



# EMPLOYEE HAND BOOK



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## Introduction

This Employee Handbook has been prepared to help you get familiar with the key policies, benefits, regulations and codes of conduct at Solventek. We hope this handbook will be useful and will help you plan and enjoy the benefits and opportunities that Solventek provides.

This Handbook is confidential and is for internal circulation only. It is subject to change as and when necessary to remain in compliance with appropriate Government regulations and Solventek policy. The contents of this Handbook will be modified from time to time and amendments will be issued. Interpretation of the handbook by the management is final. If you need any clarification or further information on any aspect of this Handbook, you can get in touch with the HR department, which will be happy to help you.

## Joining Formalities



Solventek welcomes all employees and hopes that they will enjoy the work culture. When a new employee joins Solventek a formal induction will be conducted to familiarize them with all the activities in Solventek

### Personal Particulars:

Solventek will keep a record of all the employees' personal particulars pertaining to the recruitment & selection process. Once an employee joins Solventek, she/he should provide the following to the HR department within one week of joining

1. Copy of pan card
  2. Copy of Aadhar card
  3. Two passport-sized photographs
- In case the pan card is not available, a copy of passport or driving license can also be submitted.
  - Employees will be required to sign an employment contract on joining Solventek.
  - Employees are to keep the HR department informed of any changes in any of the above records.



## Onboarding Process



Onboarding process of new employees includes the following steps:

- Issuance of an official Appointment letter
- Background verification of the candidate
- Collection and verification of Educational and other pertinent certificates
- Securing the signatures of the candidate and their parent/guardian/guarantor on the contract (bond with Solventek)
- Employee Id issuance
- Official Email setup
- Update of candidate profile on social media such as LinkedIn
- Review of the company HR policies with the candidate and securing the candidates buy-in for the same
- Designation of a terminal/office location for the candidate and set up of network access
- Form should be filled by the employee for PF (Form No. 11) and Personal Information for the Insurance.

## Health Insurance



- Health plan is a group plan for the employees of Solventek which must be availed by all the employees (optional for employees who are covered under ESIC)
- Health Insurance is provided free of cost for all employees and their immediate families. (Group medical insurance Rs. 5,00,000/- per annum covering self + spouse+ 2 kids)
- Insurance will be applicable after successfully completion of probation period
- Solventek strives to provide comprehensive health coverage for all its employees and their dependents. However, due to Health Insurance market conditions, Solventek is not in a position to offer Health Insurance to employee's parents in 2024. However, this may change in the future under favorable market conditions.

## Leave Policy

### Standard Leave Policy:



All full-time employees will accrue leaves according to the following schedule

Type of Leave	Eligibility
Casual Leave	0.5 (half-day) every month
Sick Leave	1 Leave a month
Total	18 leaves in a year



- Employees are expected to fully utilize their leave quota on an annual basis.
- Employees are expected to notify their manager at least 2 weeks before taking leave (Ad hoc leaves will be considered on an exception basis).
- No carrying forward and no encashment of leaves is allowed.
- During the probation period, new employees are not entitled to take causal leaves, and sick leaves can only be approved by their appropriate manager with proper documentation as proof.
- Planned /Casual leaves need to be scheduled with the appropriate manager and HR at least 2 weeks in advance notice (as per leave policy) to avoid disrupt at workplace
- Leaves of more than 3 days need approval from the respective Manager and HR. Without approval, the leave will be treated as unpaid leave and also invite disciplinary action.
- LOP is applicable to the employee who went on vacation without approval / applying leaves or applied but went without approval
- Leaves provide a break beneficial to both the Company and the employee. Therefore, employees are encouraged to take leaves annually (as per leave policy) within the current year.

## Earning and Accumulating Sick Days



- Sick leave shall be considered a benefit and privilege and not a right. Full time employees will receive full pay during incapacity caused by illness if sick leave is taken.
- Sick leave is earned at the rate of one day per month (12 days per year). There is no maximum accumulation of sick leave credits.
- Accumulated sick leave has no value except for the purpose granted, and in the event of retirement or separation, all unused sick leave shall be forfeited.

## General Sick Leave Rules and Procedures



### *Use of Sick Leave*

- An employee may use sick leave allowance for absence due to the employee's own illness or injury.
- Sick leave also may be used for appointments with a licensed doctor, dentist or recognized practitioners.
- When appropriate, a partial sick day may be used rather than a full day.
- Employees who become ill during the period of their vacation may request that their vacation be temporarily terminated and the time changed to sick leave. However, such request must be justified by means of a doctor's statement upon return to work.
- No employee may give or loan sick leave time to another employee.





## Documentation of Sick Leave

- Employees are required to notify the employer as early as possible on the first day of their sick leave absence, and shall notify the employer in advance whenever the need for leave is foreseeable.
- Employees shall document their use of paid sick leave on leave request forms provided by the Employer for this purpose. Such forms shall be completed by the employee and approved by the employer in advance of the leave when the need for sick leave is foreseeable, and in all other instances as soon as possible after the employee's return to work.
- An employee who claims sick leave may, at the discretion of the employer, be required to furnish a certificate from a physician stating that the employee was incapacitated from work for the period of absence as a result of sickness or injury, and that the employee is again physically able to perform his or her duties.



## Exhaustion of Sick Leave

- Employees who have used all of their accumulated sick leave will not receive financial compensation for additional days needed due to illness or injury.
- For any additional time needed, the employee will be considered on a leave without pay status unless the employee has accumulated vacation time or comp time remaining and the employee requests such leave.
- If a leave of absence is continuous for more than three days, it is considered LOP unless it has been approved by the department head and HR

## Leave while on Client Assignment

Employees working on client assignments (and/or at client sites) are expected to follow the Holiday Calendar and the Leave policies (secure client approval for leaves) of the client organization.



## Maternity leave policy

- Maternity leave policy and guidelines Women eligible members on the rolls of Solventek would now be entitled to avail the paid maternity leave up to 26 weeks including holidays and weekends.
- Married women with less than two surviving children are entitled to avail this benefit
- This leave period is considered as continuous service and all the regular benefits of pay and allowances are made applicable
- To avail this leave benefit, a woman member must have worked for 80 continuous days before availing/applying excluding any probationary period that the company has imposed (This essentially means that only full-time employees are subject to the Maternity leave benefits)



- The member availing this benefit is allowed to plan splitting of ML for a period up to 8 weeks before the expected delivery date and remaining 18 weeks can be availed post childbirth
- A woman member who legally adopts a child below the age of three months or a commissioning mother (a biological mother who uses her egg to create an embryo implanted in any other woman) shall be entitled to avail the maternity benefit for a period of twelve weeks from the date the child is handed over to the adopting mother or the commissioning mother, as the case may be
- In case of miscarriage or medical termination of pregnancy, a woman member shall, on production of evidence is entitled to avail 6 weeks of paid leave, immediately following her miscarriage
- The woman members already on maternity leave on the date of enforcement of the Maternity Benefit (Amendment) Act, 2017 i.e., as on April 1, 2017 will be eligible for enhanced paid leave under the amended Maternity Benefit Act
- The women members who already availed 12 weeks of ML and have joined back work as on April 01, 2017 will not be eligible for extension
- Combining other accumulated/advance leaves will not be considered if any

## Work from Home/Office Policy

The advent of work from home as a standard practice started during the Covid pandemic years. However, with the IT industry reverting to conventional work from office policies since 2023, Solventek's official policy in this regard is as follows:

- WFH is **not** allowed as a standard policy
- Solventek reserves the right to consider WFH or Hybrid work from Home/Office for certain employees on an exception basis
- In such cases that the employee receives the mandate to WFH, the employee should update the same on the HR portal greytHR. **Not doing so would lead to treating the WFH time as paid leave.**





# Hiring and Retention Policy

## New employee

- Upon the acceptance of a job offer from Solventek, the new hire is required to provide a written undertaking that he/she would not consider new job offers for a period of time specified in their offer letter/ employment contract
- Solventek reserves the right to penalize / initiate legal action / terminate employment if the employee does not honor the employment contract terms
- Probation period will be specified for new inexperienced joinees and will not apply to lateral hires



## Employment renewal

Upon the acceptance of an employment contract renewal from Solventek, the employee is required to provide a written undertaking that he/she would not consider new job offers for a period of time specified in their employment contract renewal  
Solventek reserves the right to penalize / initiate legal action / terminate employment if the employee does not honor the employment contract terms

## Performance Appraisals

### Frequency

- Formal Performance appraisals will be conducted once on an annual basis for each employee of Solventek.
- Informal appraisals could be conducted several times during the year as required.

### Timing

- Performance appraisals will be conducted on the eve of work anniversary.
- Any salary changes will be reflected in the paychecks.
- Any delays caused to the performance appraisal process due to unavoidable circumstances will be mitigated by outstanding arrears being paid out.



### Criteria for performance appraisals

**Professional conduct:** The conduct of the employee as it relates to his/her interactions and dealings at Solventek and the client site will be considered

**Client feedback:** The performance of the employee at Solventek's client site will be elicited from the client and used as input for evaluating employee's performance

**Self-Assessment:** The employee has to provide a self-evaluation on criteria set by **Solventek's management**. The criteria could include Professional conduct, contribution to the company growth, performance at client site/Solventek work site, trainings and certifications undertaken, etc.

**Manager's feedback:** The feedback of the reporting manager of the employee within Solventek will be considered as part of the performance appraisal. In cases where the employee does not have an immediate manager, the HR manager will provide the feedback

**Contribution towards Solventek's growth:** The employee's efforts towards helping Solventek grow as a company and realize its annual targets will be considered. Criteria considered under this category could include the following:

- Mentoring fellow employees and trainees
- Providing technical training while on bench
- Active participation in process improvement initiatives



### *Alignment with development goals*

- At every Performance evaluation, a set of development goals along with clear timelines to achieve the goals and criteria for measuring the success of the development goal achievement is agreed upon by the employee and his/her reporting manager.
- At the subsequent performance evaluation, the past years development goals are reviewed, and the achievement (or lack thereof) of the development goals is determined and utilized in determining overall performance

### *Self-improvement initiatives:*

Any initiatives taken up by the employee during the period considered for performance evaluation, to improve his/her overall technical, social or professional performance will be considered positively while determining the overall performance of the employee

## *Compensation reset/review policies*

### *Salary compliance*

- Upon the completion of performance appraisal for the past year, the compensation of the employee is reset per the results of the appraisal.
- The new compensation will be strictly in compliance with the performance determined and no exceptions will be made for any employee





## Employment renewal/revision

- Upon the completion of the performance appraisal, and the determination of the appraisal score, the compensation, designation, benefits, etc., for the employee is determined in compliance with the Salary band structure
- The new compensation, designation, benefits, etc. are provided to the employee via email for his or her reference
- The employee is required to provide their acceptance or rejection of the new compensation structure to their respective managers within 3 business days of the communication
- Upon receiving the acceptance from the employee, Solventek will provide a formal renewal contract to the employee for his/her signature
- By accepting and signing the renewal contract, the employee agrees to work with Solventek for the duration specified in the contract and not choose any other employer during the specified tenure
- For more information on the renewal contract acceptance, please refer to section 6.6 of this document

### Acceptance of renewal

**ACCEPTED**

- Employee continues with new designation and compensation till next performance appraisal
- The new designation and compensation are subject to the condition that the employee will continue for a period of (01) one year from the date of reset
- Solventek reserves the right to reset the compensation and designation if the employee doesn't honor the one-year commitment and will provide the service certificate accordingly

### Rejection of renewal

**REJECTED**

- Salary consideration: In case of rejection of contract renewal, compensation reset will be put on hold for the employee.
- The title, leave policy and salary bands will not change.
- The employee may be provided with a token increase in compensation as determined by Solventek management





## Separation policy (Resignation /Death)

### Resignation Guidelines (Notice Period, Handover & Others)

- The notice period is provided to assist with the handover of charge/ responsibilities to the next incumbent.
- **3-month** notice is required from the employee for leaving Solventek. Mere rejection of the renewal contract is not deemed as a notice of resignation.
- Prior to the completion of 3-month notice period, an exit interview will be conducted with the employee by Solventek's management. Upon the completion of the notice period, any documents, transcripts, degrees or diplomas collected from the employee will be returned by Solventek. Formal relieving certificate, NOC, Service certificate, etc. will also be provided as required
- If an employee is currently at a client site or on a client project, Solventek will work with the client to determine the employee's last date with the organization.
- Upon the satisfactory completion of employee's obligations to Solventek or its clients Solventek will execute the exit formalities for the employee
- Solventek will provide exact dates of employment of the employee's tenure at Solventek, his/her conduct, job title/description, NOC, financial settlements if any, and other employment details as part of the off-boarding
- In the absence of any notice given or part notice given, then an employee is liable to pay for shortfall in Notice period on a pro rata basis of gross salary)
- Notice period may be waived in full or part based on the discretion of the management as per recommendation received from the HR.
- Once HR receives intimation of an employee's resignation, his/her salary for the last / current month will be stopped and released with the final settlement.
- The resigned employee is required to update all leave details and clear off any outstanding dues towards (any) company loan, Advance expenses claim or any salary advance prior to date of leaving.
- While serving the notice employee are not entitled to take causal leaves, and sick leaves can only be approved by their appropriate manager with proper documentation as proof.
- An employee serving his / her notice period will not be entitled to any subsequent salary revision including any benefits that would be applicable with retrospective effect.
- Date of leaving change should not be done in backdate, in case of valid reason for Back date DOL, the concerned manager's and HR approval would be required.
- Full and final settlement (if any) will be credit in the employees account within 45 days of the completion of all exit formalities.



## Death

The following formalities will be followed in case of an employee's death while in employment with the company:



- The date of death will be construed as the last date of employment. The date of death will be as specified on the death certificate.
- The salary in this case will be computed for the last month up to and including the last date of employment and will be credited to the deceased employee's salary account or to (or his / her nominee account).

## Full & Final Settlement:



- Full & Final settlement will be processed post completion of exit formalities. Calculation will be done based on number of days' notice period is served, number of leave taken & leave adjustment recovery if any.
- The entire payment is done in the month following the exit month subject to recovery of mobile bill, Petty cash, Loan EMI, Company asset damages, etc.
- Full and Final settlement should be done for all exit cases, like voluntary or company initiated.
- Accounts/Admin should inform HR about the expected recovery (if any) before Final settlement.
- F&F will be credited within 2 working day after clearance of all exit formalities.



## Service Certificate



## Bench time guidelines

### Reporting to work

Solventek employees in between client assignments, are required to report to work at the Solventek office in Hyderabad. Doing so would let them retain their leave as per the leave policy and also provide them opportunities to network with fellow Solventek employees



## Training / Skill development

- While on bench, employees are expected to take up and complete professional and skill development tasks that are either in their annual development plan, or through self- initiation
- The employee is expected to coordinate with their manager or Solventek HR to enroll in and complete skill development training
- Solventek will reimburse any training that the employee undertakes in consultation with Solventek HR, and is deemed to be beneficial to the employee's professional career growth by Solventek management

## Work assigned by Solventek Management

- During bench time, Solventek employees may be assigned work by Solventek management that could further their career growth, and also contribute to Solventek's growth

## Knowledge share and Mentoring

- During bench time, Solventek employees are expected to conduct knowledge share sessions with other employees at the Solventek office
- The knowledge sharing could include key insights from the projects they worked on, technical aspects of their work, and any information that could be beneficial to their fellow employees and trainees
- Senior employees while on bench are expected to mentor junior employees and trainees and share valuable insights related professional conduct, communication etiquette, customer interfacing, soft skills, technical skills, etc., to help their professional growth

## Job referrals

### Referral bonus



- Solvent provides referral bonus to its employees as part of its efforts attract and retain talent from the market place
- Referral bonus is provided to employees who have referred a friend or ex-colleague for any position in the organization (From Software Engineer to Lead System Architect)
- Referral bonus is provided upon the successful completion of certain obligations by the new hire
- Referral bonus amounts for various roles are as follows:
  - Certified System Architect (CSA)/Software Engineer (> 3 yrs) – **INR 40,000/-**
  - Certified Senior System Architect (CSSA)/Senior Software Engineer and Team Lead (> 4years) – **INR 75,000/-**
  - Certified Project Manager (> 6 years) - **INR 75,000/-**

- Certified Lead System Architect (CLSA)/ Architect (> 8 yrs) – **INR 100,000/-**
- Certified Business Analyst /Business Analyst– **INR 40,000/-**
- Certified QA Analyst /QA Engineer– **INR 30,000/-**



### *Payment schedule*

- Payment of the referral bonus is made in two tranches
- First tranche of the payment will be made upon the successful completion of 3 months of employment by the new hire
- Second tranche of the payment will be made upon the successful completion of 6 months of the employment by the new hire

### *Non-applicability of referral bonus*

- If the new hire does not fulfill the employment obligations towards Solventek any time during the first 6 months of employment, the referral bonus stands forfeited by the referring employee and any payments made to the referring employee will be recovered
- If the new hire does not fulfill the employment obligations towards Solventek any time between 6 months – 1 year of employment date, the employment bonus amount paid to the referring employee will be recovered from the new hire as part of financial settlement during exit process from Solventek
- If the new hire is terminated from Solventek any time during the first year of employment, all further payments of referral bonus to the referring employee stand cancelled. However, no recovery of paid-up bonus will be made.

## *Salary Deductions*

The compensation of the Solventek employees involve following deductions:



### **Employees Provident Fund (EPF)**

- The EPF is a retirement benefit scheme that was structured to provide financial security to employees and any company with over 20 employees is required by law to register with the EPFO.
- If any new employee joins Solventek, it's important to update existing EPF information with us to continue the contribution.
- You will be entitled to PF benefits as applicable by Statutory provision from time to time





## Employees State Insurance Corporation (ESIC)

- ESI scheme is a contributory fund that enables employees to take advantage of self-financing and healthcare insurance fund contributed by the employee and the employer and applies to all establishments which are located in the scheme implemented areas, where 10 or more people are employed.
- All employees of a covered unit, whose monthly incomes (excluding overtime, bonus, leave encashment) does not exceed Rs. 21,000 per month, are eligible to avail benefits under the Scheme. ESI fund provides cash and medical benefits to employees and their immediate dependents.
- ESI deduction is calculated on the employee's gross pay. The salary, however, does not include annual bonus, retrenchment compensation, encashment of leave and gratuity.
- The contributions under the ESI Scheme are raised from the employee & employer.
- The rates of contribution, as a percentage of wages payable to the employees are:
  - Employees' contribution 0.75% of the gross pay
  - Employers' contribution 3.25% of the gross pay
- Thus, 4.00% of the wages is to be paid as contribution to Scheme for each worker. In case, the salary goes above Rs. 21,000 per month during the contribution period, the ESI would be calculated on the higher salary and opting for ESI on higher salary is optional

## Professional Tax (P.T)

- Professional Tax is a tax on income levied by state government authorities in India. Solventek operates in a state which has legislated levy of Profession Tax and hence it is bound to deduct Professional Tax from employees' salary and remit the same to the relevant state government authority.
- The Slab rates of PT are:(The slab rates of professional tax are applicable as per the Telangana commercial Taxes department)

## Income Tax

Income Tax will be deducted as applicable based on employee's savings and income tax rates of the financial year





## Variable Pay / Bonus guidelines

### General Considerations

- Variable pay is applicable to employees based on the terms of their employment
- Variable pay as a percentage of the total compensation will be determined during hiring or post annual performance review

Key components of variable pay will include:

#### *Employee performance*

Employee's performance consideration will be based on the feedback received from the client, or employee's performance as observed by the Solventek manager while on bench at Solventek office

#### *Employee billability*

- Employee needs to be billable to avail the full extent of Variable pay
- Employees who do not avail billable project opportunities provided to them by Solventek for billability will take a deduction in their variable pay for the same

#### *Company performance*

- While Company performance is never really an overbearing factor in the variable pay, in extreme cases, the variable pay may be impacted if the company is not doing well financially during the variable pay period
- Conversely, If the company experiences an expected or unexpected uptick in financial growth during the pay period, it may provide a bonus to performing employees

**Variable pay will be paid out as a Bonus amount and will be subject to appropriate statutory taxes**



## Promotion and Designations

Solventek provides its employees with excellent career growth prospects. Talent is recognized, retained and rewarded through various incentives such as promotions through the ranks, challenging work experiences, work-life balance, onsite opportunities and industry leading compensation packages. The following table describes the career progression paths for various technical resources.

Experience Level	PEGA Designations	Non-PEGA Designations	Business Analyst Designations	Quality Control Designations
< 2 YEARS	ASSOCIATE SYSTEM ARCHITECT	ASSOCIATE SOFTWARE ENGINEER	ASSOCIATE BUSINESS ANALYST	ASSOCIATE QC ENGINEER
2-3 YEARS	SYSTEM ARCHITECT	SOFTWARE ENGINEER	BUSINESS ANALYST	QC ENGINEER
3-4 YEARS	ASSOCIATE SENIOR SYSTEM ARCHITECT	SENIOR SOFTWARE ENGINEER	BUSINESS ANALYST	QC ENGINEER
4-5 YEARS	SENIOR SYSTEM ARCHITECT	SENIOR SOFTWARE ENGINEER	SENIOR BUSINESS ANALYST	SENIOR QC ENGINEER
5-6 YEARS	ASSOCIATE LEAD ARCHITECT	TECHNICAL LEAD	SENIOR BUSINESS ANALYST	SENIOR QC ENGINEER
6-7 YEARS	TECHNICAL LEAD ARCHITECT	TECHNICAL LEAD	SENIOR BUSINESS ANALYST	SENIOR QC ENGINEER
7-10 YEARS	SENIOR TECHNICAL LEAD ARCHITECT	SENIOR TECHNICAL LEAD	LEAD BUSINESS ANALYST	QC LEAD ENGINEER
10 - 13 YEARS	ASSOCIATE PRINCIPAL ARCHITECT	ARCHITECT	LEAD BUSINESS ANALYST	QC LEAD ENGINEER
13 + YEARS	PRINCIPAL ARCHITECT	Senior ARCHITECT	PRINCIPAL BUSINESS ANALYST	QC ARCHITECT
15+ YEARS		PRINCIPAL ARCHITECT	PRINCIPAL BUSINESS ANALYST	SENIOR QC ARCHITECT

## Fresher/Trainee Induction

### General Considerations



Solventek recruits trainees periodically to increase its head count and satisfy the growing skill demands of its clients. Trainees are selected based on their educational background, professional certifications, communication, and leadership skills. The following educational/professional background is typically required:

- Bachelors in Engineering / Technology from a recognized university (BE/BTech)
- MCA from a reputed university if candidate is not from Engineering background
- Secure minimum First Class division in BE/BTech/MCA
- Industry standard Java/.NET/C# certification
- Industry certification preferred

The candidates will be provided appropriate training for a period of 3-6 months to prepare them for real life projects, and inducted as a full-time employee after the training period

### Salary consideration



- Trainees are typically not paid any salary during the training period
- However, Trainees may be paid a small stipend to reimburse their travel expenses
- Upon successful placement in client location, the candidate will be inducted as a full-time employee with Solventek.



## Fresher/Trainee Bond period guidelines

### *Time Period*

- The official bond period for trainees at Solventek is 2.5 years starting from the date of joining the organization as a trainee
- There will be no deviations or exceptions made to the duration of the bond period unless approved by Solventek management in extremely rare cases

### *Expectations during bond period*

- The employee must adhere to Solventek HR policies
- The candidate must ensure that he/she completes all the tasks assigned during training period and get placed in client location within 6 months after joining
- In case, the candidate wishes to quit the organization during bond period, he/she should ensure that he completes all the pending assignments and will be subject to monetary fines imposed by Solventek as stipulated in the bond



## *Company outings/celebrations*

### *Frequency*

- Solventek will have annual company-wide celebration during the months of Nov/Dec each year
- There may be one or more unofficial celebrations during the year based on company performance or special occasions



### *Travel considerations*

- For the official company-wide annual celebration, all employees and their immediate families are invited
- Solventek will bear the travel expenses for employees at client sites outside Hyderabad for the official annual celebration
- Solventek will not bear the travel expenditures for the unofficial celebrations but could make exceptions in certain cases

## *Conduct of the employee during company outings/celebrations*

- Employees are strongly encouraged to participate in Company sponsored events and celebrations with their families
- The dress code is business casual at these events unless otherwise specified

- Employees are expected to exhibit social and emotional maturity while participating in the events and not do anything that could cause unease to fellow participants and impact the smooth conduct of the event



## *Onshore opportunities*

- Solventek has tie-ups with multiple clients and service providers within and outside India. Qualified employees with an interest to venture abroad can avail the opportunities provided by Solventek. Interested and qualified employees are encouraged to inform the HR if they want to avail the opportunities.
- Qualifications to be considered for Onshore
- Employee should have completed at least 1 year with Solventek
- Employee should have at least 4 years work experience
- Employee must display excellent technical and soft skills

### *Duration of onshore engagements*

- Durations could range from 6 months to long term (1-5 years)
- Some assignments could lead to long term resettlement overseas



### *Compensation consideration*

- Solventekers on short term or temporary overseas assignments will be paid their regular salaries in India. While abroad, they will be provided a per diem rate based on the client location that will take care of their living expenditure while abroad
- For locations where per diem is not provided by the client, Solventek will provide a travel card to the employees that they could use to pay for their living expenses

### *Travel and accommodation*

Please refer to Travel policy

### *Move to Canada / Australia / USA*

Starting 2019, Solventek provides its employees an opportunity to move to Canada on long term assignments. While opportunities in Australia and USA are not open currently, there is a good possibility of them opening up as Solventek's client footprint grows



# Travel Policy



During the tenure with Solventek, employees might be required to travel outside their home base to client locations for short term or long-term assignments. Traveling as required by Solventek is mandatory during the initial 2.5 years of employment with Solventek, and strongly encouraged beyond that for employees to gain valuable industry experience and also maximize their earnings

## Travel within India



- Travel within India is possible when the client offices are not based in the home town of the employee
- The employees who have a travel preference or a home base at a specific location outside Hyderabad for their assignments would be treated as locals for that location
- Appropriate allowance based on the location but not exceeding INR 12000/- (depending on location and employee flexibility) will be provided to employees who travel outside their home base on client assignments for the duration of the assignment

## Travel outside India



- Solventek employees may be required to travel outside India from time to time on client assignments
- Solventek and/or the client will bear the costs of obtaining appropriate visa, and one round trip travel to the client location during such assignments
- Solventek will work with the client to provide per diem rate for the employees while at the client site. The per diem payments should cover the costs of stay and local travel for the Solventek employee
- In cases where per diem rate is not paid by the client, Solventek will provide a travel card to the employee to draw against for his/her living expenses at the client site
- The employee will continue to draw the regular salary in India while travelling abroad and drawing per diem or against the travel card

## Move outside India



- Solventek provides loyal and talented employees opportunities to move outside India on a long-term basis or take up permanent residence abroad
- Currently Solventek provides immigration opportunities to Canada only. Future opportunities could open up in Australia, US, UK and New Zealand
- The compensation for the employees will be reset to the appropriate local compensation in the destination country



- The costs of long-term visa processing and travel are to be borne equally by Solventek and the employee
- Solventek will provide required assistance in the settlement of the employee at the foreign country location either directly or through its agencies or partners
- The costs of travel of the spouse or additional family members will be borne solely by the employee

## Code of Conduct

### Background



To succeed requires the highest standards of behavior from all of us. The purpose of Code of Conduct & Ethics (the “Code”) is to conduct the business of the Company and its subsidiaries by the applicable laws, regulations, rules and with the highest standard of ethics and values. The matters covered in this Code are of utmost importance to the employees and other stakeholders of the Company.

### Applicability

- All the employees of Solventek (Full-timers, Consultants, Part-Timers, Interns etc.) Every employee shall be duty-bound to follow the provisions of the Company Code in letter and spirit.
- Any instance of non-compliance of any of the provisions shall be a breach of ethical conduct and shall be viewed seriously by the Company.
- Accordingly, the employees are expected to read and understand the Code and uphold these standards in their business dealings and activities.
- Provision has been made for employees to be able to report in confidence and make any protected disclosure under the Company’s Whistle Blower Policy arising out of unethical behavior, actual or suspected, fraud or violation of the company’s Code of Conduct and Ethics policy.

### Principles



- Employees are expected to work to exceed the following code of ethics and principles.
- They should seek the commitment of their supervisor/manager in implementing the code and should seek to achieve widespread acceptance of the code amongst fellow employees.
- Employees should raise any matter of concern of an ethical nature with their immediate supervisor/manager or another senior colleague, irrespective of whether it is explicitly mentioned in the code.
- Employees should act professionally by:
  - Conducting all their dealings/ interactions in a manner that will protect and enhance Solventek’s name and reputation at all times.



- Seeking to uphold and enhance the standing of the profession within and outside the organization.
- Maintaining the highest possible standards of integrity in their internal & external business relationships.
- Rejecting any business practice that may be deemed improper (i.e., not in line with the Company Code of Ethics or in contravention of any other local policies or laws).
- Never using their authority for personal gain for themselves or their immediate family or friends.
- Encouraging/Developing the highest possible professional competence amongst those who they are responsible for.
- Enhancing the stature and effectiveness of the organization by acquiring and I am maintaining high levels of professional skills.
- Using the resources, they are responsible for to provide the maximum benefit to Company.
- Complying with both the local legal regulations (letter and spirit) of the place where they operate.
- Complying with contractual obligations.

**In applying these principles, employees should follow the guidelines below:**

## *Personal Interest*

- Employees must avoid situations in which their private interests, conflict or might reasonably be thought to conflict with, their Company duties.
- Any personal interest that may affect or be seen by others to affect their impartiality should be declared to their immediate supervisor and Head of the Department who will direct that employee not to perform that duty.



## *Confidentiality*

- Confidentiality of all information received from the client etc. be respected and should never be used for personal gain.
- Any information given should be in a clear & honest way that is not deliberately misleading.
- Company information on strategic plans, business models, investment decisions, database, etc. should not be given to third parties.
- Confidential information received from clients on strategic plans, investment decisions, expansion plans, product pricing, etc. should not be given to other clients.





## Competition

- Grant all competitive client's equal consideration insofar as company policy permits.
- The nature and length of contracts & business relationships with clients can vary according to circumstances.
- These should always be constructed to ensure deliverables and benefits for Company
- Arrangements that might in the long term prevent effective operation of fair competition should be avoided.



## Business Gifts

- Employees must not solicit or accept from any person any remuneration, benefit, advantage or promise of further advantage whether for themselves, their immediate family, or any business concern or trust with which they are associated.
- Business gifts, other than items of a very small intrinsic value (not more than the cost of a normal business lunch) such as diaries, pens, calendars, etc. should not be accepted.
- Any gifts should be able to be used at the normal place of work of the employee concerned and should contain the name/logo of the company providing the gift.



## Hospitality

- An employee should not allow him or herself to be influenced or be perceived by others to be influenced as the result of hospitality.
- The frequency and scale of hospitality should be managed openly and with care.
- The value of any hospitality should not be greater than the employee's company can reciprocate.

## Meetings & client visits/audits

All meetings and significant telephone conversations with clients should be documented and circulated via the established communication channels (e-mail, documents, etc.).

## Transparency/Traceability

- All salient points concerning a business decision must be recorded in a document that is kept on file as per company policy.
- In particular, this document should contain the technical and financial factors that influenced the choice, as well as the opinions and authorizations that preceded it, under the procedures in force at the time the decision was made.





## Decisions & Advice

- When it is not easy to decide what is and is not acceptable, advice should be sought from the employee's supervisor/manager, the Head of Department or other senior colleague.
- This code of Ethics has been written for the employees, but should be cascaded to and should be followed by all company personnel in contact with employees.

## Equal opportunities employer



- Solventek shall provide equal opportunities to all its employees and all qualified applicants for employment without regard to their race, caste, religion, color, ancestry, marital status, gender, sexual orientation, age, nationality, ethnic origin or disability.
- Human resource policies shall promote diversity and equality in the workplace, as well as compliance with all local labor laws, while encouraging the adoption of international best practices.
- Employees of Solventek shall be treated with dignity and in accordance with the Solventek policy of maintaining a work environment free of all forms of harassment, whether physical, verbal or psychological.
- Employee policies and practices shall be administered in a manner consistent with applicable laws and other provisions of this code, respect for the right to privacy and the right to be heard, and that in all matters equal opportunity is provided to those eligible and decisions are bases on merit.

## Anti-Harassment

- The Company affirms its commitment to provide a work environment free from intimidation and harassment.
- Abuse of the dignity of anyone through ethnic, racist or sexist slurs or through other derogatory or objectionable conduct is offensive employee behavior.
- If you harass another employee of the Company or applicant to the Company because of race, religion, creed, color, national origin, ancestry, physical or mental disability, medical condition, marital status, sex, age or any other protected classification, in accordance with applicable federal, state, and local laws, you will be subject to disciplinary action, including discharge.





## Ethical Conduct

- Solventek shall be committed to good corporate citizenship, not only in the compliance of all relevant laws
- Every employee of Solventek, shall exhibit culturally appropriate manner in the countries they operate in, and deal on behalf of the company with professionalism, honesty and integrity, while conforming to high moral and ethical standards. Such conduct shall be fair and transparent and be perceived to be so by third parties
- Every employee of Solventek shall preserve the human rights of every individual and the community and shall strive to honor commitments.
- Every employee shall be responsible for the implementation of and compliance with the code of his / her environment.
- Failure to adhere to the code could attract severe consequences, including termination of employment.

## Conflict of interest / Concurrent Employment

- An employee of Solventek shall always act in the interest of the company and ensure that any business or personal association which he / she may have does not involve a conflict of interest with the operations of the company and his / her role therein.
- An employee shall not accept a position of responsibility in any other non-Solventek company or not-for-profit organization without specific sanction in an individual capacity.
- An employee shall not engage in any business, relationship or activity which might conflict with the interest of his / her company.
- If an employee fails to make the required disclosure and the management of its own accord becomes aware of an instance of conflict of interest that ought to have been disclosed by the employee, the management shall take a serious view of the matter and consider suitable disciplinary action against the employee.

## Confidential information

- An employee of Solventek and his / her immediate family shall not derive any benefit or counsel, or assist others to derive any benefit, from access to and possession of information about the company or group or its clients or suppliers that is not in the public domain and thus constitutes unpublished, price-sensitive insider information.
- An employee of Solventek shall also respect and observe the confidentiality of information pertaining to other companies, their patents, intellectual property rights, trademarks and inventions; and strictly observe a practice of non-disclosure.





## Protecting Company Assets

- The assets of Solventek shall not be misused; they shall be employed primarily and judiciously for the purpose of conducting the business for which they are duly authorized.
- These include tangible assets such as equipment and systems, facilities, materials and resources, as well as intangible assets such as information technology and systems, proprietary information, intellectual property, and relationships with customers and clients.
- Any damage to the company assets by the employee shall invite monetary fines imposed by Solventek on the employee, to compensate for the physical damage as well as disruption to business continuity as applicable



## Integrity of Data Furnished

- Every employee of Solventek shall ensure, at all times the integrity of data or information furnished by him / her to the company.
- He / she shall be entirely responsible in ensuring that the confidentiality of all data is retained and in no circumstance transferred to any outside person / party in the course of normal operations without express guidelines from or, the approval of the management



## Dress code

- Employees to dress in accordance with acceptable standards of good taste, including being neat, clean and well-groomed on Business days.
- Business formal / Business casual dressing is the norm and employees are requested to adhere to the same.
- Torn jeans, open toed footwear and collar-less shirts (in case of men), etc. will invite a disciplinary action on the employee



## Attendance / Tardiness

- Your attendance is a major concern of the Company. Unsatisfactory attendance, including tardiness and leaving incomplete work is not acceptable.
- If you are ill, injured or an emergency arises which prevents you from coming to work, you must notify your supervisor & HR no later than thirty (30) minutes after the start of your scheduled workday.
- When you call in absent, you are to advise the Company of your expected date of return. Management reserves the right to require proof of illness, injury or accident, including a doctor's statement(s) or notice(s), for any temporary disability.
- Repeated absences, excessive absences (excused or unexcused) or a pattern of absences are unacceptable job performance.

- If you are absent for three (3) consecutive days and have not provided proper notification, the Company will assume that you have absconded from your duties and you may be treated as having voluntarily terminated your employment with the Company.
- If you become ill at work, notify your supervisor & HR immediately. If you are unable to perform your job task, you will be either sent to a doctor or to home based on the situation.

## *Indebtedness*



If you become indebted to the Company for any reason, the Company may, if it so elects, set off the whole or part of such outstanding amount from any amount due and payable by you (by way of remuneration or otherwise).

## *Termination of Employment and Severance of Benefits*

**Termination for Cause:** The Company shall be entitled to terminate your employment without prior notice if you:

- Neglect or fail to attend to the business of the Company or fail to qualify for any professional or job-related certification reasonably required by the Company;
- Violate Company or applicable statutory and regulatory policies, enactments, rules or regulations; misappropriate any property of the Company;
- Indulge in moral turpitude; carry out any dishonest or fraudulent conduct or act or any breach of trust or breach of faith whether or not the same causes any actual harm or damage or loss to any person including the Company;
- Are guilty of misconduct while discharging your duties or indulge in any act of commission or omission bringing disrepute or notoriety or adverse publicity to the Company;
- Are in any way, or may at any time be, in a position, which the Company believes, prevents or will prevent you from fulfilling your duties or functions under this Agreement;
- Divulge or disclose, either directly or indirectly, any of the Confidential Information either by way of transfer, sale, theft, misappropriation, publication misuse or wrongful or unauthorized use of the Confidential Information or otherwise;
- Commit any act of insolvency or are adjudged insolvent or have applied to be adjudged an insolvent or make any compromise or arrangement with your creditors;
- Breach any of the terms, conditions or stipulations of this Agreement



**Severance of Benefits:** In the event of the termination of the Agreement, you shall be entitled to only such severance benefits as may be specified by the Company during the termination



## Confidentiality

In consideration of the employment with the Company and the remuneration that you shall receive during employment, you agree to the following:

- You will not, either directly or indirectly, both during and after the Term of Agreement, without the Company's prior written permission, disclose, divulge, disseminate, publish, lecture upon, sell or transfer to any person, or permit any person to examine or make copies of, any documents, writings, drawings, materials or records that contain or are derived from any Confidential Information
- You will comply, and do all the things necessary to permit the Company to comply, with all applicable laws and with the provisions of contracts executed by the Company relating to intellectual property or to the safeguarding of information, including the signing of any confidentiality agreements required in connection with the performance of duties and function
- Confidential information shall be solely and absolutely vested in and owned by the Company and you shall have or claim any right, title or interest therein
- The Company shall not be required to designate you as the author of any Developments, Know-how and Intellectual Property.
- You undertake to promptly disclose all Developments, Know-how and Intellectual Property to the Board and shall, at the Company's request, do all the things that may be necessary and appropriate to establish perfect record or document the Company's ownership of the Developments, Know-how and Intellectual Property Rights including, but not limited to, the execution of the appropriate copyright or patent applications or assignments the productions of documents and evidence to the appropriate authorities etc.

## Non-Compete



You shall not do or indulge in any of the following, without the prior written consent of the Company

- **Solicit Business:** During the Term of Employment and for a period of at least two (2) years after your tenure, you shall not solicit, endeavor to solicit, influence or attempt to influence any client, customer or other person directly or indirectly to direct her/his or its purchase of the Company's product and/or services to yourself or any person, firm, corporation, institution or other entity in competition with the business of the Company
- **Solicit Personnel:** During the Term of employment and for a period of at least two (2) years after the tenure, you shall not solicit or attempt to influence any person employed or engaged by the Company (whether as an employee, consultant, advisor or in any other manner) to terminate or otherwise cease such employment or engagement with the Company or become the employee of or directly or indirectly offer services in any form or manner to yourself or any person or entity which is a competitor of the Company

- You agree that a violation of any of the terms described above, will cause the Company to secure an interim injunction, restraining order or such other equitable relief as a court of competent jurisdiction may deem necessary or appropriate, to restrain you from committing any violation of the covenants and obligations contained in this Article.
- These injunctive remedies are cumulative and are in addition to any rights and remedies that the Company may have at law or in equity.



## Duties

- You are entrusted with duties that may be modified at the discretion of the Company from time to time. You shall comply with all operating policies, procedures and practices of the Company.
- You shall to the best of ability and experience devote your whole working time, attention and energies to the business of the Company as may be necessary and shall use best endeavours to promote the interest and welfare of the Company. The Company shall be entitled to all the benefits and profits arising from such work and effort
- During the Term of Agreement, you shall not directly or indirectly engage in any other business, occupation or employment, whether or not such activity is pursued for profit, gain or other pecuniary advantage and you shall not render any other commercial or professional services or participate in any other commercial activity.

## Probation

**PROBATION**

- Employees may be placed on probation for a period of up to six (6) months from the commencement of their employment with Solventek
- Upon the completion of the probation period, the employees will be treated as confirmed employees.
- At the end of probation period, there will be a performance review, based on which the employee will be confirmed.
- The probation period will be included for the purpose of granting increments / entitlements and any other benefits (with the exception of leave) for confirmed employees
- In case, the Performance Review discussion indicates a less than satisfactory performance, the same will be communicated to the employee and his / her Probation period may be extended by another 3 months or the employment terminated depending upon the Review.
- If the performance is unsatisfactory even after the extension of the probation period, his / her employment with the company is liable to be terminated.
- At all times, employees are expected to perform and deliver their duties / responsibilities as per their designated role to the satisfaction of the management.
- During probation, an employee is not eligible for any leave and thus any leave taken will be considered as unpaid leave.

- During the first year of service, the leave that an employee can avail of is based on the number of months after confirmation; therefore, leave for the probation period is lost.
- If a person on probation avails 15 days or more of unpaid leave, his / her probation period will be extended by the same number of days.



## ***Sexual Harassment Policy***

SOLVENTEK is committed to creating and maintaining a secured work environment where its employees, agents, vendors and partners can work and pursue business together in an atmosphere free of sexual harassment, exploitation, intimidation.

All concerned should take cognizance of the fact that SOLVENTEK strongly opposes sexual harassment irrespective of gender. In consideration of the above need, SOLVENTEK has defined the Policy Guideline for Prevention, Prohibition, and Redressal of Sexual Harassment.

For women safety at workplace “ICC” (Internal Complaints Committee) is constituted for effective implementation and administration of this Policy. Moreover, such behaviour against any women employee is prohibited by the law as laid down in the sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and Rules framed there under Sexual Harassment of Women at Workplace (Prevention, Prohibition, Redressal) Rules, 2013.

A Grievance cell is constituted for rest of the employees to address the sexual harassment complaints

### **Objective**

The policy is aimed to define the guidelines and the procedure to be followed to provide protection against sexual harassment at workplace and for the prevention and redressal of complaints of harassment and for all other matters related thereto.

### **Scope**

The policy is applicable to all categories of employees irrespective of gender, working with SOLVENTEK including permanent and contract employees.

The policy also extends to SOLVENTEK customers, visitors, suppliers, business clients etc.



The workplace includes:

- All offices or other premises where the Company's business is conducted.
- All company-related activities performed at any other site away from the Company's premises.

- Any mode of transport provided by the Organization to and from aforementioned locations.



## Special provisions in the event of a complaint by a woman

- In case of a complaint by any aggrieved woman against sexual harassment at work place, in addition to the Policy laid down herein, the provisions of The Sexual Harassment of Woman at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and rules made thereunder will apply.
- The Committee so constituted, acts and exercises all powers as “Internal Complaints Committee”, to the extent of sexual harassment of women at workplace, as contemplated under the SHWW Act, 2013, and the rules made thereunder.
- In addition to the Employees on roll and Employees on contract, right to make a complaint against sexual harassment, is extended to all classes of women (i.e., employed or engaged through service providers or visitors) as enumerated in clause (f) of section 2 of the SHWW Act.



## Prevention of sexual harassment

- No employee of Solventek shall be subjected to sexual harassment at any workplace under the reasonable control of the organization;
- This applies to all individuals working for or on behalf of the organization
- Sexual harassment accompanied by one or more of the following is specifically prohibited:
  - Preferential/ threat of detrimental treatment in his/her employment;
  - Implicit or explicit threats about his/her present or future employment status;
  - Interference with work or creating an intimidating or offensive or hostile work environment for his/her;
  - Humiliating treatment likely to affect his/her health or safety.



## Handling harassment issues:

Employees are expected to email the following:

- ICC (Internal Complaints Committee) – constituted for women; [icc@solvantek.com](mailto:icc@solvantek.com) as per SHW Act 2013)
- Grievance cell – constituted for rest of the employees; [grievance@solvantek.com](mailto:grievance@solvantek.com)





## ICC (Internal Complaints Committee)

This committee constituted for conducting inquiry and to provide Inquiry Report on the complaints received from women at the Workplace.

### *Procedure for dealing with complaints raised to ICC*

- a) Any aggrieved woman who suffered or encountered sexual harassment at workplace may submit a complaint to ICC committee at [icc@solvantek.com](mailto:icc@solvantek.com) within three months from the date of the alleged incident or date of last incident in a series of incidents. The said complaint should be filled in Incident reporting form which contain all available details/information that the complainant has or is aware of. Issues must be first reported to ICC committee and Employee should refrain from reporting to any external party.
- b) Any information, statement or document relating to conciliation, inquiry or recommendations shall not be published, communicated or made known to public, press/media in any manner. If such information is being shared, then the concerned person who was responsible in handling the complaint is liable for action as per the disciplinary policy.
- c) If complaints of sexual harassment are submitted to or received by the Managers or HR Business Partners, the said Manager or HR Manager must forward the same immediately to [icc@solvantek.com](mailto:icc@solvantek.com). Further, Manager or the concerned HR Business Partner have an obligation and duty to ensure complete confidentiality of the complaints they have received. It is important to emphasize that regardless of the avenue used to report complaints, Employees will not be retaliated against in any way for making a good faith complaint of sexual harassment.
- d) The complainant shall have to make the complaint within three (03) months from the date of occurrence of the incident. In case of delay, the complainant shall have to provide reasons for delay in making the complaint beyond the stipulated period. In case, if the complainant makes the complaint beyond three (03) months, then, the Committee shall have the sole discretion whether to entertain the complaint or not.





## *Process of Inquiry*

- a) On receipt of the complaint, the Committee shall immediately, or in any case within 48 hours from the receipt of the complaint, meet and shall appoint a Preliminary Investigation Officer (one of the ICC members) to find the facts and substance of the case.
- b) The Committee shall also hold a meeting with the Complainant within three (03) days from the date of the receipt of the complaint, but no later than five (05) in any case.
- c) Thereafter, the person against whom complaint ("the respondent") is made may be called for a deposition and submit the documentary and other proof before the Committee; If the respondent denies the allegations, or the Committee is not satisfied with the explanation given by the respondent, the Committee shall proceed with a detailed inquiry into the allegations and conclude the same as per the guidelines provided herein.
- d) In the event, the complaint falls under the purview of Sexual Harassment, the same shall have to be pursued in accordance with this Policy. However, if the complaint does not fall under the purview of Sexual Harassment, the same would be closed after recording the reasons thereof.
- e) If a complaint is received against a member of the ICC Committee, the said member shall not in any event participate in any proceedings connected to the said complaint.
- f) If the Committee arrives at the conclusion that the allegation against the respondent is malicious or the aggrieved Employee or any other person making the complaint has made the complaint knowing it to be false or the aggrieved Employee or any other person making the complaint has produced or cause to be produced any forged or misleading document, appropriate action will be taken against such Aggrieved Person in accordance with the terms of employment.
- g) At the first meeting with the Complainant, the Committee members shall hear the Complainant and record the allegations. The Complainant should submit any corroborative material with a documentary proof, oral or written material, electronic records etc., to substantiate the complaint. If the Complainant does not wish to depose personally due to embarrassment of narration of event, a lady member shall meet and record the statement.

## *Decision & Action*

The Complaints Committee shall scrutinize the complaints so received and shall thereafter decide on further course of action. The Complaints Committee could, at its discretion depending on the gravity of the allegations, either conduct a detailed inquiry or take other suitable action based on the evidence available in accordance with the provisions of the SHWW Act.





## *Conciliation Process*

- The Committee shall give an opportunity to both the Complainant and the Respondent to amicably settle the matter before initiating the Inquiry. Monetary compensation shall not be the consideration for Conciliation.
- Where a settlement has been arrived at between the Complainant and the Respondent, the Committee should record such settlement terms and conditions and provide such settlement copies to the Complainant and the Respondent for their acknowledgement; and signatures should be taken.
- Once the Settlement is arrived at, with the free consent of both the parties and in compliance of the law, no further inquiry shall be conducted by the Committee.
- If the Complainant informs the Committee that any term or condition of the Settlement arrived at, has not been complied with by the Respondent, the Committee shall proceed to make an inquiry into the Complaint.
- In case, there is no Conciliation or Settlement between the Complainant and Respondent, the Committee shall immediately proceed with the Inquiry and communicate the same to the Complainant and the Respondent.
- Once the parties refuse for conciliation, the ICC shall have to initiate the inquiry process.
- Once the inquiry starts, the parties cannot come forward for settlement. The option which they have waived initially.
- The ICC shall have to complete the Inquiry within 90 days from the date of receipt of the complaint and provide the Report to the Employer. The Employer shall have to implement the said recommendations within 60 days and inform the ICC about the same.
- The Committee will maintain a register to register the complaint(s) received by it and keep the contents confidential except under the circumstances where it must be used for discreet investigation.
- The register shall contain all the details including all the steps taken by the Committee from time to time to redress the grievance till the complaint is completely closed in accordance with the provisions stipulated under this Policy.
- The Committee shall maintain all the records pertaining to a complaint, including but not limited to the depositions, written submissions, inquiry proceedings, observations, etc.,
- The recommendations of the Committee are final and binding on both the parties as well as the Employer.
- Human Resources Personnel will direct appropriate action in accordance with the recommendations made by the Committee and shall inform the ICC Committee of the action taken on the Committee's recommendations in any complaint for updating the Committee's register.



## ICC Committee Meeting

The ICC Committee shall meet at the beginning of every quarter and review the position of the implementation of the Policy for protection of Employees against Sexual harassment.

However, whenever there is a complaint received, either against sexual harassment, the Committee shall meet within 48 hours of receiving the complaint, without waiting for the due date for the quarterly meeting.

After each meeting of the Committee, detailed minutes shall be prepared and circulated which is signed by all the members present at the meeting.



### *Confidentiality*

All members of the ICC and those assigned for record keeping, as well as any staff member questioned in relation to an issue at hand, are bound by the duty of confidentiality all times and hold in confidence, all documentation and information exchanged in the process.

## Grievance Cell

The Grievance Committee shall be responsible to ensure that grievances are dealt promptly, fairly and in accordance with other related Policies of the Organization. No grievance shall be heard unless it has been filed under the process of lodging within 30 calendar days after the act or the condition giving rise to the grievance.

### *Procedure for dealing with complaints raised to Grievance cell*

- Employee who suffered or encountered sexual harassment at workplace may submit a complaint to Grievance cell at [grievances@Solventek.com](mailto:grievances@Solventek.com) within 30days from the date of the alleged incident or date of last incident in a series of incidents.
- The said complaint should be filled in Incident reporting form which contain all available details/information that the grievant has or is aware of. Issues must be first reported to Grievance cell
- Employee should refrain from reporting to any external party.
- The committee will investigate the facts and surrounding circumstances within 7 working days from the day the concern raised by showing the grievant that the process has been done thoroughly and sensitively;
- Actively look for a solution that will satisfy the employee, where practical, without causing disproportionate difficulty for the organization within 30 days from the start of investigation.
- Provide feedback to the employee about what can, and cannot be done to resolve the grievance;

- Take necessary follow-up action;
- The Committee shall send to the grievant, a written statement of its decision within ten (10) days of completion of the process.

## Records:

The Committee should ensure that the following minimal set of records is kept for matters attended by the Committee. The Human Resources department shall be the responsible unit that ensures the filing and safekeeping of the records.



## Confidentiality

All members of the Grievance Cell and those assigned for record keeping, as well as any staff member questioned in relation to an issue at hand, are bound by the duty of confidentiality all times and hold in confidence, all documentation and information exchanged in the process.

## Constitution of ICC for Women employees

The ICC Committee is constituted by SOLVENTEK to consider and redress complaints of sexual harassment at Workplace. SOLVENTEK shall constitute and appoint the Presiding Officer and Members of the Committee.



The Committee shall consist of the following members:

- Presiding Officer shall be a woman employed at a senior level at workplace from amongst the employees. In the absence of a senior women employee, external eminent woman in the field of social work/legal, and well acquainted in the matters relating to sexual harassment shall be appointed.
- Members of the Committee: Other members of the Committee shall be appointed from amongst the employees' subject to following conditions –
  - At least two members shall be from amongst employees preferably committed to the cause of women or familiar with the issues relating to sexual harassment.
  - At least one-half of the total number of members so nominated shall be women.
  - SOLVENTEK may also consider nominating any ex-employee (either resigned or retired), as an external member, subject to the condition that no disciplinary action was initiated against the said ex-employee during his/her employment with SOLVENTEK.
  - The total number of members shall not be more than 6.
  - A quorum of three (03) members is required to be present for conducting the meeting. The quorum shall include the Presiding Officer and at least two (02) members, one of whom shall be a woman

**Disqualification to be nominated as a member of the Committee:** If any disciplinary action was taken against any employee by SOLVENTEK previously, then such employee shall not be eligible to be nominated as member of the ICC Committee.

The Presiding Officer and the Members shall hold the office for a period of three (03) years from the date of nomination or as may be specified by SOLVENTEK unless he/she is removed from the Committee on the below grounds:

- if he/ she is convicted under any law; or
- if he/ she is convicted for any contraventions under Section 4 (5) of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (“SHWW Act”), and/or the rules made thereunder; or
- in case any action is taken by SOLVENTEK against him/her for any act of commission/omission in contravention of SOLVENTEK service regulations.

After the completion of the term by any of the existing member, such vacancy may be filled by SOLVENTEK from amongst the other Employee's keeping in view the eligibility norms for nomination to the Committee and other conditions as mentioned in the earlier section. In case no such Employee is available for such nomination, then, SOLVENTEK may consider the re-nomination of any of the Employees who served previously as member on the Committee.

In addition to the above guidelines, SOLVENTEK shall comply with all other stipulations as required and stipulated under the SHWW Act and the rules made there under and the Committee shall always and continue to be compliant with the provisions of the SHWW Act. Any external member appointed to the Committee shall be paid such fees or allowances for attending the proceedings of the Committee, as prescribed by SOLVENTEK.

## *Non-Compliance*

If any employee is found to be in violation of any aspect of professional conduct or code of ethics, he/she is liable to be terminated without notice and legal action initiated against him/her by Solventek.





## ***Disclaimer:***

The Solventek code of conduct does not provide a full, comprehensive and complete explanation of all the rules that employees are bound to follow. Employees have a continuing obligation to familiarize themselves with all applicable laws as per Government of INDIA, Company Policies & Procedures

### Grievance

If you have a question or wish to discuss a possible violation, you should first discuss it with those in your management chain.

If for any reason you are not comfortable discussing issues with those in your management chain or human resources, or if no action is taken when you raise a concern, please contact the Ethics and Compliance Office at [hrm@Solventek.com](mailto:hrm@Solventek.com)

## ***Undertaking:***

I have reviewed the Employee Handbook and understand my duties and responsibilities as an employee of Solventek as listed under the Code of Conduct in this document, and undertake that I will comply with Company policies as laid out in this document.

Signature / Date:

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Name:

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Employee Id:

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