Support Team.

### India Only

Capria has an arrangement with Unitus Capital for IT hardware and OS-level laptop support as needed in exceptional cases. For after-hours office support, Team Members can contact the IT Manager via phone but please limit after-hours phone calls to the IT Manager to addressing urgent needs only. Contact info: Mr. Sridhar M, [it@unituscapital.com](mailto:it@unituscapital.com), +85 5373 6113.

## Lost or Damaged Property

It is the responsibility of each Team Member to safeguard their own computing and phone property and any Capria property in the Team Member's possession. If anything that Capria has purchased for you or loaned to you is lost/stolen on your watch, it's your responsibility to either ensure we can collect insurance (if available) or to replace the lost/stolen item.

Please see Benefits section for the Capria mobile insurance program in the event of lost, stolen, or damaged device.

## SAFETY & SECURITY

Working in a safe, healthy environment is important for everyone. You share responsibility with Capria for promoting safe working conditions. We ask that you report any unsafe conditions and practices, or suggestions for improvements to the Office Manager.

If a Team Member is injured while in the office (or on the job while outside the office), they should report the injury to the respective manager as soon as possible. If a Team Member



witnesses another Team Member in need of assistance, they should provide all the support they can and should contact the office manager immediately.

There is a basic first-aid kit in the office. See office-specific guide for location of first aid kit and other office-specific emergency response procedures:

- Bangalore Office Info: [capria.vc/bangalore-office](http://capria.vc/bangalore-office)
- Seattle Office Info: [capria.vc/seattle-office](http://capria.vc/seattle-office)
- Nairobi Office Info: [capria.vc/nairobi-office](http://capria.vc/nairobi-office)

## Emergency - Fire

In case of fire, please do not use the elevator. Please evacuate immediately using the staircase. There are fire extinguishers placed on each floor in case of emergency. Please familiarize yourself with the location of the fire extinguisher on each floor. The typical steps for operating the fire extinguisher are:

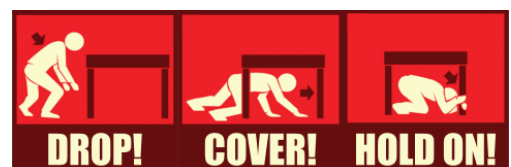
- Pull the safety pin
- Aim the nozzle at the base of the fire, from a safe distance (about 1 to 3 meters away)
- Squeeze the handle
- Sweep the extinguisher from side to side while aiming at the base of the fire

## Emergency - Earthquake

Locations where some of our team is based, like Seattle and California, are at a higher risk of an earthquake. The [CDC recommends the following](#), explained simply in this [3-minute video](#):

- DROP down onto your hands and knees before the earthquake knocks you down. This position protects you from falling but allows you to still move if necessary.
- COVER your head and neck (and your entire body if possible) under the shelter of a sturdy table or desk. If there is no shelter nearby, get down near an interior wall or next to low-lying furniture that won't fall on you, and cover your head and neck with your arms and hands.
- HOLD ON to your shelter (or to your head and neck) until the shaking stops. Be prepared to move with your shelter if the shaking shifts it around.

DO NOT stand in a doorway. You are safer under a table. In modern houses, doorways are no stronger than any other part of the house. The doorway does not protect you from the most likely source of injury—falling or flying objects. Most earthquake-related injuries and deaths are caused by falling or flying objects (e.g., TVs, lamps, glass, bookcases), or by being knocked to the ground.



You can take other actions, even while an earthquake is happening, that will reduce your chances of being hurt.

- If possible within the few seconds before the shaking intensifies, quickly move away from glass and hanging objects, bookcases, china cabinets, or other large furniture that could fall. Watch for falling objects, such as bricks from fireplaces and chimneys, light fixtures, wall hangings, high shelves, and cabinets with doors that could swing open.
- If available nearby, grab something to shield your head and face from falling debris and broken glass.
- If you are in the kitchen, quickly turn off the stove and take cover at the first sign of shaking.
- If you are in bed, hold on and stay there, protecting your head with a pillow. You are less likely to be injured staying where you are. Broken glass on the floor has caused injury to those who have rolled to the floor or tried to get to doorways.

## **Smoking & Alcohol**

In keeping with Capria's policy to provide a safe and healthy work environment, smoking and heavy alcohol consumption are prohibited in the office or on the premises of any Capria office. Moderate consumption of alcohol served at work-related social events is permitted.

## **BUSINESS EXPENSE REIMBURSEMENT PROCESS**

Capria will reimburse Team Members for reasonable out-of-pocket expenses that they incur while doing business-related activities for the Capria. If you are unsure if something is reimbursable, please ask your Manager before you incur the cost.

Team Members are expected to follow our Business Expense Reimbursements process in [capria.vc/reimburse](https://capria.vc/reimburse).

## **TRAVEL POLICIES AND EXPENSE GUIDELINES**

Please see our guidelines for booking travel in [capria.vc/travel](https://capria.vc/travel). Our reimbursement policies for expenses are detailed in [capria.vc/reimburse](https://capria.vc/reimburse).

## **Business Credit Cards**

Capria may provide certain Team Members with a business credit card for use exclusively by that individual for authorized business expenses. The Team Member may not charge personal expenses or non-reimbursable expenses as defined in [capria.vc/reimburse](https://capria.vc/reimburse) to the credit card. If the Team Member mistakenly makes a non-business related charge, then the Team Member will inform their Manager and note this in their monthly credit card allocation sheet and the amount will be deducted from their paycheck. Capria may cancel this Capria credit card at any time and for any reason.

The Team Member must complete the details of all charges incurred within 5 days after the end of each calendar month and be approved by the Team Member's manager and the Head of Finance. This will be captured in a Google Sheet provided to the Team Member and will be assigned to the Team Member each month. The Team Member is responsible for maintaining records (digital receipts) for expenses over \$50 and for annotating the provided spreadsheet.

If you lose your business credit card or it is stolen or you believe it might be compromised, please immediately inform the Head of Finance and contact Brex customer service to freeze the card at +1.855.637.2227. Please review more details on [Business Credit Card Policies](#).

## Healthcare Insurance While Traveling for Business

**Unless addressed herein or otherwise pre-arranged, Team Members will need to cover any healthcare related expenses that you incur while traveling for Capria business purposes.**

### United States Team Members

For USA Team Members covered by our current company healthcare plans, the following is covered when you are traveling outside of your home state or outside of the USA:

- Emergency services are covered by the Premera healthcare plan. You will need to pay out-of-pocket and request an itemized statement and receipt (ideally in USD and English but not required). After treatment, fill out a member claim form on Premera's website.
- For non-emergency services, Premera (through Blue Cross Blue Shield Network) has a global network of in-network providers covered under your healthcare plan. On the back of your insurance card or on Premera website there is a provider locator # to call to find a provider covered under the plan.

See the full [Healthcare Benefits Booklet](#) which includes detailed information on coverage and limits.

### India Team Members

For India Team Members covered by our current company healthcare plans, only accidental and life insurance coverage will apply when traveling outside of India. If the Team Member is traveling outside of India for business travel and requires coverage beyond what is provided under the Capria India's personal accident policy, the Team Member may find and share 2 reasonably priced coverage plans, including quotes and a summary of coverage.

Capria will reimburse Team Members for a reasonably priced international health insurance plan provided it is reviewed and approved by the Head of Finance *before* purchase.

### **Team Members Outside of India & United States**

Team Members should check whether their current healthcare plan includes out-of-country providers and coverage. If it is not included then the Team Member may find and share 2 reasonably priced coverage plans, including quotes and a summary of coverage. Capria will reimburse Team Members for a reasonably priced international health insurance plan provided it is reviewed and approved by the Head of Finance *before* purchase.

## **OTHER POLICIES**

### **Anti-Discrimination Policy**

Capria will not discriminate and is committed to a workplace without discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any Team Member or job applicant on the bases of race, color, caste, marital status, religion, gender, sexual orientation, national origin, ancestry, age, or disability.

### **Team Member “Pulse Surveys”**

In order to better meet the goals of the organization and Team Members, on a periodic basis Capria will conduct a Pulse Survey to assess overall levels of Team Member satisfaction and organizational effectiveness. The survey will cover a range of topics, including work satisfaction, compensation, office culture, and strategy. We also check in on individual satisfaction and alignment in the quarterly check-in evaluations between the Team Member and their manager.

### **Code of Ethics**

The highest standard of ethical conduct and professionalism is expected of all Team Members. Each Team Member is expected to:

- Observe high standards of integrity, honesty, and fairness in dealings with any party, including clients, counterparties, colleagues, and service providers
- Comply with the spirit as well as the letter of the law, regulations, and policies that govern Capria’s business activities
- Carry out their duty in a competent and capable manner and strive to maintain and improve their competence level
- Exercise due diligence and professional judgment with proper care in the conduct of Capria’s business

## Confidential Information

By virtue of our business and work with portfolio companies and funds, we have access to a wide range of non-public information including business plans, financing plans, financial results, strategy, etc. Our guiding principles are:

- If the information is non-public, it is confidential unless Capria has permission to use or disseminate it.
- If information is to be widely disseminated internally, it should be marked “Confidential”, in bold in the header or footer. (If information is available from a public source, it is not confidential; but make sure prior to distributing.)
- Take care in sharing strategy, operational, or other procedures which the investee companies or prospective investee companies might consider to be Intellectual Property or from which they might derive a specific competitive advantage.
- All employment and contracting and intern agreements also contain specific language regarding confidential information and each Team Member should be familiar with these provisions of their employment or engagement agreements. Should there be any conflicts, the terms of the formal agreements shall prevail.

## Cybersecurity Policy

All Team Members are expected to read, understand and abide by Capria’s Cybersecurity policy: <http://capria.vc/cybersecurity>

## ESG Policy

All Team Members are expected to read, understand and abide by Capria’s ESG policy: <http://capria.vc/esg>

## Anti-Corruption Policy

All Team Members are expected to read, understand and abide by Capria’s Anti-Corruption policy: <http://capria.vc/anti-corruption>

## Anti-Money Laundering (AML) Policy

All Team Members are expected to read, understand and abide by Capria’s AML/ATF policy: <https://capria.vc/aml>

## Conflicts of Interest & Gifts Policy

It is important for all Team Members to avoid any interest, influence or relationship which might conflict, or appear to conflict with the best interests of Capria and our investors.

An actual or potential conflict of interest occurs when a Team Member is in a position to influence a decision related to a Capria business dealing that may result in a personal gain for that Team Member.

Potential conflicts of interest include:

- Having a financial interest in any business transaction with Capria
- Accepting gifts, entertainment, or another benefit of more than a nominal amount from those engaged in a business transaction with Capria
- Giving or accepting gifts and entertainment to government or public officials (including employees of regulatory bodies) or any persons linked to them

Under no circumstances may Team Members, agents or contractors offer to pay, make a payment or promise to pay any money, gift, or anything of value to clients, vendors, consultants, etc. that may be perceived to be intended, directly or indirectly, to improperly influence any business decision or conflict to a material extent with any duty to which Capria owes to its clients.

Team Members should promptly disclose to a Managing Partner about any situation where an actual or potential conflict may exist or has been alleged by another employee, partner, or other contact.

## **Personal Trading Accounts**

Team Members are permitted to trade in securities in their personal capacity if they adhere to Capria's policy set out here and do not violate any applicable law or regulation.

If Capria receives material non-public information<sup>2</sup> in relation to a publicly listed security, that security will be classified as a restricted security. Any Team Members with access to the material non-public information are required to disclose their personal holdings to a Managing Partner and not trade in restricted securities.

## **Intellectual Property**

Capria will own absolutely all work generated by Team Members in the course of their employment or work using Capria's resources, including all copyright and other intellectual property rights in such works. To the extent that such automatic vesting of ownership in Capria is not enforceable at law, a Team Member shall be deemed to have assigned the copyright and other rights in such works to Capria without any restrictions whatsoever, including restrictions as regards time, territory and the nature of the rights assigned. Team Members agree to execute any reasonable agreements related to the protection of Capria's rights in its intellectual property. These terms are more fully described in the NDA and Assignment Agreement or similar agreement or work contract.

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<sup>2</sup> Learn more about what constitutes material non-public information [here](#)

## **Harassment Prevention**

Harassment of a Team Member of any sort (actions, words, jokes, or comments based on an individual's race, color, caste, marital status, religion, gender, sexual orientation, national origin, ancestry, age, or disability) will not be tolerated.

### **What is Harassment?**

Workplace harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, email jokes or statements, pranks, intimidation, physical assaults or contact, or violence. Harassment is not necessarily sexual in nature (though sexual harassment is a critical issue and is detailed below). It may also take the form of other vocal activity including derogatory statements not directed to the targeted individual but taking place within their hearing. Other prohibited conduct includes written material such as notes, photographs, cartoons, articles of a harassing or offensive nature, and taking retaliatory action against a Team Member for discussing or making a harassment complaint.

### **Sexual Harassment**

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, or another verbal or physical contact of a sexual nature when such conduct creates an offensive, hostile, intimidating, and/or uncomfortable working environment which prevents an individual from effectively performing the duties of their position. It also encompasses such conduct when it is made a term or condition of employment or compensation, either implicitly or explicitly and when an employment decision is based on an individual's acceptance or rejection of such conduct.

It is important to note that sexual harassment crosses age and gender boundaries and cannot be stereotyped. Sexual harassment may exist on a continuum of behavior. For instance, one example of sexual harassment may be that of a Team Member showing offensive pictures to another Team Member. Generally, two categories of sexual harassment exist. The first, "quid pro quo," may be defined as an exchange of sexual favors for improvement in your working conditions and/or compensation. The second category, "hostile, intimidating, offensive working environment," can be described as a situation in which unwelcome sexual advances, requests for sexual favors, or another verbal or physical contact of a sexual nature when such conduct creates an intimidating or offensive environment. Examples of a hostile, intimidating, and offensive working environment include, but are not limited to, pictures, cartoons, symbols, or apparatus found to be offensive and which exist in the workspace of a Team Member. This behavior does not necessarily link improved working conditions in exchange for sexual favors. It is also against Capria's policy to download inappropriate pictures or materials from computer systems.

### **Responsibility**

All Team Members have a responsibility for keeping the work environment free of any and all forms of harassment. Any Team Member who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to their immediate manager, or a Managing Partner. When management becomes aware of the existence of harassment, prompt and appropriate action will be taken, whether or not the victim wants Capria to do so.

### **Actions and Reporting**

Instances of harassment should be promptly reported to Team Member's manager, or if the issue is with a manager, they should be reported to a Managing Partner, or to [grievance@capria.vc](mailto:grievance@capria.vc) which goes to the Managing Partners plus our experienced and trusted advisory board member, Pascal Vinarnic (who may be contacted directly via whatsapp at +44 7711 718276 or [Pascal@Fondationdemeter.com](mailto:Pascal@Fondationdemeter.com)). Finally, if you would like to speak to a female HR professional who is unaffiliated with Capria, you can ask a Managing Partner or Pascal for a contact.

While Capria encourages you to communicate directly with the alleged harasser, and make it clear that the harasser's behavior is unacceptable, offensive, or inappropriate, it is not required that you do so. It is essential, however, to notify a Managing Partner immediately, even if you are not sure the offending behavior is considered harassment.

Any Team Member found to have harassed a fellow Team Member would be subject to severe disciplinary action up to and including immediate termination. Capria will also take any additional action necessary to appropriately remedy the situation. Specific actions taken will be determined by the Managing Partners, using their best judgment, informed by expert advisors when needed, as to how to best maintain the positive and harassment-free environment described herein. Specific actions taken may or may not be communicated to parties involved in any specific situation.

### **Education and Awareness**

From time to time, Capria will re-remind Team Members of its position on avoidance of harassment, and may ask Team Members to read materials including those in this handbook, and/or take training classes to ensure understanding of the nuances of harassment.

### **No Retaliation, Individual Responsibility**

Retaliation of any sort will not be permitted. No adverse employment action will be taken for any Team Member making a good faith report of alleged harassment. Capria accepts no liability for harassment of one Team Member by another Team Member. The individual who makes unwelcome advances, threatens or in any way harasses another Team Member is personally liable for such actions and their consequences



## **Whistleblower Policy**

Capria requires its Team Members to observe the highest standards of business and personal ethics in the conduct of their work-related responsibilities. Capria will investigate any possible fraudulent or dishonest use or misuse of Capria resources or property by management, staff, or volunteers. Anyone found to have engaged in fraudulent or dishonest conduct is subject to disciplinary action by Capria up to and including civil or criminal prosecution when warranted.

All members of the Capria community are encouraged to report possible fraudulent or dishonest conduct (i.e., a whistleblower). Matters that should be reported under this policy include suspected fraud, theft, embezzlement, accounting and auditing irregularities, bribery, kickbacks, and misuse of Capria property. A Team Member should report their concerns to a manager. If for any reason a Team Member finds it difficult to report their concern to a manager, the Team Member can report it directly to a Managing Partner. Managers are required to report suspected fraudulent or dishonest conduct to a Managing Partner.

No Team Member who in good faith reports a violation under this Whistleblower Policy shall suffer harassment, retaliation or adverse consequences. A Team Member who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment or contractual agreements. Questions related to the interpretation of this policy should be directed to a Managing Partner.

## **Grievance Mechanism**

If you have a grievance, please send an email indicating your grievance to [grievance@capria.vc](mailto:grievance@capria.vc) which is sent to the Managing Partners and to our experienced and trusted advisory board member, Pascal Vinarnic (who may be contacted directly via whatsapp at +44 7711 718276 or [Pascal@Fondationdemeter.com](mailto:Pascal@Fondationdemeter.com)).