

HR Policy 2023

Office timings:

- Officially the Office Timing will be 10:00 A.M. To 07:00 P.M. (Monday to Friday).
- Half Day: 10:00-02:30 P.M. (First Half), 02:30-07:00 P.M. (Second Half).
- You can come at 10:15 A.M. only for three times in a month. There will be a deduction of half day salary after 10:15 A.M
- After 11:00 A.M. There will be a full day deduction for uninformed late comings and unjustified reasons.
- A lunch Break from 1:00-1:45 pm is given.

Leave policy:

- 1 Casual leave in a month will be given which adds up to 12 Casual leaves in the year. Casual Leaves cannot be carried forward to next year.
- For New joining it would be applicable from the second month of the joining.
- Five days Sick leaves are allowed in a year. You are eligible to take these leaves when you complete your one year in the company. For approval of these leaves, you must submit your medical documents to the HR.
- There should be proper information on taking leave through sending email to the HR department (hr@workholics.com) & Team Leader. Leave can be taken after the approval of the Team Leader/Project Manager.
- Uninformed and unjustified leaves will get a deduction on 3 days against 1 day.
- You can work from home any two days of a month but you need to take approval from your Project

Manager/HR/CEO before one day. It's a compulsion to send an EOD on HR Email.

- If you are on leave on Saturday and Monday then you will face a leave deduction of three days instead of two days. It will be applicable in case of holidays also.
- Two short leaves are allowed in a month in case of emergency only (Applicable for 2 hours).
- No leaves shall be granted beyond the date on which the employee puts in his resignation.

Extra Working

- If you are working Extra (on weekends, Night) it's compulsory to share a proper sheet on email sachin@workholics.com and keep hr@workholics.com on CC for approval.

Attendance Allowance

- Employees will get an additional allowance of Rs. 500 for No late coming, No leave and No Half-day.

Termination and Retention:

- You have to serve a 45 working days' notice period before leaving the company.
- All resignation will only be considered if submitted between 1 - 3 of every month.
- Employees can be terminated at any point of time if the company finds something wrong from his side.

Attendance:

- Attendance is compulsory in Biometric machines both IN and OUT Time and in register also.

Reporting:

- You have to send a daily work report on Your Current

Projects group before leaving office.

- Reporting is compulsory for all since it is reflecting your attendance if not done then, that day will be considered as leave.

Notice:

- Usage of personal pen drive in the office is not allowed.
- Salary will be transferred on or before 10th of Every Month.
- Not to Post anything on the internet without the consent of the head of the departments.
- Employees cannot use their personal contact details to cater information related to employment and work.
- Kindly maintain the office decorum & follow the rules.

Special Note: If any employee of Workholics InfoCorp even after his exit from the company is found to be approaching the clients of the company then the involved employee will have to face a legal suit. Once an employee surrenders his/her employment, starting from that date and for the next 18 months no employee will contact any client in any form. If any employee is found involved in any act which is contradicting the above mentioned a strict action will be taken against him.

Approved by:



Sachin Mandwariya

For Workholics Infocorp.,

(CEO)

Proprietor.

Workholics InfoCorp

