



Employee Rules & Regulations

Policy Applicable to all employees of SDL Globe and Group Companies.

Policy Ref : SDL-010-2024/2025

Policy Effective From 1ST April 2024.

GENERAL RULES

- Every staff will be bound to obey all the regulations set by the SDL Management.
- Office timings is exactly 9:30 A.M. to 6.30 P.M., but the out time can be extended due to project deadlines.
- Each employee is expected to work min 8.5 hours every day mandatorily.
- Please Note: Everyone must report by 9:30 am at office. There shall be a grace period of 15 mins which should not exceed more than three occasions in a month and If it exceeds more than three occasions, it will be considered Loss of Pay of one day.
- Every Assigned work must be completed on time before leaving the office. The task can be done from home with the Management's permission in emergencies.
- Every employee will recheck their tasks in the Skype group to confirm they are done before leaving the office.
- Any office asset (Laptop, Documents, etc.) is forbidden to take home without prior permission from management.
- Attire: Semi-Formal wear for weekdays and casual wear for Saturday
- Lunch Time:
 - Development Team/Finance Team: - 1:00pm-1:30pm
 - Digital Marketing Team/Graphics/Support Services: - 1:30pm-2:00pm
- No use of personal mobile phones in office hours. If your job entails the use of phone, a handset with sim will be given to you.
- It is mandatory to use the attendance punching machine when you enter office and leave office. You will also have to punch in your lunch hours.
- Any employee who engages in a pattern of frequent or excessive absenteeism may be penalised or terminated, at the Company's sole and exclusive discretion.
- Any employee who fails to call in or report to duty for 24 hours will be deemed as having abandoned their position/ absconding and employment maybe terminated at the discretion of the company.
- ID Badges have to mandatorily be displayed during office hours. And any loss of ID badge should be reported immediately to the management and a replacement must be ordered on the expense of the same employee.
- To help employees plan their personal lives better it has been decided to declare 2nd and 4th Saturdays as holidays effective April 1st 2024.

NOTE : This may vary based on business to business and Management discretion.

LEAVE POLICY

- It is necessary that leave/s are scheduled in advance and in a manner that balances both the individual's desires and Company's need for appropriate coverage on teams and projects.
- Regarding office leave, every employee must submit an official leave application containing: the leave duration (exact date), reason, etc. After the application acceptance and approval, they can take a leave. In case of medical leave a medical certificate from authorised medical practioner must be submitted.

- All employees should get e-mail approval (both) from their Supervisor with HR Team marked on CC for their casual/planned/sick leaves.

NOTICE: if any employee does not attend the office without a leave application, their salary can be deducted and a serious action will be taken by the management.

Planned and Unplanned Leave

- Any leaves which have been informed and applied to e-mail prior to the specified date of leave will be considered as planned leave. Example: If an employee wants to take a leave on 7-May-2024, the following needs to be done: The employee should have the Supervisor informed a week prior i.e. 1st May 2024 about the leave requirement.
- The employee should drop an email on or before 1st May 2024. If he fails to do so or applies the leave post 1st May 2024 it will be considered as Unplanned Leave.
- Respective Supervisor/ Management has decision making power to either approve a requested leave by the employee as Paid or Unpaid basis on the business requirements. Supervisor/ Management can exercise this right as the response on the email of the requested leave.
- During probation, you are not allowed to take any leave. Any leave taken during the probation period will be counted as unpaid leave/loss of pay (LOP)
- All training/probation employees shall be deemed as confirmed employees only upon successful completion of training/probationary period and a written confirmation letter issued by the management.
- If any employee is found to be engaged in other employment or consulting outside the company during the leave or during service, the employee maybe considered to have voluntarily resigned from employment with the company and shall not be entitled for any compensation due from the company.
- All confirmed employees are entitled for the following leaves during the leave year: -
 Earned Leave/Casual Leave (EL/CL) – 12 Days
 Sick Leave – 6 Days
- Any intervening holidays/intervening weekend will be considered for calculation of leave. Sick leaves cannot be clubbed with EL/CL.
- Any unused leave shall not be allowed to carry forward and will be quashed at the end of the year.
- National holidays shall be applicable as announced by the company.

OFFICE DECORUM

- All the employees are required to be cooperative, organized, disciplined and contribute to the overall office ambience in a positive manner.
- Employees are prohibited from using any rude language or arguing with colleagues in the company
- Every employee shall take proper care of his/her surroundings, desks etc. Maintain cleanliness.
- Employees away from their seats for a long interval may please switch off lights, fans, monitors that are being used by them.
- Please use headphone while learning from a video, working on a graphic that contains music etc.

RECEIVING GIFTS

- The employees are prohibited from accepting gifts of any kind, which are offered by vendors, suppliers, customers, potential employees, potential vendors, and suppliers or any other individual or organization at any time, on or off the work premises.
- Also the employees are prohibited from gaining any monetary benefit from any deals signed with the vendors/client/suppliers/customers etc.

PROPERTIES

- A company may entrust an employee with a wide range of valuable assets to help work on the company's behalf.
- Each employee is responsible for the property acquisition, use, maintenance and disposal of company assets, including laptops, materials, equipment, tools, tangible properties, information, data, intellectual property etc.
- The employees are expected to treat these assets with care and use them with the business's interest in mind.
- Any damages to the assigned property of the employees shall have to be borne by the employee towards repair/replacement and the same shall be recovered through the employee salary.
- The employee shall never use the company properties for personal gain or any other purpose.

CONFIDENTIALITY

- During the course of employment, employee will have access to information(whether or not recorded on in writing or on computer disk or tape) which the company treats as confidential or which has the necessary quality of confidentiality.
- Further, the employee understands that the company from time to time has in its possession information that is claimed by others to be proprietary and which the company has agreed to keep confidential.
- Access to such information will be on a need-to-know basis. The employee is required to maintain the confidentiality of Company information even if they leave the company's employment

INSIDER INFORMATION

- The employees understand and agree that because of the position at the company and relationships of the Company, owners, executives and clients that the employee may learn certain information that constitutes "insider information" for the Securities and Exchange board of India (SEBI) and securities law and regulatory purpose.
- The employees shall never disclose any such insider information to any one and use such insider information to trade in securities, or in any way to profit from any such insider information.

- If required the employee shall execute specific agreements or other documents as requested by the company. Employees of the company may be subject to criminal and civil liability for engaging in transactions involving insider information. Further, such activity may subject the company to substantial penalties. The company considers violations of its insider information policy to be grounds for immediate termination of employment.

PAYROLL

- Payroll will be processed 10th of every month and payout will happen between 10th and 15th of every month.
- Those joining before 25th of the month, the salary shall be processed along with other employee salaries on a pro rata basis and those joining after 25th, the salary will be processed along with the salary of the next month.
- The applicable LOP will be considered during the payroll process.

TRAVEL & ACCOMODATION

- Employee must be willing to travel as per the work/project requirements and a particular policy will be shared according to the destination.
- International/domestic/local travel policy shall be announced in due course.