

EMPLOYEE

Handbook



HR Policy Manual

This Human Resources Policy Manual is provided as a central reference for all managers, supervisors and employees and applies to staff across all locations where the company carries out its work.

The specific policies that follow promote the philosophy of Kevit Group with regard to standards of excellence; terms of employment; employee development; and employee services.

It may be necessary to change these policies from time to time to reflect changes in the workforce, employment trends, economic conditions, and global legislation. However, any changes in policy will be consistent with the company's approach to:

- Employing talented individuals whose creativity and imagination will support and contribute to achieving company's business objectives.
- Communicating company standards and expectations in all aspects of employment including performance.
- Valuing diversity and assure equal employment opportunity and a work- place where relationships are based on mutual respect.
- Treating all staff, workers, contractors, and customers in a professional, non-discriminatory manner.
- Providing safe, effective working conditions.
- Providing competitive terms and conditions in our workplace market.

Any policy changes will be fully consulted on and communicated to all staff through normal communication channels. This policy manual will also be updated as necessary. This manual applies to all jurisdictions globally.

Recruitment

Introduction

Effective recruitment and selection are central and crucial to the successful functioning of Kevit Group. It depends on finding people with the necessary skills, expertise, and qualifications to deliver the company's strategic objectives and the ability to make a positive contribution to the values and aims of the organization.

Advertisement

- Vacancies will generally be advertised in an appropriate newspaper or online portals, and will not be confined to those media which, because of their particular source of applicants, provide only or mainly applicants of a particular group.
- Kevit may, on occasions, decide to restrict advertisement to internal candidates only.
- In applying for posts, all candidates will be provided with a job description, details of the appropriate conditions of service and details about the company. A brief statement about the appointment procedure will also be provided and, if possible, an indication of the date (or week) when interviews will be held. The job description will include a list of the main duties and responsibilities of the post, together with an outline of the qualifications and experience which candidates are expected to possess.
- In drawing up the job description and conditions of service the Company will ensure that no job Candidate receives less favorable treatment than another on the grounds of disability, gender, race, religion or belief, age, sexual orientation, marital status, parental status, caring responsibilities, or hours of work, and that no applicant is placed at a disadvantage unjustifiably by requirements or conditions which have a disproportionately adverse effect on a particular group.
- Applicants will also be required to declare if they are related to any member of staff within the company. Canvassing of members of the company is not permitted. No manager should be put into a position where he or she is asked to interview a person to whom they are related.
- A short-list of candidates will be drawn up for interview, based entirely on merit and suitability for the post but taking account of the Company's responsibilities in relation to the Disability Discrimination and Equalities Acts. Other than in exceptional circumstances, reasonable notice will be given to ensure that candidates have sufficient time in order to prepare for and make the necessary arrangements to attend the interview

Induction Policy

Aim

It is the aim of the company to ensure that staff induction is dealt with in an organized and consistent manner, to enable staff to be introduced into a new post and working environment quickly, so that they can contribute effectively as soon as possible. This induction policy associated procedures and guidelines aim to set out general steps for managers and staff to follow during the induction process. It is expected that all managers and staff will adhere to this policy.

The Company expects that the implementation of good induction practice by managers / supervisors will:

- Enable new employees to settle into the Company quickly and become productive and efficient members of staff within a short period of time.
- Ensure that new entrants are highly motivated, and that this motivation is reinforced.
- Assist in reducing staff turnover, lateness, absenteeism, and poor performance generally.
- Assist in developing a management style where the emphasis is on leadership.
- Ensure that employees operate in a safe working environment.
- Will reduce costs associated with repeated recruitment, training, and lost production.

Buddy Program

A buddy is your guiding star in the new workplace; someone who helps you learn the ropes and settle into your new role and, speeds up your company understanding. At Kevit we will assign a trained buddy for every new hire in the organization.

He / She will be the go-to person for any sort of queries or concerns that the new hire may have. The buddy may be from the same or a different department. The duration of the program will be of 2 months till the time the new hire feels settled.



Our Policies

Employees Employment in Kevit is essentially governed by Contract of Employment, Kevit policies. The following section provides general information about our policies in organization.

Office Timings

Office timings of the company are as follows form Monday to Friday:

In time – 09:30 AM

Out Time – 07:00 PM

Break timings:-

Employee can take lunch break of 1 hour between 01:00 PM to 03:00 PM.

KEVIT Attendance Tracking Policy

Effective From - 26 Dec 2022

No Attendance: -

You will be penalized 1 day(s) of Paid Leave for every single missing attendance day, when for the full day there are no swipes.

The order of paid leave for deduction is:

- Casual Leave
- Sick Leave

In case no Paid Leave is left, Unpaid leave will be deducted.

If an employee is under notice period, all leaves are Unpaid Leave.

Late Arrival: -

You have a grace period (tolerance) of 30 minutes beyond which your arrival will be considered as late. (Employee is instructed to cover 30 minutes of grace period for not being penalized)

You can come 2 times late in a month, beyond which you will be penalized with 0.5 day of Paid Leave for every incident.

If required 100% effective hours are met, the given day will not be considered for late arrival penalization.

The order of paid leave for deduction is:

- Casual Leave
- Sick Leave

In case no Paid Leave is left, Unpaid leave will be deducted.

If an employee is under notice period, all leaves are Unpaid Leave.

Work Hours: -

You will be penalized, in following manner, based on the shortage of effective hours in a day:

- 0.5-day of Unpaid Leave (Loss of Pay) deduction if average effective hours in a day, is less than 50 % of shift hours.

In case you have both Late Arrival and Work Hour penalization for the same day, penalization for only shortage of work hours will apply.

Missing Swipes: -

2 days of Missing swipe is allowed in a month, beyond which leave is deducted. Missing swipe is forgetting to swipe in or out for a time.

After 2 missing swipes, there will be 0.5 day of Paid Leave penalization of every missing swipe.

The order of paid leave for deduction is:

- Casual Leave
- Sick Leave

In case no Paid Leave is left, Unpaid leave will be deducted.

If an employee is under notice period, all leaves are Unpaid Leave.

Salary (Fixed Pay)

- Salary mentioned in the Offer letter is the Fixed Pay, also known as the '**Cost to Company (CTC)**'
- Salary is strictly confidential and is between an individual and the company.
- Net Salary = CTC – Tax (Where applicable) – ESIC (Where applicable) – PF (Where applicable) – Any other authorized recoveries / deductions.

Statutory Benefits

ESIC

- ESIC is used for the medical benefit of the employee whose monthly Gross is
- $\leq 21k$. Here, the Employee contributes 0.75% of his/her gross salary and the Employer contributes 3.25% of his/her gross salary as ESI contribution.
- Employees who are registered under this scheme are entitled to medical treatment for themselves and their dependent family members.
- ESI provides full medical care in the form of medical attendance, treatment and hospitalization to an Insured person and his/her family members at their designated Local ESI dispensary or at ESI hospitals. The medical services rendered by ESI will be free of cost.

Provident Fund

Employees Provident Fund (**EPF**) is a retirement benefit scheme that's available to all salaried Employees. This fund is maintained and overseen by the Employees Provident Fund Organization of India (**EPFO**).

- EPF is mandatory for all those, whose Basic salary is $\leq \text{Rs.}15000$.
- You and the company both contribute 12% of your Basic Salary. The entire 12% of your contribution goes into your EPF account along with 3.67% (out of 12%) from the company, while the balance 8.33% from the company is diverted to your **EPS** (Employee's Pension Scheme).
- Monthly contribution to **EPS** by the employer is restricted to 8.33% of Rs.15000 which is Rs.1250 for those salaried Employees whose basic salary is up to Rs.15000.
- Your PF balance from the previous organizations can be transferred to the current PF account based on PF transfer application.
- Your existing UAN details are required to be furnished during your joining. So that, if you have more than one PF account, they all can be linked.
- UAN is a platform, where all your PF accounts are linked and will serve as a medium to access, monitor or withdraw.

Increment Policy:

- There will be review of performance of all employees on every month.
Based on performance review, increment policy will be decided.
- The Increment amount will be effective from next month of 1st date.
- For E.G., If a person joins the organization on 15th January of a month,
the Increment cycle will be considered from 1st February.

Business Conduct

Kevit expects its staff to be scrupulously impartial and honest in all affairs relating to the Company and their job within it. All staff also bears a responsibility as employees to act as ambassadors for the Company in terms of their general conduct both within and outside the organization. This policy outlines the responsibilities of staff working for the Company.

- To be ready and willing to work.
- To offer their services personally: for example, must not subcontract the work for which they are employed.
- To take reasonable care in the exercise of that service, including the duty to be competent at work and to take care of the Company's property.
- To not willfully disrupt the Company's business.
- To obey reasonable orders as to the time, place, nature, and method of service.
- To work only for the Company in the Company's time.
- To disclose information to the Company relevant to the Company's business: for example, that they might know or discover.
- To hold solely for the Company the benefit of any invention relevant to the business on which the Company is engaged.
- To respect the Company's trade secrets.
- In general, to be of good faith and do nothing to destroy the trust and confidence necessary for employment.
- To account for all benefits – monetary or in kind - received in the course of employment.
- To indemnify the employer for loss caused by the employee.

Internet Usage

- No person is allowed to use Company IT facilities who has not previously been authorized to do so by the Company IT Department. Unauthorized access to IT facilities is prohibited and may result in either disciplinary action or criminal prosecution.
- It is an offence to try and access any computer system for which authorization has not been given.
- It is an offence to copy software without the permission of the owner of the copyright.
- It is an offence to publish untrue statements which adversely affect the reputation of a person or group of persons.

- Users must not visit, view, or download any material from an internet site which contains illegal or inappropriate material. This includes, but is not limited to, pornography(including child pornography), obscene matter, race hate material, violence condoning messages, criminal skills, terrorism, cults, gambling, and illegal drugs.
- Personal use of the internet must not cause an increase for significant resource demand, e.g., storage, capacity, speed or degrade system performance.
- Use of the internet for personal reasons (e.g., online banking, shopping, information surfing) must be limited, reasonable and done only during non-work time such as lunch-time.
- Use of gambling sites, online auction sites and social networking sites such as, but not limited to, Facebook, LinkedIn, YouTube, Twitter, Bebo, Flickr, Myspace etc... is not permissible.

Attendance System

Employees shall have to mark their attendance using “Automated Biometric System” placed at the entrance of the office premises which records their IN and OUT timings either with a thumb or finger impression.

If any Employee fails to mark the attendance, then that day will be marked as absent.

Leave Policy

This policy encourages employees to take a break from work as this provides healthy, stress free and more productive human being. The leave policy sets out the various types of leaves that an employee is eligible for and outlines the procedure for taking leave.

- Leave year is as per the joining date of candidate.

The policy is applicable for all permanent fulltime employees of Kevit. The different types of leaves covered under this policy are:

- Casual Leave - 12 Days (1 Per Month)
- Sick Leave – 6 Days (0.5 Per Month)
- Maternity Leave (Leeway) – 3 Months
- Paternity Leave – 2 Days
- Duty Leaves

- For Interns, the leave will be in accordance with the following guidelines.
 - Casual Leave - 12 Days (1 Per Month)
 - Sick Leave – 6 Days (0.5 Per Month)
 - Exam Leaves / Duty Leaves: -
 - Mid Sem Exams – Half day leaves
 - Viva – Half day leaves.
 - Final Exams – Full day leaves and 2 days prior to exams

Rules & Regulation for Leave

- All employees are required to apply for CL on employee portal to their manager at least a week in advance for approval. Leave taken without manager's approval will be considered as Unapproved leave leads to salary deduction.
- A maximum of three (3) non-consecutive days leave can be taken in a month.
- The employee availing sick leave should take appropriate measures to inform the Line Manager regarding the probable duration of her/his absence immediately on commencement of leave.
- Maternity leave will be available to female employee for a maximum of ninety (90) calendar days during each case.
- Paternity leaves of 2 consecutive days will also be allowed to a male employee on the birth of a child.
- Leave without pay is a temporary authorized unpaid leave of absence from work. It should not be viewed as a right but can only be considered under exceptional circumstances. LWP of up to 12 calendar days can be approved by Department Head with intimation to management. Company has the right to reject any request without justification or any obligation on its part.
- No leaves will be carrying forwards at the end of year except medical leaves.

Loyalty Bonus: -

- Who completes the employment journey @ Kevit = 3 years since the full-time appointment, would be eligible for loyalty bonus = 1.5 lakh
- Who completes the employment journey @ Kevit = 5 years since the full-time appointment, would be eligible for loyalty bonus = 2.5 lakh

Note:

- A college student who joins the firm as an intern then above policy will be counted from the day, he gets a full-time appointment after successful completion of their training. [Not graduation]
- Graduates or experienced profile who join us, above policy applicable once their probation completes.

Loyalty bonus is applicable to the people whose joining date is before 31/03/2023.

Free Certification

Any employee of Kevit Technologies can enroll for free certification courses from google, Microsoft, etc. and company will sponsor that certificate and if an employee is able to clear it with prior approval from management.

Resignation

- A confirmed employee may resign from his service upon giving **2 months' notice period** to the company as per terms of their employment, failing which he/she will be liable to pay two month's salary in lieu of notice period.
- The company may at its sole discretion, waive or reduce the amount due by employee in lieu of notice period.
- Once resignation is sent by an employee, Resignation letter will be accepted by management. During notice period an employee is not eligible to take any leave , if employee will take leave, it will be LWP, and notice period will be extended by no of leave days .

For E.g., An employee put resignation on 15 April and 15 June is last day in organization , now suppose employee took 5 leave during that period then last working day in organization will be 20th June

Termination

- Services of a confirmed employee may be terminated by the Company without assigning any reason, by giving one month's notice in writing or on payment of one month's salary, in lieu of notice period.
- During probationary period, services of an employee may be terminated at any time without notice and in the event of such termination; the employee will be entitled only to the remuneration at the agreed amount of salary for the actual time employed.

Intellectual Property

Kevit has and retains unconditional intellectual property rights in all Kevit produced or procured materials and resources, and the company has and retains user rights therein granted by Kevit. Highest level of integrity, confidentiality and due care is expected of all employees in this regard to safeguard against surreptitious or unauthorized use of any intellectual property or resources of Kevit and the company.

Private work

While you are in the employment of the company, you will not with or without any remuneration or compensation, in any capacity, work or attempt to work or render or attempt to render any services or associate directly or indirectly with any person or organization, without obtaining prior written permission from the HR-Head Office. Your employment with the company primarily envisages sole, exclusive, and full-time employment with the company.

Social Media Policy

Kevit adheres strongly to its core values in the online social media community, and we expect the same commitment from all Kevit representatives including company associates, and associates of our agencies, vendors, and suppliers.

In particular, uploading, posting, forwarding, or posting a link to any of the following types of material on a social media website, whether in a professional or personal capacity, will amount to gross misconduct (this list is not exhaustive):

- Pornographic material (i.e., writing, pictures, films, video clips, etc. of sexually explicit nature).
- A false and/or defamatory statement about ANY person or organization.
- Material which is offensive, obscene, criminal, discriminatory, derogatory or embarrassment to us, our customers, or our staff.
- Confidential information about us or any of our staff or customers (which you do not have express authority to disseminate).
- Any other statement which is likely to create any liability (whether criminal or civil, and whether for you or us); or
- Material in breach of copyright and other intellectual property rights, or any applicable law, or that which invades the privacy of any person.
- These actions are likely to result in a serious disciplinary action being taken by the management against the culprit.