



dataevolve
Snap your fingers on cloud



www.dataevolve.in

EMPLOYEE HANDBOOK

TABLE OF CONTENTS

- DISCLAIMER
- INTRODUCTION
- WHAT YOU CAN EXPECT FROM DATAEVOLVE
- WHAT DATAEVOLVE EXPECTS FROM YOU
- EMPLOYMENT REGULATION/POLICIES
- POLICY PROHIBITING HARRASMENT
- EQUAL OPPORTUNITY EMPLOYMENT
- COMPANY POLICIES
- NEW HIRE BACKGROUND CHECK
- REMUNERATION
- REFERAL PROGRAMS
- WORKPLACE POLICIES
- PERFORMANCE APPRAISALS
- ELIGIBILITY CRITERIA
- HOURS OF WORK
- CANCELLATION OF LEAVE
- EXTENSION OF LEAVE
- PLACE OF WORK
- VACATION POLICY
- UNUSED PAID VACATION TIME
- HOLIDAYS
- LEAVE OF ABSENCE (i.e., FAMILY MEDICAL LEAVE)
- GENERAL POLICIES - CUSTOMER RELATIONS
- STANDARD BEREAVEMENT LEAVE
- GENERAL POLICIES- OFFICE CONDUCT
- TELEPHONE CALLS
- SAFETY RULES AND REGULATIONS/ACCIDENT REPORTS
- WORKPLACE SECURITY
- PERFORMANCE MANAGEMENT PROGRAMS
- PERFORMANCE IMPROVEMENT PLAN
- DATAEVOLVE WORKDAY
- ABSENCE/LATENESS
- WEATHER EMERGENCY
- LEAVE POLICY
- RESIGNATION POLICY
- NON-SMOKING POLICY
- DRUGS, ALCOHOL, CONTRABAND

- ALCOHOL AND DRUG AWARENESS
- TAPE RECORDING
- DATAEVOLVE PROPERTY
- CONFIDENTIALITY
- HONEST AND ETHICAL CONDUCT AND FAIR DEALING
- PROHIBITION ON USE OR DISCLOSURE OF INSIDE INFORMATION PROBATION
- ANNUAL SALARY LOCK IN
- PERIOD DISCIPLINE
- EMPLOYEE BENEFITS
- PERFUMES/ FRAGRANCES
- PETS
- RACIAL HARRASMENT SEXUAL
- HARRASMENT
- DO'S AND DONT'S
- ANTI-BRIBERY/ CORRUPTION POLICY
- HARDWARE POLICIES
- QUICK TIPS
- CYBER SECURITY POLICY PROFESSIONAL
- SECURITY POLICY CONCLUSION
- FORM OF ACKNOWLEDGMENT OF RECIEPT OF EMPLOYEE HANDBOOK

DISCLAIMER

THIS HANDBOOK IS NOT INTENDED TO CREATE, NOR IS IT TO BE CONSTRUED AS, AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT OR AGREEMENT OF ANY TYPE BETWEEN DATAEVOLVE SOLUTIONS AND ITS ASSOCIATES AND SHOULD NOT BE CONSTRUED AS A GUARANTEE OF CONTINUED EMPLOYMENT. RECEIPT OF THE HANDBOOK DOES NOT GRANT A LEGAL RIGHT OR PRIVILEGE OF ANY TYPE TO ASSOCIATES. THE EMPLOYMENT RELATIONSHIP BETWEEN DATAEVOLVE SOLUTIONS AND ITS ASSOCIATES IS "AT-WILL," WHICH MEANS THAT THE EMPLOYER, OR THE ASSOCIATE, MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANYTIME FOR ANY LAWFUL CAUSE AND OR REASON, WITH OR WITHOUT NOTICE. POSSESSION OF THIS HANDBOOK IS NOT NECESSARILY AN INDICATION THAT YOU ARE ELIGIBLE FOR THE VARIOUS BENEFITS DESCRIBED HEREIN; YOU MAY BE REQUIRED TO SATISFY CERTAIN ELIGIBILITY REQUIREMENTS BEFORE OBTAINING COVERAGE. IN SOME INSTANCES, STATE OR FEDERAL LAWS OR THE POLICIES OF OUR CLIENTS MAY IMPOSE REQUIREMENTS IN ADDITION TO THE STATED COMPANY POLICY. FURTHER, IN ANY SITUATION WHERE INSURANCE OR OTHER BENEFITS PLANS ARE CONCERNED, THE TERMS OF THE POLICY OR PLAN PREVAIL OVER THE STATEMENTS IN THIS HANDBOOK. ANY AGREEMENT OR PROMISE ALTERING THE TERMS AND PROVISIONS OF THIS HANDBOOK MUST BE IN WRITING AND SIGNED BY THE DIRECTOR OF TALENT MANAGEMENT OF DATAEVOLVE SOLUTIONS.

WHILE DATAEVOLVE SOLUTIONS EXPECTS TO CONTINUE ITS POLICIES, PROCEDURES AND BENEFITS, IT RESERVES THE UNCONDITIONAL RIGHT TO MODIFY, REVOKE, SUSPEND, TERMINATE OR CHANGE ANY OR ALL SUCH POLICIES, PROCEDURES AND BENEFITS AT ANY TIME AND WITHOUT NOTICE.

INTRODUCTION

Welcome to Dataevolve!

Dataevolve believes that its strength lies in its people. Dataevolve believes that if people are given a positive environment, they will work with integrity and responsibility towards achieving their goals and Dataevolve's goals. It is around this basic belief that Dataevolve solutions culture has evolved.

Dataevolve strives to provide an environment that offers opportunities to contribute to the success of the organization; encourages and rewards high performance; fosters open and honest communication among associates and the company; nurtures creativity and risk-taking; furnishes meaningful challenges; facilitates constructive debate; promotes individual initiative; and builds trust. This Associate Handbook provides associates with an overview of some of the policies, procedures, and benefits of Dataevolve. It may not be possible to list and explain every policy, procedure or benefit in this Handbook. Therefore, this Handbook is merely a reference tool to guide and assist associates and help them understand what they can expect from working at Dataevolve, and what Dataevolve expects from them during their employment. Associates should review this Handbook carefully and refer to it whenever questions arise.

Please understand that circumstances may arise which require changes in the policies, practices and benefits described in this manual. Accordingly, Dataevolve reserves the right to amend the contents as it seems appropriate. Should any provision in this Associate Handbook be found to be unenforceable or invalid, such finding does not invalidate the entire Associate Handbook, but only that particular provision. This Associate Handbook replaces and supersedes an and all other Dataevolve Associate Handbooks, or other Dataevolve policies, whether written or verbal, except valid and enforceable collective bargaining agreements.

While Dataevolve hopes to have a long and mutually beneficial working relationship with you, regardless at anything that appears in this Handbook or in any other company publication, policy, statement or practice, the employment relationship between Dataevolve and its associates is "at-will," and thus may be terminated by either the associate or Dataevolve at any time for a lawful cause or reason no reason at all. with or without

What you can expect from Dataevolve

Dataevolve believes in creating a harmonious working relationship among all associates. In pursuit of this goal, Dataevolve has created the following associate relations objectives.

1. Provide an exciting, challenging and rewarding workplace and experience.
2. Select qualified people based on skill, training, ability, attitude, and character regardless of age, sex, colour, race, creed, national origin, religion, marital status, citizenship status, ancestry, sexual orientation, affection preference, physical or mental disability, veteran status, or any other
3. classification protected by applicable law.
4. Review wages, associate benefits and working conditions regularly with the objective of being competitive in these areas and consistent with sound business practices.
5. Provide eligible associates with various types of Paid Time Off (PTO) and holidays consistent with the
6. policy contained herein.
7. Provide eligible associates with health and welfare benefits consistent with the policy contained here in.
8. Provide associates an opportunity to discuss any issue or problem with
9. Management, to the extent practicable.

10. In appropriate circumstances, take prompt and remedial action in response to complaints brought
11. to the attention of supervisory personnel and Management.
12. Respect individual rights and treat all associates with dignity and respect. Maintain mutual respect in our working relationship. Provide a workplace that is comfortable, orderly, and safe. Promote associates on the basis to their ability and merit.

What Dataevolve expects from you

Dataevolve needs your help in making each working day as satisfying and rewarding as possible. Your first responsibility is to know your own duties and how to do them promptly, correctly, and pleasantly. Secondly, you are expected to cooperate with management and your fellow associates and maintain a good team attitude.

Your interaction with fellow Associates and those whom Dataevolve serves and how you accept direction can affect the success of your department. In turn, the performance of one department can impact the entire service offered by Dataevolve solutions. Consequently, whatever your position, you have an important assignment, perform every task to the very best of your ability.

You are encouraged to grasp the opportunities for personal development that are offered to you. Associate Handbook offers insight on how you can perform positively and to the best of your ability to meet and exceed Dataevolve expectations.

Dataevolve expects all Associates to be responsible for their own actions and to maintain standards of performance and behaviour that reflect Dataevolve solutions status in the industry. It is your responsibility to make sure you understand the standard or performance and behaviour expected, and to conduct yourself accordingly.

We strongly believe you should have the right to make your own choices in matters that concern and

Employment Regulations/ Policies

Dataevolve has been and will continue to be an equal opportunity employer. As such, Dataevolve complies with both the requirements and the spirit of equal opportunity laws in the implementation of all aspects of its employment policies and practices.

Dataevolve is committed to ensuring that all current and prospective associates are afforded equal opportunities and treatment and a work environment free of harassment. Dataevolve solutions provides equal opportunities for an associates and applicants without regard to race colour, religion, gender, sexual orientation, genetic information, atypical hereditary cellular or blood trait, HIV/AIDS, ancestry, national origin, age, marital and family status, protected veteran status, disabilities, or any other classification, as protected by federal, state, or local law. It is also the policy of Dataevolve to prohibit any form of harassment in the workplace by any person. Dataevolve solutions will make employment decisions including recruitment, placement, hiring, firing, transfer, leave of absence, compensation, and promotion training, social and recreational programs and events) in a non-discriminatory manner. Any conduct of any associate, including a supervisor associate, in violation of this policy will not be tolerated and will result in disciplinary action, up to and including termination of employment.

Dataevolve is an affirmative action employer complying with all federal, state, and local requirements to recruit from a diverse pool of applicants. Should associates have any questions or wish to discuss this policy, please contact your Talent Manager. If an associate believes that he or she has not been treated in accordance with this policy, the associate is strongly encouraged to report his or her concerns to Talent Management.

Policy Prohibiting Harassment

Dataevolve is committed to providing a work environment free of intimidation or harassment which is in any way related to an individual's race, colour, religion, gender, sexual preference, genetic

information, atypical hereditary cellular or blood trait, HIV/AIDS, ancestry, national origin, age, marital and family status, veteran status, disabilities, or any other classification, as protected by federal, state or local law.

Dataevolve prohibits harassment in any form, including verbal, physical and visual conduct, threats, demands, and retaliation which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive or hostile work environment. Such conduct includes, but is not limited to, the following examples: slurs; epithets; threats; derogatory or objectionable conduct in the form of remarks, pictures, objects, inappropriate jokes; offensive e-mail messages; mocking another's culture or accent; posting offensive material on walls, bulletin boards, or elsewhere on Dataevolve solutions or client premises or at Dataevolve solutions-sponsored events; circulating offensive material in the workplace, by e-mail, voice mail, or otherwise; teasing; threatening to, or actually making, job decisions, such as termination, demotion, or reassignment, if sexual favours are not granted; demanding sexual favours in exchange for favourable or preferential treatment; use of stereotypes or gender-related remarks which are offensive, insulting, derogatory or degrading unwelcome and or repeated flirtations, propositions, or advances, unwelcome physical contact; whistling in a manner directed toward the appearance of another; leering or improper gestures; unwelcome comments about appearance or sexuality; sexual jokes or use of sexually explicit or offensive language, either in person, in writing, or through e-mail; gender or sex-based pranks; the display in the workplace of sexually suggestive objects or pictures, including material from the internet, or any other type of conduct of a physical or verbal nature which is directed against someone due to any of the aforementioned personal characteristics. This policy prohibiting harassment applies to all associates of Dataevolve solutions as well as all non-associates with whom associates do business. Dataevolve expects that all relationships among persons in and out of the office, from the most senior associate to the most junior administrative staff member, business-like and free of bias, prejudice, and harassment. Dataevolve recognizes that, in the performance of their job duties its associates may be subjected to prohibited harassment by non-Company associates who conduct business with data evolve solutions. In these circumstances, Dataevolve acknowledges its responsibility to support and assist the associate who is being subjected to such harassment.

The behaviour illustrated in the examples above is unacceptable in the workplace and anywhere else that involves employment responsibilities or employment relationships, including but not limited to overnight business trips, business conducted in other offices, business conferences or training sessions, during work-related travel, business-related social events, over the telephone or voice mail, through regular mail or facsimile machine, or by electronic communications (E-mail, Internet, etc.).

a) Compliant procedure

Dataevolve encourages reporting of any perceived incidents of prohibited harassment, including sexual harassment, regardless of the attendee's identity or position. Individuals who believe they have been victims of sexual or other prohibited harassment or have witnessed such harassment, should immediately discuss their concerns with their supervisor or Talent Management. Dataevolve solutions encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken to prevent relationships from becoming irreparably strained. In addition, if appropriate, Dataevolve solutions encourages individuals who believe they are being harassed to advise the offender that his or her behaviour is unwelcome and request that it be discontinued immediately.

Equal Opportunity Employment:

Foster cooperation and communication among each other
Treat each other in a fair manner, with dignity and respect.

Seek to avoid workplace conflict, and if it occurs, respond fairly and quickly to provide the means to resolve it.

Company Policies:

Administer all policies equitably and fairly, recognizing that jobs are different, but each is important; that individual performance should be recognized and measured against predetermined standards; and that each employee has the right to fair treatment.

New Hire Background check:

It is Dataevolve policy to investigate all its new hires. Your Employment is conditional upon the information contained in your application form and/ or curriculum vitae being true and accurate, including (but not limited to) your educational and professional qualifications and upon reference checks to be conducted by Dataevolve Solutions being successfully completed.

You authorize Dataevolve to conduct such searches with government or enforcement authorities as are necessary to enable it to verify that you do not hold any criminal convictions.

Offer stands cancelled in case of any deviations in information provided and / or if the candidate fails to report on or before decided date of Joining.

Remuneration:

Your Gross Salary will be per annum made payable in accordance with Dataevolve Standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurance or otherwise. Your salary will be reviewed in accordance with internal performance review systems, details of which are set out in Dataevolve policies and procedures. If your hire date is on or before the first Monday in December of the current year, you will be eligible for a performance assessment and salary adjustment in the next calendar year, ordinarily this process occurs in December. Disclosure of Salaries is highly prohibited and serious action will be held against employees who are involved in such activity.

Referrals Programs:

The position offered is subject to positive background check and reference checks.

Workplace Policies:

Employees will have approx. 6 months of probation. However, basis their manager's feedback, they can be confirmed earlier as well.

A particular time frame within which the employee cannot resign from his/her duties. The lock-in period Can vary as per the employee's role, which will be detailed in their employment letter. If the employee decides to resign during his/her lock-in period, then as a penalty the employee shall pay as per the terms and conditions mentioned in their employment letter.

During your probationary period, employment may be terminated by either party for any reason whatsoever, with or without cause, and without notice or payment in lieu of notice as mentioned in employee's employment letter. At the completion of the probation period, the employee and employer shall meet and review progress to date. At this time one of three things will occur:

- I. Probation will end.
- II. Probation may be extended for an additional period.
- III. Employment will end.

Performance Appraisals:

The performance review document will be a living document for each employee. Each employee will be responsible for developing their respective work plan for the year. This plan will be reviewed by Management and amended, as necessary. At the time of the performance appraisal, the employer and employee will review the objectives and the results achieved. Throughout the year, the employee and employer may refer to this document to track progress made toward objectives, highlight areas of concern, and indicate challenges identified along the way.

Performance reviews, for all employees, will occur near the end of December, and annually thereafter. Employees should prepare for this meeting by preparing a draft work plan for the coming year. This meeting is to review successes and challenges from the preceding year, and to establish the objectives for the coming year. This would also be the opportunity for either party to identify and recommend professional development opportunities which may assist the employee in their day-to-day work or to grow within the organization. Once complete, both parties shall sign off on the final document and it shall be added to the employee's personnel file.

Eligibility criteria:

1. Employee must at least complete a year with the organization as on December 1 (Respective year) to be eligible for compensation revision, until & unless anything else specified in writing by People Op's.
2. An employee who has resigned or is terminated, he/she will not be eligible for compensation revision for the specific year.
3. The appraised amount or variable amount will not be disbursed to an employee who has resigned/terminated or is serving his/her notice period. One must be an "active" employee in the system on the date of disbursement of the appraised amount or variable amount.

Hours of Works:

The Normal business hours of the office, at which you work, will apply to you and these will be advised on commencement of employment, please refer to Data evolve Solutions Policies & procedures for further details.

Unplanned absences from the office should be informed to your reporting manager as soon as could reasonably be expected.

Defined from 09:30 am to 2 PM and 2PM to 6:30 PM and/or a minimum of 4:30 hours a day.

Anything lesser than 4:30 hours a day will be accounted as full day leave.

In case of any uninformed or unplanned leave/ Half Day/ Late comings, it would be marked as LOP (Loss of Pay) accordingly.

Leaves should be applied through Keka HRMS, Reporting Manager will be having full authority to either Accept or Reject any leave according to the workload.

In case of no access to HRMS, make sure you drop emails (for all leaves/ half days/ late comings) to your Reporting Manager in to email in CC.

Cancellation of Leave:

The Manager can also cancel the once sanctioned leave on situational / need basis. If an employee proceeds to avail the cancelled leave, then those days will be treated as absence from duty and the rules pertaining to absence from duty will be considered.

Extension of Leave:

As it is necessary to get prior approval for leave; so is for extension of leave, via HRMS Portal only. ■ The employee has to apply for extension of leave well in advance and get it approved from manager to be able to avail the same. In case an employee extends, the unsanctioned leave availed shall be treated as absence from duty.

Place of work:

Your initial place of work will be at Dataevolve facility in Hyderabad/Delhi. However, you should be aware that Dataevolve and its affiliates have offices globally.

I Acknowledge Receipt of a copy of this statement and after reading and understanding the same.

Vacation Policy

Dataevolve recognizes that vacation time provides associates time away from work for the purposes of relaxation or for taking care of personal matters that cannot be taken care of during non-work hours (vacation time"). The Company encourages all associates to take time of Tor vacation during the calendar year.

Encashment of accrued vacation time is possible only under two below circumstances:

- Transfer to off- shore from onsite
- Separation from the company

An associate may take his or her vacation at any time during the year, subject to the approval of his or her manager. Request for vacation may be denied or deferred if specific requirements or critical deadlines need to be met or if adequate advance notice is not provided an associate may take vacation on completion of one assignment and prior to commencing work at a new work site.

As per Dataevolve relocation policy, Data evolve will provide an associate with relocation assistance only from the associate's existing client location and not from his or her vacation site to the new client location.

Unused Paid Vacation Time

Associates may carry forward unused accrued vacation time up to a maximum of 8 days to the next calendar year.

For example:

If an associate accrues 20 working days of paid vacation time off in Year 1 and carries the unused accrued time to Year 2, during Year 2, the associate will need to use the 12 days (about 1 and a half weeks) of Year 1 paid vacation time. Otherwise, the paid vacation time that the associate accrued in Year 1 but carried over to Year 2 will lapse at the end of Year 2. The associate will also accrue up to 8 additional days of paid vacation time during Year 2. Which can be taken over the year or carried over to the next year.

In any State where the forfeiture of accrued unused vacation time is not allowed by law, associates will have continuing vacation accrual capped and will not accrue new vacation time until their vacation balance is below 160 hours.

Upon termination from Dataevolve payroll (including termination from the Company and/or transfer to an alternative Dataevolve location) unused accrued vacation time will be paid out to the associate with the associate's final pay check. Unused vacation will not be paid out to those terminated for misconduct including breach of ethics policy and/or theft of services. Associates who have accrued vacation time or any other paid time with an alternative Dataevolve company, (I.e., Dataevolve

Solutions Private Limited) cannot use such accrued time while they are working for Dataevolve solutions. Associates should refer to the respective Dataevolve company policy for further information.

Holidays

Dataevolve will publish a list of paid holidays prior to the beginning of each calendar year. An associate must work the day preceding and the day following a holiday to be eligible for holiday pay, unless otherwise approved by the associate's Supervisor or Manager. Associates working at client locations should refer to the clients' holiday policy. If client obligations require an associate to work on a Dataevolve holiday, the associate may use the holiday, subject to Manager approval, at any time in the same calendar year. Unused Holidays may not be carried over and will not be paid out upon termination of employment.

Associates who are on any type of leave of absence will not be paid for holidays.

Time off without pay may be granted to associates who desire to observe a religious holiday which is not a paid holiday under Dataevolve's holiday policy, provided it would not result in undue hardship to the company.

Leave of Absence (i.e., Family Medical Leave)

Dataevolve maintains a leave of absence policy to respond in compliance with state and federal leave laws to situations in which an associate may need to be away from work for an extended period. This policy covers the below leave types.

- A serious health condition that makes the associate unable to perform the essential functions of his or her job (including pregnancy related conditions).
- The birth of a child and to care for the new born child within one year of birth.
- The placement with the associate of a child for adoption or foster care and to care for the newly placed child within one year of placement.
- To care for the associate's spouse, child, or parent who has a serious health condition. Any qualifying exigency arising out of the fact that the associate's spouse, son, daughter, or parent is a covered military member on "covered active duty".
- To care for a covered service member with a serious injury or illness if the eligible associate is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

General Policies - Customer Relations

The success of Dataevolve depends upon the quality of the relationships between Dataevolve, our associates, customers, owner's representatives, and the public. Our customers impression of Dataevolve and their interest and willingness to stay with us is greatly formed by the people who serve them. In a sense, regardless of your position, you are Dataevolve ambassador. The more goodwill you promote, the more our clients will respect and appreciate you, Dataevolve, and our services.

Below are several things you can do to help give clients a good impression of Dataevolve. These are the building blocks for our continued success.

- Act competently and deal with clients in a courteous and respectful manner.
- Always communicate pleasantly and respectfully with other Associates.
- Follow up on orders and questions promptly, provide business like replies to inquiries and requests, and perform a duties in an orderly manner.
- Communicate pleasant and respectfully with other Associates at all times Follow up on orders and questions promptly, provide business like replies to inquiries and requests, and perform a duties in an orderly manner.
- Take great pride in your work and enjoy doing your very best.

Standard Bereavement Leave:

An eligible associate may take up to three days (3) of paid leave for the death of an immediate family member. The immediate family includes spouse, child, mother, father, siblings, grandparent, step-parents, stepsiblings, brother-in-law, sister-in-law, or parent-in-law. If additional time is needed, vacation or unpaid personal leave may be taken with Supervisory approval.

General Policies - Office Conduct

Standards of Conduct and Disciplinary Procedures Dataevolve counts on professionalism and common sense in all associates' actions. This is essential to providing a positive work environment. Therefore, conduct that is dangerous to others, dishonest, immoral, illegal, or abusive will not be tolerated at Dataevolve. Violations of Dataevolve work rules and regulations will be grounds for disciplinary action, up to and including suspension and termination of employment.

When an associate fails to meet Dataevolve's established standards of work or conduct, their manager may try to utilize progressive discipline so that the associate will be assisted in improving their performance or conduct.

However, because Dataevolve associates are employed at will and can be terminated or resign at any time for any cause and/or reason, Dataevolve reserves the right to dismiss an associate, without notice, for a reason, including but not limited to economic or business reasons, unacceptable conduct, or performance, or violation of the general rules or conduct described herein.

As it is impossible to list every reason why an associate may be subject to disciplinary action, the following list of offenses. This list is not all-inclusive but merely provides helpful guidance to our associates concerning conduct that Dataevolve considers unacceptable, intolerable, and warranting discipline. Except as otherwise permitted by any federal, state, or local law, violations of the following work rules and regulations, as well as other job performance problems, can subject the associate to disciplinary action, up to and including immediate termination or employment:

- Stealing
- Fighting
- Falsification of records (including time records, expense records and applications for employment)
- Insubordination
- Solicitation or distribution in violation of Dataevolve Solicitation, Distribution and Postings Policy
- Unauthorized or careless use of, destruction of, defacement of, removal of, or damage to Company property or systems
- Unauthorized acquisition, release, or disclosure of confidential or proprietary Information.
- Unlawful or unauthorized manufacture, distribution, dispensation, possession or use of any controlled substance or alcohol.
- Reporting to work under the influence of alcohol or illegal drugs, or under the influence of a legal drug which adversely affects safety or job performance.
- Testing positive for illegal drugs
- Possessing, carrying, or concealing firearms, explosives, or any recognizable weapons on duty, or other hazardous devices
- Poor work performance
- Disorderly conduct, including horseplay.
- Removing records or material from Company property without permission
- Gambling
- Violation of established safety regulation
- Use of abusive or threatening language
- Unreported or excessive absenteeism or tardiness

- Failing to report absences or tardiness promptly.
- Tampering with another associate's personal possessions
- Leaving work before the end of the scheduled shift without permission
- Unprofessional behaviour in dealing with other associates or the public
- Cheating
- Smoking on Company premises
- Failing to immediately report injuries or damage to property or vehicles.
- Abuse of meal or break periods.
- Violation of any Company policy
- Refusing to accept work assignments, reassignments, or transfers.
- Neglect of job responsibilities and duties, including incompetence
- Violation of Dataevolve's Policy Prohibiting Harassment
- Loitering in or around the facility, while off duty, without authorization from the Company.
- Engaging in criminal conduct of any kind
- creating unsafe or unsanitary condition
- Use of the company's Expense reimbursement Procedure to claim money for personal, non-business-related expenses.

In cases where disciplinary action is necessary due to violation of Dataevolve's work rules and regulations, as well as other or performance problems, an associates Manager will determine the appropriate action. in consultation with Talent Management. Dataevolve solutions may. On a case-by-case basis and in its sole discretion, choose to coach or counsel the associate to try and make sure they understand the problem or violation and the expected remedy. It however, the associate fails to respond to coaching or counselling, or an incident occurs requiring formal discipline, then Dataevolve may take appropriate steps like issuing warning letters, suspension without pay, crisis suspension depending on the nature of the action that warranted suspension) or even termination.

Termination of employment may occur when deemed warranted by Dataevolve solutions. This may occur after utilization of one or more of the above disciplinary steps or without utilizing any of those steps.

While Dataevolve will attempt to ensure that discipline, up to and including dismissal from employment, is administered fairly and uniformly, neither this handbook, nor any other communication by Dataevolve, either written or oral, made at the time of hire or during the course of employment, is Intended to create an employment contract. Nothing in these work rules and regulations, or in this handbook, in any way affects the at will status of the associate's employment, which means that the associate or Dataevolve may terminate the employment relationship at any time for any lawful cause and/or reason, with or without notice.

Telephone Calls

Dataevolve recognizes that associates may need to use the telephone for personal calls during working hours. Dataevolve expects Its associates to keep the Frequency and duration of personal telephone calls to a minimum. In addition. associates are not permitted to make International personal telephone calls from company telephones or use company hotlines for personal calls. Associates at client locations must adhere to the policy applicable at the client location in addition to Dataevolve policy on telephone calls.

Safety Rules and Regulations/ Accident reports

It is important to all associates that every associate performs his or her job responsibilities in a safe and efficient manner. A associates should use the safest possible method in the performance of their duties. An unsafe or hazardous condition observed of an associate must be immediately reported to the associate's Supervisor, Account Manager, Regional Director, or Talent Management.

An associate should report all accidents and injuries, no matter how slight, whether to himself or herself, a co-worker, a client, a visitor, or another, to their supervisor, Account Manager, Regional Director or Talent Management as soon as possible. Upon notice, Supervisors must contact our workers compensation carrier to complete an accident and incident report for each safety and health infraction within 24 hours.

First Aid kits are located throughout each Dataevolve office. Associates should familiarize themselves with their locations. In addition, associates working at client locations should familiarize themselves with the safety policy applicable at the client site and adhere to that policy.

Workplace Security

Dataevolve values its associates and is committed to providing a safe working environment. However, Dataevolve needs the assistance of each associate in this regard.

To have a safe workplace and prevent workplace violence, each associate must be familiar with his or her work environment and observant of his or her surroundings. For example, entrances and exits to the office area must be kept secured at all times so that no one may enter the premises without first being authorized to do so. Doors that are intended to be locked must be kept locked and not left partially open for any reason. Propping a door open, even for a good reason, can have a devastating result.

Associates are expected to assist Dataevolve in this safety precaution by informing visitors of this policy and by questioning any strangers as to their purpose in the office area. If an associate notices anyone who appears to be out of place or in a location where he or she should not be, an associate should immediately notify his or her supervisor or Talent Management.

In addition to workplace security, we want to familiarize associates with certain characteristics, which may indicate that an individual has a serious problem and is a potential threat in the workplace. These signs include, but are not limited to:

- History of violence
- Intimidating behaviour.
- Verbal threats of any kind.
- Unpredictable behaviour patterns and easily provoked.
- Reports of fear from other associates.
- Difficulty in controlling temper.
- Blames performance problems on others or something external.
- Talk(s) about weapons.
- Destructive behaviour, i.e., punches the wall when upset.
- Evidence of drug or alcohol abuse.
- Recent changes in behaviour:
- Signs of anxiety and irritability.
- Depression, withdrawal and comments about suicide: and
- Altercations with others.

No one sign is indicative of violent behaviour. However, if an associate notices one or more of these signs in a visitor, client or co-worker and believes that the individual is in need of assistance or is a threat to others, please notify Talent Management immediately. It is not the associate's responsibility to approach the individual to try to "fix" the problem or reach a conclusion as to whether or not a real problem exists. Rather, the associate's responsibility is merely to observe the individual's behaviour and immediately report what they heard or saw to a supervisor and Talent Management. All reports will be kept confidential to the maximum extent possible.

Dataevolve recognizes that a safe workplace promotes good associate morale and work performance. Associates' actions will assist the Company in responding to what could be a potentially serious problem before any incident occurs and provide assistance to a troubled individual. To achieve this goal, we must work together and daily reaffirm the commitment to health and safety.

Performance Management Programs

In order to continue to fuel the success of Dataevolve, and attract and retain excellent associates, Dataevolve has instituted a performance management program to evaluate employees in a fair and equitable manner based upon demonstrated job performance, and in accordance with its Equal Employment Opportunity policy.

Through this program, employees will receive frequent and meaningful feedback, and supported growth development in a learning culture. After year-end appraisals, an employee may become eligible for performance based variable compensation.

Under usual circumstances, employees will receive a performance review annually. Although Management will endeavour to prepare performance evaluations in a timely manner, it is possible that circumstances can cause delay in completing performance evaluations and this policy is not a guarantee of an annual evaluation. If an employee's job responsibilities change substantially at any time after the annual work review, however, another review may be performed before the next annual review, after the new assignment has begun.

Performance Improvement Plan

Occasionally, it may occur that an associate's performance does not meet minimum expectations for their position. In some cases, the Manager, working together with Talent Management, may, in their sole discretion, implement a Performance Improvement Plan, with SMART goals. (Goals which are specific, measurable, attainable, realistic and timely). The associate's performance will be re-assessed at the end of the defined time period. Improvement must be immediate and sustained for continued employment by the company. Use of a Performance Improvement Plan is discretionary upon the part of Dataevolve; and work performance below minimum expectations may result in termination.

Dataevolve Workday

The normal workweek for Dataevolve associates working at corporate offices globally is Monday through Friday, falling between baseline hours of 9:30 a.m. to 6:30 p.m. as set by the local office, with a break for lunch. An associate's specific workday may be altered at the discretion of his or her Manager. Lunch hour privileges are to be used judiciously as Dataevolve work hours must coincide with the rest of the industry.

Although Dataevolve does require associates to punch in time and out time, Dataevolve expects associates to work at least 8 hours each day. Any associate who abuses this policy may be subject to discipline, up to and including termination.

Absence/Lateness

Associates are expected to be at their workstation or if assigned to work "on-site" at a client's place of work or other location, by their scheduled start time. If an associate expects to be late or will be absent, he or she must notify his or her supervisor. If the associate is working "on-site" he or she must notify their Account Manager at least one-half [$\frac{1}{2}$] hour prior to the associate's normal starting time. If the associate's Supervisor or Account Manager is unavailable, the associate should leave a email message. An Associate must give the reason for his or her lateness or absence, when the associate expects to arrive to work, and how his or her supervisor or Account Manager, can contact him or her

if needed. An associate's supervisor may require the associate to call in each day of the associate's absence.

It is the associate's responsibility to ensure that proper notification is given. Notification received from another associate, friend, or relative is not considered proper, except in an emergency.

Weather Emergency

It is Dataevolve's policy to continue business operations despite weather emergencies, unless weather conditions make it appear that the office may be closed for the entire day. In the event that inclement weather has closed the office, run-time associates scheduled to work that day will be paid. Associates scheduled to work onsite are subject to the hours of the client's worksite and should follow any safety or emergency guidelines provided by the client.

1) Leave Policy

1. Definitions

- Employee: An employee is any person hired by an employer to do a specific Job. - Employer: An employer is a person or institution that hires employees.
- Paid Leave (PL): The period during which you are absent from work or duty with pay which is approved by your manager is termed as Paid leave
- Absent: The period during which you are absent from work or duty without pay with an approval from your manager is termed as absent. The period during which you are absent from work or duty without intimation or approval from your manager is termed as UL (Unauthorized Leave or Unapproved Leave). For one UL two days salary will be deducted.
- Unpaid Leave (UL): The period during which you are absent from work or duty with pay which is approved by your manager but is not paid by company is termed as Unpaid leave

2)Leave Policy

All employees, on completion of 6 months of continuous service, seventh month onwards one PL every month will credited to the account.

All planned leaves must be mutually agreed. Leaves can be approved from authorized sanctioning Authority (Reporting Manager/HR). During the probation period (six months of joining) no employee is entitled for any leave in emergency, if any leave taken, it will be treated as unpaid leave).

Paid leaves can be availed on the completion of the probation period. after due approval from the concerned manager/supervisor.

3) Leave Rules

-Procedure of accumulations of leaves: An unused leave can be accumulated till Year end. and to be used only during that year. Any unused leave will lapse in full and will not be carried forward.

-Sandwiching of Weekly Off: In case of fixed official off is getting sandwiched in between the authorized leaves UL Absents the official off will be marked as Leave UL Absents respectively. e.g., If leaves proposed for Friday & Monday then Saturday and Sunday (Week off) will also be marked as leave.

-Unauthorized Unapproved Leave (UL): Employees are required to inform (well in advance) his/her immediate supervisor/Manages/TLs about the likely absence from the work. In the absence of information with the mentioned officials. the availed leave shall be termed & marked as unauthorized UL. For every single unauthorized leave (UL) 2 days salary would be deducted.

-Leave Discrepancies: A discrepancy pertaining to the leaves / authorization of leaves attendance of the employee would be taken care by the concerned manager in command in consultation with HR.

4) Applying Leave

Leaves approved by manager/supervisor should be forwarded to HR Department within 48 hours from the date of proposed (first day of leave) otherwise such leave would be treated as UL (unpaid/unauthorized leaves)

5) Official Weekly off Policy of earned leaves:

Weekly Off: Employees will be given 1 weekly off in a week, only earned leaves can be taken as off, with the approval of reporting manager supervisor. - 20 Paid Leaves per annum -Office Timings-9:30-6:30

-Late timings- After 11am - Half day LOP, before 4pm- Half Day LOP +9 hours must be spent per day. +1-hour break

Resignation Policy

Although we hope your employment with Dataevolve will be a mutually rewarding experience we understand that varying circumstances do cause employees to voluntarily resign employment. Should this time come, you are asked to follow the guidelines below regarding notice and exit procedures.

Associates are encouraged to provide two months' notice to facilitate a smooth transition out of the organization. During this notice period, the associate is not permitted to use vacation days without Managerial permission. A shorter notice will be acceptable if you are between assignments. A resignation should be submitted through Employee self Service. If an associate provides more notice than requested, Dataevolve will evaluate whether the additional notice period is necessary for effective business operations and will notify the associate to confirm the final date of employment. Talent Management will communicate a time to review Clearance Sheet items and conduct Exit Interviews.

If an associate provides less notice than requested, Dataevolve may deem the individual to be ineligible for rehire depending upon the circumstances regarding the notice given.

Associates who have to report to work for three consecutive days without properly communicating to their supervisor or Manager the reasons for their absence will be viewed as voluntarily resigning their employment as of the 3rd day unless state law mandates a longer period of time.

Non-Smoking Policy

Dataevolve provides a smoke-free environment for its associates. Smoking is only permitted outside the office building, in designated areas. Associates who choose to smoke should respect the rights of other individuals on cognizant property. We ask that associates keep the designated areas clean, and a receptacle must be used for the disposal of cigarettes.

Failure on the part of an associate to comply with these standards may result in disciplinary action.

Associates assigned to work "on-site" at a client's place of business or other locations are required to follow its smoking policy.

DRUGS, ALCOHOL AND CONTRABAND

Dataevolve strictly prohibits the manufacture, distribution, dispensing, possession, use and/or sale of a controlled substance, including any of the following items by an individual while on company premises or on company time:

- Illegal or unauthorized drugs including excessive quantities of prescription or over-the-counter drugs) and any other chemical substances that may affect an individual's mood, senses,

responses, motor functions or alter or affect a person's perception, performance, judgement, reactions, or senses.

- Prescription or over-the-counter drugs that may adversely influence performance or behaviour when taken other than as prescribed.
- Drug-related paraphernalia.
- Firearms, explosives, fireworks, or ammunition.
- Alcohol or intoxicating beverages, with the exception of Company-sponsored parties approved by the Chief Executive Officer.

It is also the policy of Dataevolve to strictly prohibit employees and others working on company premises from reporting to work or working under the influence of detectable levels of unauthorized or illegal drugs and/or alcoholic beverages. An associate with a problem relating to either alcohol or drug abuse is encouraged to contact the company's Employee Assistance Program (EAP) for assistance in securing counselling or other treatment. Any associate found in violation of any of these provisions would be subject to immediate dismissal.

Alcohol and Drug Awareness

Any associate found carrying or in the unauthorized possession of liquor on Dataevolve's premises or an associate who violates this policy, will be subject to discipline, up to and including discharge. An associate who drinks on company property will also be subject to discipline, up to and including discharge. An Associate who reports to work under the influence of alcohol will not be allowed to work. He or she will be sent home with an escort and subject to further discipline, up to and including discharge. Associates at client locations will, in addition to adhering to this policy, also adhere to any such policy applicable at the client location.

Tape Recording

Dataevolve understands that in the course of doing work, and in the evaluation of an associate's performance, there will be frequent opportunities for private and confidential discussions. Dataevolve respects the privacy and confidentiality of such communications. Any surreptitious recording of these conversations by a tape recorder or similar electronic device is prohibited. Dataevolve believes that such non-consensual recording is inconsistent with an environment which nurtures open and frank interchange between associates. Violations of this policy may lead to immediate termination.

Dataevolve's Property

No Dataevolve or client property may be removed from the premises without appropriate permission having been obtained. Personal use of Dataevolve's equipment is permitted only with the express permission of the associate's supervisor, Account Manager or appropriate personnel.

All Company/client property and equipment, including computers, security badges, manuals, and software is to be returned in good condition and in working order. Any defects are to be reported to the associate's supervisor or Account Manager as soon as noted. All Company/client property available for associates to use must be returned upon leaving Dataevolve, or when requested. Failure to do so may result in the associate being charged the replacement cost of the item(s).

Confidentiality

Employees, officers and Directors must maintain the confidentiality of confidential information entrusted to them by the Company or other companies, including our suppliers and customers, except when disclosure is authorized by a supervisor or legally mandated. Unauthorized disclosure of any confidential information is prohibited. Additionally, employees should take appropriate precautions to ensure that confidential or sensitive business information, whether it is proprietary to the company or another company, is not communicated within the company except to employees who have a need

to know such information to perform their responsibilities for the Company and the information can then only be communicated on a confidential basis.

Third parties may ask you for information concerning the Company. Subject to the exceptions noted in the preceding paragraph, employees, officers and Directors other than the Company's authorized spokespersons must not discuss confidential Company matters with, or disseminate confidential Company information to, anyone outside the Company, except as required in the performance of their Company duties and after an appropriate confidentiality agreement is in place. This prohibition also applies to all inquiries concerning the company from the media, market professionals such as securities analysts, Institutional Investors, investment advisers, brokers, and dealers) and security holders. All responses to inquiries on behalf of the Company must be made only by the Company's authorized spokespersons. If you receive any inquiries of this nature, you must decline to comment and refer the inquirer to your supervisor or one of the Company's authorized spokespersons.

You also must abide by any lawful obligations that you have to your former employer. These obligations may include restrictions on the use and disclosure confidential information, restrictions on the solicitation of former colleagues to work at the Company and non-competition obligations.

Honest and Ethical Conduct and Fair Dealing

Honest and Ethical Conduct and Fair Dealing We seek to outperform our competition fairly and honestly. We seek competitive advantages through superior performance, never through unethical or illegal business practices. Accordingly, employees, officers and Directors should endeavour to deal honestly, ethically and fairly with the company's suppliers, customers, competitors and employee's statements regarding the company's products and services must not be untrue, misleading, deceptive or fraudulent. You must not take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts or any other unfair-dealing practice.

Prohibition on Use or Disclosure of Inside Information

All associates of the Company and its subsidiaries are advised that the Company has a strict policy prohibiting associates of the Company and its subsidiaries from:

1. Buying or selling, or participating in a decision to buy or sell, the Company's Class A Common Stock while in possession of material non-public information sometimes called "inside" information); or
2. Disclosing inside information to others (sometimes called "tipping").

This policy is for the protection of the Company, its subsidiaries and their respective employees. It is also designed to assist personnel in complying with applicable requirements of Federal law. Any person who violates the Federal prohibitions on the use of material inside information in securities transactions or the communication of such Information to others who use it in securities transactions may suffer severe consequences including possible civil or criminal liability, injunctions, disgorgement of profits made, or losses avoided.

Information concerning the Dataevolve, or its subsidiaries is "inside" or "non-public" for purposes of this policy if it has not been made generally available to the public for at least two full days. Information would be deemed generally available to the public if it has been included in a filing made by the company with the securities and Exchange commission Or disclosed in a press release.

Inside information is "material" if it relates to the Company and its subsidiaries or their respective businesses, financial condition or prospects or the Company's Class A Common Stock and its dissemination would be likely to affect the market price of the Company's Class A common stock or if there is a substantial likelihood that a reasonable investor would consider it important in determining whether to buy, sell or hold the company's class A Common Stock. Material inside information can also be related to new products and services, customers, sales, etc. Information concerning any of the following will generally be considered material:

- Declarations of stock splits, stock dividends and cash dividends.
- Earning information
- Financial forecasts, especially estimates of earnings.
- Changes in previously disclosed financial information.
- joint ventures, mergers or acquisitions of other companies and negotiations with respect thereto.
- Proposed issuances of new securities or repurchases of Class A Common Stock by the Company;
- Significant changes in operations.
- significant increases or decreases in customers.
- Extraordinary borrowings.
- The commencement of major litigation or governmental investigations.
- Financial liquidity problems; and
- Significant changes in management

When in doubt, information concerning the Company, or its subsidiaries should be presumed to be material and not to be disclosed to the public.

Probation

The first six months of employment are probationary. During this time both parties may assess suitability for employment with the Employer. This also provides management an opportunity to assess skill levels and address areas of potential concern. Note: Freshers will have approx. 6 months of probation. However, basis their manager's feedback, they can be confirmed earlier as well.

During your probationary period, employment may be terminated by either party for any reason whatsoever, with or without cause, and without notice or payment in lieu of notice as mentioned in employee's employment letter. At the completion of the probation period, the employee and employer shall meet and review progress to date. At this time one of three things will occur:

- Probation will end.
- Probation may be extended for an additional period.
- Employment will end.

Annual Salary

Salaries shall be determined by the Management, based on budget considerations and commensurate with the experience of the successful candidate. The organization shall pay employees monthly, less the usual and necessary statutory and other deductions payable in accordance with the Employer's standard payroll practices. These payroll practices may be changed from time to time at the Employer's sole discretion.

Currently, payday occurs on fifth (05th) of every month and covers the pay period from first (01st) to last day of previous month.

Lock-in Period

A particular timeframe within which the employee cannot resign from his/her duties. The lock-in period can vary as per the role of the employee which will be detailed in their employment letter. If the employee decides to resign during his/her lock-in period, then as a penalty the employee shall pay as per the terms and conditions mentioned in their employment letter.

Discipline

Discipline at Dataevolve shall be progressive, it's purpose is to identify unsatisfactory performance and / or unacceptable behaviour. The stages may be:

- i. Verbal reprimand
- ii. Written reprimand

iii. Dismissal

Some circumstances may be serious enough that all three steps are not used. Some examples of these types of situations are theft, assault, or wilful neglect of duty. In all cases, documentation should be included in the employee's personnel file.

Employee Benefits

- Dataevolve provides medical insurance to permanent employees based on the employee profile.
- Work Anniversary: Internal celebration from company's end for employee's celebrating 5th or more work anniversary

Perfumes/ Fragrances

Dataevolve is aware that some persons may have allergies or sensitivities to perfumes, lotions, colognes and /or chemical smells. As a result, we discourage the overuse of these products.

Pets

The offices of Dataevolve are a place of business, and as such, pets are not welcome during normal working hours.

Racial Harassment

Specifically, racial harassment is defined as any unwelcome comments, racist statements, slurs, jokes, graffiti, literature or pictures and posters which may intentionally or unintentionally offend another person. Some examples of conduct that may be racial harassment.

- Verbal or written conduct: Comments about clothing, personal behaviour, or your body; racial or race-based jokes; telling rumours about your personal life; threatening you; organized hate activity directed at employees
- Physical conduct: Rape or assault; impeding or blocking your movement; inappropriate touching of your body or clothing;
- Nonverbal conduct: Derogatory gestures or facial expressions of a racial nature; following or stalking you;
- Visual displays: Posters, drawings, pictures, screensavers or e-mails of a racial nature; epithets scrawled on the employer's property; hangman's nooses, Nazi swastikas, or other items understood to have racial significance

It is very important that you report the harassment with the People Operations Department immediately because your employer must know or have reason to know about the harassment to be legally responsible for a co-worker, client or customer's racially harassing conduct.

Sexual Harassment

Sexual harassment is any unwanted attention of a sexual nature such as remarks about appearance or personal life, offensive written or visual actions like graffiti or degrading pictures, physical contact of any kind, or sexual demands.

Sexual harassment is unwelcome sexual behaviour, which could be expected to make a person feel offended, humiliated or intimidated. It can be physical, verbal or written.

Sexual harassment is covered in the workplace when it happens:

- At work
- At work-related events
- Between people sharing the same workplace

- Between colleagues outside of work.

It is considered sexual Harassment at workplace when a person:

1. Subjects another person to an unwelcome act of physical intimacy, like grabbing, rushing, touching, pinching, etc.
2. Makes an unwelcome remark with sexual connotations, like sexually explicit compliments/cracking loud jokes with sexual connotations/ making sexist remarks for the person or amongst themselves in an attempt to humiliate or embarrass another person.
3. Shows a person any sexually explicit visual material, in the form of pictures / cartoons / pinups / calendars / screen savers on computers/any offensive written material/pornographic/emails, etc.
4. Engages in any other unwelcome conduct of a sexual nature, which can be verbal, or even nonverbal, like staring that makes the other person feel uncomfortable, making offensive gestures, kissing sounds, etc.
5. It is also sexual harassment for a boss to make intrusive inquiries into the private lives of employees, or persistently asking them out.

Any employee in the Company who is sexually harassed within the meaning of sexual harassment as defined by the Act, he/she may make a personal complaint, giving the details of such harassment addressed to the Head of People operations department/ Management within a period of three months from the date of incident and in case of series of incident, within a period of three months from the last incident.

Do's and Don'ts:

All employees, consultants, and contractors of Dataevolve must read, understand, accept and comply with this policy and acknowledge the same in Employee Handbook, as follows:

- All employees, consultants and contractors of data evolve must participate in all training provided by the Company.
- Importance of understanding and applying the code of conduct.
- The prevention, detection and reporting of Bribery/Corruption offences and other forms of corruption are the responsibility of all those working for Dataevolve or under its control. All such persons are required to avoid any activity that might lead to, or suggest, a breach of this Policy.
- If you are asked to make a payment on the Company's behalf, you should always be mindful of what the payment is for and whether the amount requested is proportionate to the goods or services provided. You should always ask for a receipt which details the reason for the payment. If you have any suspicions, concerns or queries regarding a payment, you should raise these with the Compliance Officer, wherever possible, prior to taking any action.
- All employees, consultants, and contractors of Dataevolve must notify the Compliance Officer or make a disclosure as soon as possible if they believe or suspect that an action in conflict with this Policy has occurred, or may occur in the future, or has been solicited by any person.
- No employees shall pay any expenses for travel, lodging, gifts, hospitality, entertainment, or charitable contributions for government officials on OEM's/Vendor's behalf.
- The consequences of breaching. Any person who breaches this Policy will face disciplinary action, which could result in dismissal for gross misconduct. Dataevolve reserves its right to terminate its contractual relationship with other persons if they breach this, Policy.
- Any person who breaches this Policy will face disciplinary action, which could result in dismissal for gross misconduct. Data evolve reserves its right to terminate its contractual relationship with other persons if they breach this Policy.

Anti-Bribery/Corruption Policy

Purpose: This anti-bribery corruption policy exists to set out the responsibilities of Dataevolve and those who work for us regarding observing and upholding our zero-tolerance attitude on bribery and corruption. It also exists to act as a source of information and guidance for those working for Dataevolve. It helps them recognize and deal with bribery and corruption issues, as well as understand their responsibilities.

Objectives: This anti-bribery corruption policy sets the following

- a. commitment to zero tolerance towards corruption
- b. creating awareness towards ABC policy.
- c. ensuring every staff's declaration in compliance to the ABC policy.

Policy

Dataevolve is committed to conducting business in an ethical and honest manner and is committed to implementing and enforcing systems that ensure bribery is prevented. Dataevolve has zero-tolerance for bribery and corruption activities. Dataevolve's Management is committed to acting professionally, fairly, and with integrity in all business dealings and relationships, wherever we operate. Dataevolve will constantly uphold all laws relating to anti-bribery and corruption in all the jurisdictions in which we operate. We are bound by the respective laws (as listed in the Annexure), in regard to our conduct both at home and abroad. Dataevolve recognizes that bribery and corruption are punishable including fine. If our company is discovered to have taken part in corrupt activities, we may be subjected to an unlimited fine, be excluded from tendering for public contracts, and face serious damage to our reputation. It is with this in mind that we commit to preventing bribery and corruption in our business and take our legal responsibilities seriously.

Hardware Policies

- Laptops/Desktops should be clean.
- Avoid Force Shutdown/Restart. This is bound to harm the Laptop Hardware/Software. Hence kindly
- Shutdown/Restart properly.
- Use Sleep or Hibernate options to resume your work.
- User will be liable for any physical damage, loss of Laptop/Charger, and any assets provided by Dataevolve.
- Do not plug in your laptop always. If you have any issues with your Laptop/Desktop, contact the technical team at once.

Quick Tips:

- Delete cookies and temporary files from your internet browser frequently.
- Run your antivirus at least once a week to ensure there is no malware snuck in your system.
- No alterations to the system software or hardware configuration should be carried out without the approval of the IT team
- Avoid unnecessary software's i.e. Torrents, Blue stack, SQL Server, C++, JAVA,(Programming Software's), IDM, YouTube Downloader, etc.
- Limit the number of programs that run automatically when you start your laptop/desktop.
- Restrict Outlook for official purpose: Avoid as far as possible "Reply to all".
- Cross out unwanted tabs in Google Chrome, Mozilla Firefox, and Internet Explorer.
- Employees should ensure that they "log off" when the laptop is not in use.
- Personal data to individuals should not be stored on Official System (Movies, Songs, Videos Files, Pictures, etc.)
- Data that includes personally identifiable information should not be downloaded, stored, or recorded in the systems provided.
- Member is monetarily responsible for any hardware/software damage that occurs.

- When using the laptop, keep it on a flat, solid surface so that air can circulate through it. E.g., using the laptop while it is directly on a bed can cause damage due to overheating.
- Always keep your laptop plugged into the supplied surge protector when it is plugged in or charging.
- Do not place drinks or food near your laptop.
- Extreme temperatures or sudden temperature changes can damage a laptop.

Cyber Security Policy

Acceptable Use

1. Personnel are responsible for complying with company policies when using company information resources. If requirements or responsibilities are unclear, please seek assistance from the HR and Cybersecurity Team.
2. Personnel must promptly report harmful events or policy violations involving company assets or information to their manager or a member of the HR and Cybersecurity team. Events include, but are not limited to, the following:
 - Technology incident: any potentially harmful event that may cause a failure, interruption, or loss in availability to company Information Resources.
 - Data incident: any potential loss, theft, or compromise of company information.
 - Unauthorized access incident: any potential unauthorized access to a company Information Resource.
 - Facility security incident: any damage or potentially unauthorized access to a company owned, leased, or managed facility.
 - Policy violation: any potential violation to this or other company policies, standards, or procedures.
 - Potentially harmful event at client facility wherein Personnel is deputed or is visiting the site and feels that event may harm company in any way.
3. Personnel should not purposely engage in activity that may
 - Bully, harass, threaten, impersonate, or abuse others using social media or company provided resources;
 - Make irresponsible sexist, racial, religious political comments using company provided resources
 - degrade the performance of company Information Resources.
 - deprive authorized company personnel access to a company Information Resource.
 - obtain additional resources beyond those allocated.
 - or circumvent company computer security measures.
4. Personnel should not download, install, or run security programs or utilities that reveal or exploit weakness in the security of a system. For example, company personnel should not run password cracking programs, packet sniffers, port scanners, or any other non-approved programs on any company Information Resource.
5. All inventions, intellectual property, and proprietary information, including reports, drawings, blueprints, software codes, computer programs, data, writings, and technical information, developed on company time and/or using company Information Resources are the intellectual property of company. Unauthorized access, distribution or retention by the personnel may invoke disciplinary or legal provisions as per existing laws of the country.
6. Personnel should not use any encryption software on the company provided or BYOD systems other than the encryption system provided by the company.
7. Personnel are expected to cooperate with incident investigations, including any federal or state investigations.

8. Personnel are expected to respect and comply with all legal protections provided by patents, copyrights, trademarks, and intellectual property rights for any software and/or materials viewed, used, or obtained using company Information Resources.

Professional Certification Policy –

- Certification initiation must be via People Experience team.
- Signing PSLA is mandatory if the certification is sponsored/reimbursed by the organization.
- Employee is entitled to be employed with the organization for the minimum period of 12 months from the date of course completion.

Conclusion

Adherence to the policies set forth in this memorandum is essential. Any violation of the Company's policies as set forth in this memorandum will be regarded as a very serious matter and may result in termination of employment.

FORM OF ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

I have received and read the Employee Handbook. I understand the standards and policies contained in the handbook and understand that there may be additional policies or laws specific to my job and/or the location of my posting. I further agree to comply with the Anti Bribery and corruption policy, Zero Tolerance Policy and Company Code of Conduct and Ethics.

If I have questions concerning the meaning or application of the Company Code of Conduct and Ethics, any Company policies, or the legal and regulatory requirements applicable to my job, know I can consult my manager, the People Operations Department, knowing that my questions or reports to these sources will be maintained in confidence.

Employee Name

Employee No

Signature

Date

Please sign and return this form to the People Operations Department. (Receipt of this handbook via email is an acknowledgment by the employee that they have read and agree to the Code of Conduct detailed.