

Tulips Technologies Pvt. Ltd.

Policy & Guidelines: "Leave and Attendance 2022"

This Policy & Guidelines have been formulated in order to disseminate the types of leave, applicable leave days, working hours and attendance to be complied by all the employees of the company.

Definitions:

The Employer or the Company shall be used in this Policy & Guidelines to denote 'Tulips Technologies Pvt. Ltd.'.

'The Employee' shall be used in this Policy & Guidelines to denote all 'the staff members who draw the Salary from the Company, specifically specified other types of Staff that may be Probation period staff or Temporary staff or Contract staff or Permanent staff.

"Leave Period" means the computation period of leave which is the beginning of the Fiscal Year (First day of Shrawan) to the last day of that Fiscal Year (Last day of Asadh).

1. Weekly leave:

All the Employees shall get the weekly day off on Saturday.

2. Public leave (Holidays):

Each employee shall each year get a paid public leave/holiday as per the calendar published by the employer before the beginning of every New Year.

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3. Annual/Home/Casual and Sick leave:

1. Every employee who has completed probationary period (if any) shall get 18 (Eighteen) days per leave period as Annual/Home/Casual and Sick leave. It shall be 1.5 days per month.
2. Before taking such leave, the employee must get an approval from the management as per below (**except for Sick leave**):
 1. At least 24-hour prior application for 1 day leave
 2. At least one (1) week prior application for 2-3 days leave
 3. At least one (1) month prior application leave for more than 3 days
3. In case of Sick leave for more than 3 days, the employee shall submit prescription/medical proof without fail.
4. If fails to comply with sub section 2, 1.5 days per day per leave taken without prior approval shall be counted and adjusted accordingly.
5. Any balance leave remaining till the leave period closing shall be reimbursed by the employer with the amount equivalent to his/her applicable Gross Salary {(Per day Basic Salary + Per day General Allowance) *leave balance days}. Similarly, if any employee takes unpaid leave in any month, then the same shall be adjusted with the monthly salary of that employee in the same month. The calculation formula shall be same as per reimbursement mentioned here in above.
6. No leave shall be carried forward or accumulated beyond one leave period.

4. Monthly Last Sunday Leave:

Monthly Last Sunday Leave has been introduced by the company as a testing for the time being, thus if the outcome of this leave proves to be



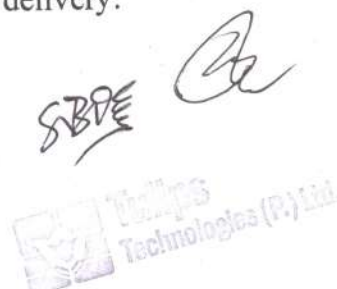
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inefficient or affect the product delivery or on rendering services in whatsoever aspects, it can be revoked by the management at any time without prior notice.

1. Every employee of the company shall get a leave on every last Sunday of Gregorian Calendar.
2. This leave shall not be reimbursed by the employer in monetary form whatsoever the reason.
3. This leave is compulsory for all the employees who are assigned an outsource job (Mainly Websearch Professionals Pvt. Ltd. and other international clients). However, for the employee, who has been deputed for the Domestic projects (For eg, E-attendance & Gharbanau), shall have to attend office on rotation basis, consulting with each other so that the regular operations/services of that unit shall not be hampered.
4. The management can instruct/direct the staff to come to office on some particular Sunday as well, as and when deemed necessary. In such cases, the concerned staff shall have a compensation leave any other day.

5. Maternity leave:

1. A pregnant female employee of the company shall get a paid maternity leave of a total of 30 days that shall be weeks before or after delivery.
2. Where a recognized medical doctor recommends that the female employee who has delivered a baby needs further rest for her or her baby's health, the employer shall approve unpaid leave of up to one month in addition to the period referred to in sub-section (1).
3. Where a female employee in a state of seven months' pregnancy or more than seven months gives birth to a deceased child or suffers miscarriage, she shall get leave as if she made normal delivery.



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4. Where the mother dies before the completion of sixty days of the birth of her child, the employee whose wife has died, may take paid leave for 15 (Fifteen) days.
5. Except where a newly born child dies, a female worker who is on maternity leave shall submit a copy of such birth registration certificate as prescribed to the employer.

6. Paternity Leave:

If a male employee's wife is going to deliver a baby, he shall get paid maternity care leave for a period of 7 (Seven) days. It can be pre-delivery or post-delivery of the baby. Such leave shall be taken with the approval of the management only.

7. Mourning leave:

In case of the death of an immediate family member of any employee, such bereaved staff shall be entitled to get 13 (Thirteen) days of mourning leave. For which company shall not deduct any pay or adjust with any other leave whatsoever.

8. Substitute leave:

1. The employee who is involved in a work that must not be stopped or must be done continuously shall get the substitute leave in consideration for having worked on any day of weekly or public leave/holiday. This kind of leave must be approved by the management.
2. No other kind of substitute leave for the Public Holiday falls on weekly leave/Monthly Last Sunday leave shall be granted whatsoever.

9. Leave Calculation:

1. All types of leave shall be calculated in two touch concepts of the leave consumed period. It means, if any employee takes a leave a day before



Weekly leave/Public holiday and the same employee took a leave a day after Weekly leave/Public holiday in the same leave consumed period, then on such scenario, the applicable total leave shall be from the first day of leave to the last day of leave without adjusting any Weekly leave/Public Holiday whatsoever. Illustration:



- Leave taken from Friday to Monday.
- In this case, Saturday weekly leave and assume, Sunday is Monthly leave.
- The leave for the above employee shall be 4 days.

10. Leave not as a matter of right:

1. All leave, except the Sick Leave, Mourning Leave and Maternity leave which the employee is entitled to, are only facilities and cannot be claimed as a matter of right.
2. In the case of leave other than that mentioned in sub-section (1), the employer may, refuse, withhold, deduct or alter the time of the approved leave, on the basis of the need of the work at the workplace.

11. Attendance

1. Each employee shall do his/her attendance from the E-attendance app or in the biometric device installed in the office premise or as instructed/provisioned by the company till 9:30 AM on every office working day. This shall be termed as Login.
2. Each employee shall do her/her departure attendance from the E-attendance app or in the biometric device installed in the office premise or as instructed/provisioned by the company, after 6:00 PM on every office working day. This shall be termed as Logout.

3. More than 5 (Five) times of late reporting/login and or early departure/logout per month shall be treated as half day leave per late/early departure.
4. However, if the employee has taken prior approval for late arrival/early departure from the supervisor or the management, then for such approval cases the sub section 3 shall be exempted/waived.
5. Any employee does the login attendance after 12:00 noon or logout attendance before 3:30 PM shall be considered as 1st half day leave.
6. If an employment contract specifies or the employee has taken prior approval regarding login and log out time, the same shall be followed accordingly. And sub-section 4 shall be applied as 2hr 30min plus his login time and 2hr 30min before log out time.

Illustration:

- If any employee's agreed login time is 10:30 AM then log in after 1:00 PM shall be considered as half day leave and logout before 4:30 PM shall be considered as half day leave.

7. Emergency/Personal work

1. With the notification and or a prior approval from the immediate supervisor/the management, any employee can leave office premise due to his/her emergency work for some time during office working hour, in such case, the corresponding employee must record his logout (while leaving office) and login (while reaching office) in the biometric device, installed in the office premise.
2. However, if failed to do so, the supervisor who approved, will force logout and or login to record the employee's outside time in the attendance system. And such record shall be accepted by the corresponding staff but if the recorded time is not acceptable to the



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related staff, then during the same day the needful correction must be made with consulting the concerned supervisor who did such force record.

12. Lunch Break:

Every employee shall get a lunch break of 1 (One) hour on every office working day. It shall be from 1:00 PM to 2:00 PM sharp.

13. Overtime:

1. If an employer asks the employee to work for more than the working hours specified herein above in Attendance section no. 11.1 and 11.2, such an employee may be caused to work not exceeding 4 (Four) hours a day and 24 (Twenty-four) hours a week.
2. Any overtime working must be taken prior approval from the management, if fails to comply then the management shall not be obliged to reimburse such working hours.
3. The employer shall pay to the employee a remuneration at a rate of 1.5 times of his/her Basic Salary and General Allowance.

14. Exemptions:

Whatsoever written herein above regarding Attendance under section 11, the same shall not be applied to the member of Management Team (CEO, Dy. CEO and COO).

Notwithstanding to all mentioned above, the management of the company holds rights of decision for waiving/exempt for full or partial or specific wherever deemed necessary.

