



# QUADRANT

---

## WELCOME ABOARD



# Quadrant Overview

- 01 About Us
- 02 Management
- 03 Vision & Mission
- 04 Code of Conduct
- 05 Offshore Leadership Team



# About Us

- We are a US based MNC specialized in Premier Cloud, Data IT Services and Data Labelling.
- Established to make it easy to access information from anywhere and collaborate with anyone. With more than a full decade's worth of deliberate hard work under our belt, our experience as a team is unmatched to grow businesses through progressive design.
- We celebrate the wins and innovations of people-centric design that improves lives and creates financial success.





VAMSHI REDDY



BHASKAR GANGIPAMULA



RAM BABU PALLURI

## Our Founders and Directors

- **Mr. Reddy, Mr. Gangipamula, and Mr. Palluri** are Founders and Directors of Quadrant.
- They have a collective experience of over 75+ years in the industry.
- They are passionate about IT and aim to make Quadrant as one of the top IT service company globally.
- Their areas of expertise are Business Development, Start up, Management, Strategy, Project Management, People Management, Planning, Customer Relationship, Cross-Group Collaboration, Account Management.

# Our Company Journey



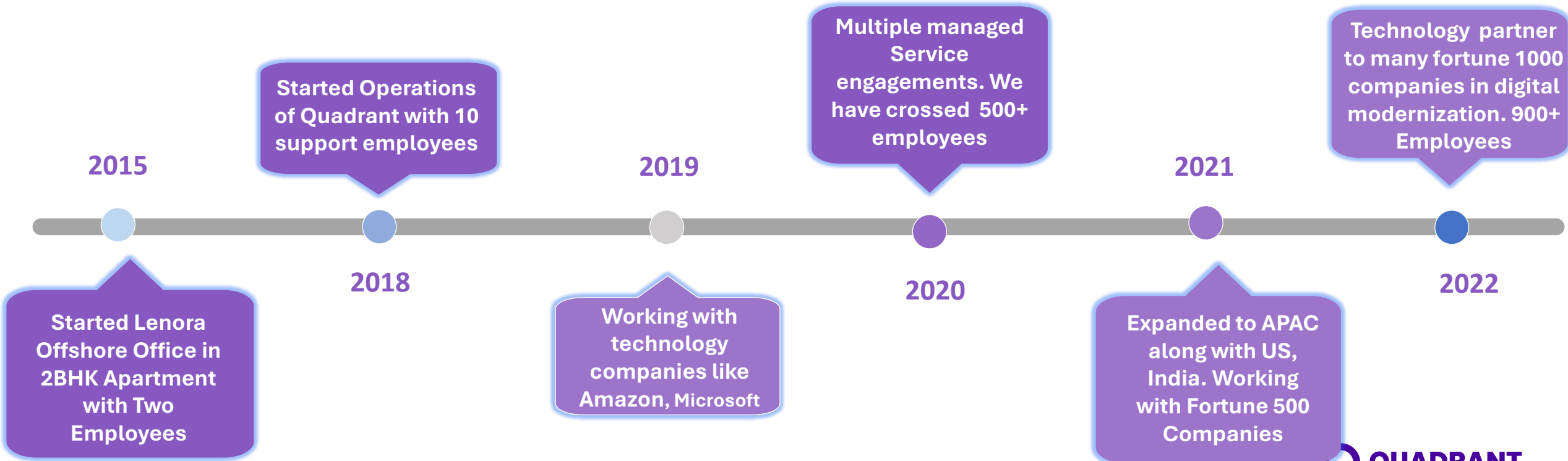
VAMSHI REDDY  
CEO



BHASKAR  
GANGIPAMULA  
President



RAM PALURI  
Chairman



# Vision & Mission

## Vision

Our vision is to become the number one choice of any customer for all IT services globally

## Mission

Our mission is to provide most innovative and efficient IT solutions to all our customers through committed teamwork and continuous learning



## Values



**Customer  
Satisfaction**



Simplicity



Honesty



Openness



Reliability



Excellence



# Code of Conduct

- Compliance with Laws, Rules and Regulations
- Conflicts of Interest
- Confidentiality
- Honest and Ethical Conduct and Fair Dealing
- Protection and Proper Use of Corporate Opportunities
- Reporting and Compliance Procedures



# Quadrant Journey





# Awards and Recognitions



**Inc 500**

**Best Workplaces 2023**

**Ranked #67**

Ranked #67 by Inc 5000 as the fastest-growing company in America, 2021

**Ranked #25**

Ranked #25 by Inc 500 in Top software companies' category across the USA in 2019

**Ranked #16**

Ranked #16 on Zippia as one of the top 20 companies to work in 2019

**Deloitte Fast 500 List**

Featured 3 years in a row.

# Quadrant Clients

Hi -Tech



BFSI



Retail & CPG



Health Care



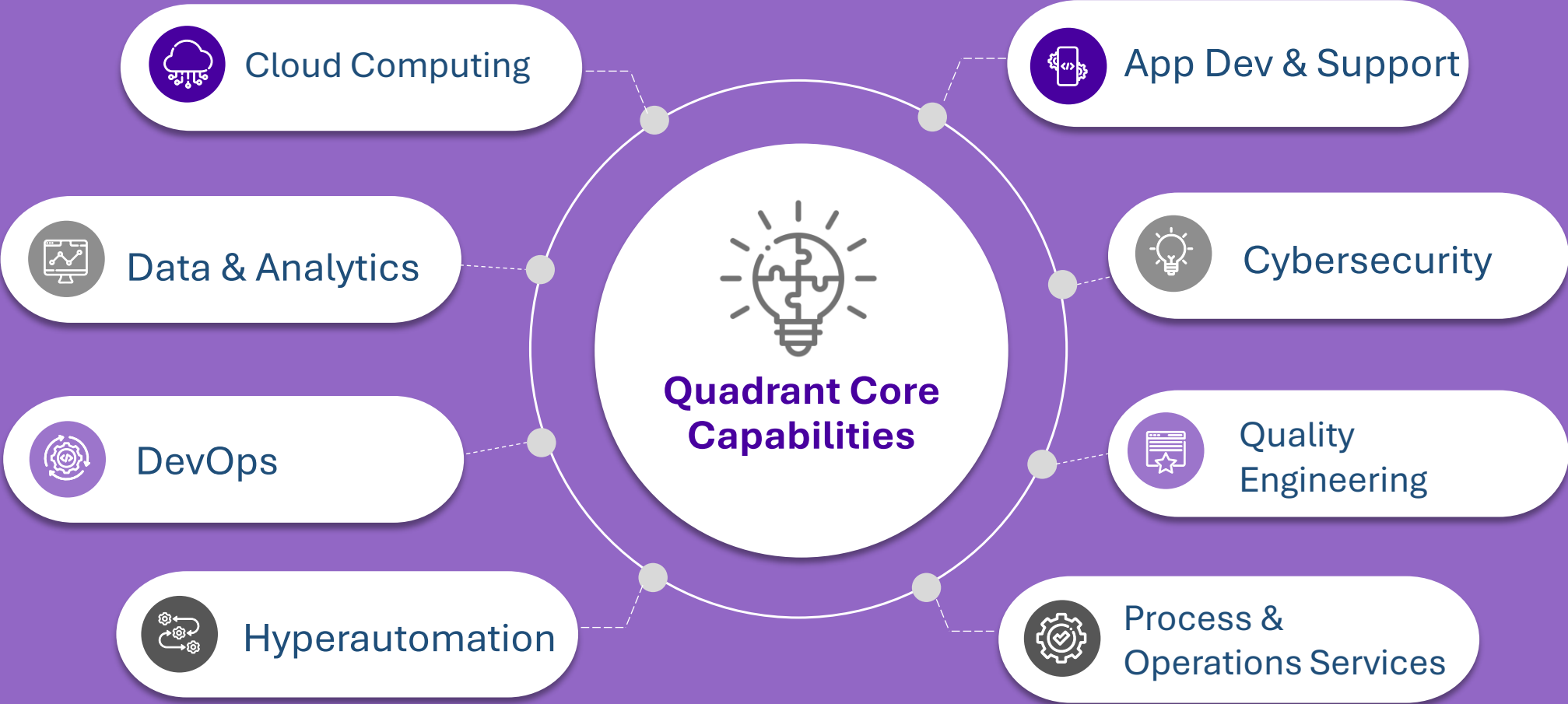
Aviation



Others



# Quadrant Core Capabilities



# Offshore Leadership Team



VAMSHI REDDY  
CEO



Balaji Raju Digala  
Head – Global  
Delivery Services



Siva Prasad  
Polepally –  
Delivery  
Head



Balu Kuncham  
Global Head –  
Strategic  
Partnerships



Anjan Tumkur  
VP – Global Delivery  
Services



Sunil G  
VP, Business  
Operations &  
Strategy



Sridhar Reddy  
Director -  
Operations



Balakrishna  
Ravi  
Director -  
Sales



# HR Policies & Processes

- 01 Attendance Policy
- 02 Leaves & Holidays Calendar
- 03 Compensation & Payroll
- 04 Probation Period
- 05 Employee Benefits
- 06 Trainings & Development
- 07 Employee Performance Appraisal
- 08 Rewards & Recognition
- 09 Employee Engagement
- 10 Employee Separation

# Attendance Policy

- Employees are expected to clock in **9 hours** every day, **Monday to Friday**. Working hours for the Day Shift employees is 9 am - 6 pm and for Night Shift, timing is 9 pm to 6 am.
- All employees should use **Biometric** to record the Attendance. Attendance is tracked based on the in-time and out-time on the Biometric system at the office entrance.
- Leaves will be deducted for the employees who have not served minimum number of hours.
- Weekly fixed of (Saturday & Sunday).
- Employees are expected to be regular and punctual in attendance. If an Employee is unable to report for work on time for any reason, he/she shall notify his/her Lead previous day or one hour prior to reporting to duty, whichever is earlier.
- Employees are allowed for 45 minutes of lunch break. Lunch breaks are generally taken between the hours of 1.00 pm and 2.00 pm for Day Shift Team.



# Leaves

## **Employee is Eligible for 20 leaves in a year:**

- During probation period, Employee will be eligible for 1 leave per month. These leaves will not be carry forwarded to next year.
- Leaves will be credited to Employee account on Quarterly basis (5 per quarter) after completing the probation period.
- After completing the probation period, at the end of the year only 8 leaves will be carry forwarded to next year.

## **Maternity Leave (ML):**

### **Employee eligibility:**

- You must be a pregnant woman employed in either the public or private sector
- You need to have worked for at least 80 days in the 12 months preceding your expected delivery date.

### **Leave entitlement:**

- You are entitled to 26 weeks of paid leave for the birth of your first two children.
- For the third and subsequent children, you are eligible for 12 weeks of leave.
- You can take up to 8 weeks of this leave before your expected delivery date.
- Employee will be eligible for Comp Offs if they work on weekends or holidays and this allotment is subject to approval from Reporting Manager.
- All leave application should be communicated via email and to be regularized in GreytHR immediately.
- Incase of non-regularization, the same will be considered as LOP.

# Holidays Calendar

- We provide 10 workings days as Public or Declared Holidays in a calendar year.
- If in case, you are working at a client location on deputation then you are required to follow the client holiday calendar.

S. No	Date	Occasion	Day	Hyderabad	Bangalore
1	01 <sup>st</sup> Jan	New Year	Monday	Yes	Yes
2	15 <sup>th</sup> Jan	Pongal	Monday	Yes	Yes
3	26 <sup>th</sup> Jan	Republic Day	Friday	Yes	Yes
4	09 <sup>th</sup> April	Ugadi	Tuesday	Yes	Yes
5	01 <sup>st</sup> May	May Day	Wednesday	Yes	Yes
6	15 <sup>th</sup> Aug	Independence Day	Thursday	Yes	Yes
7	02 <sup>nd</sup> Oct	Gandhi Jayanthi	Wednesday	Yes	Yes
8	11 <sup>th</sup> Oct	Maharnavami	Friday	Yes	No
9	31 <sup>st</sup> Oct	Diwali	Thursday	Yes	Yes
10	1 <sup>st</sup> Nov	Karnataka Rajotsava	Friday	No	Yes
11	25 <sup>th</sup> Dec	Christmas	Wednesday	Yes	Yes





# Compensation & Payroll

Your Salary is confidential; hence you are hereby advised to not to disclose the same with anyone in the organization except HR

## Payroll Cycle

- Payroll processing starts from 26th of every month.
- Salary will be paid on the last working day of that month.
- Employee joined during mid of the month will receive salary from DOJ to 30<sup>th</sup> / 31<sup>st</sup> of that month

## Working Days

- Working days will be calculated from 1<sup>st</sup> to 31<sup>st</sup> of a month

## Queries

- Any queries in Payroll please raise an email to [offshoreaccounts@quadranttechnologies.com](mailto:offshoreaccounts@quadranttechnologies.com)



## Bank Account

- We will open Axis bank corporate salary account as a mandate for all new joiners and incase you already have an Axis bank account the same will be considered.

## Deductions

- All statutory deductions are part of Employee salary
- PF, PT, TDS etc.
- **Note:** PF is mandatory to all Employees

# Probation Period

- Employees who joined us as Freshers will be on probation period for **06** months from the date of joining.
- Employees who joined us with Experience will be on probation period for **03** months from the date of joining.
- After successful completion of probation period, Employee will be treated as Permanent Employee.



# Employee Benefits

- Quadrant provides Group Medical Insurance for Employee and their immediate family members at 1+3. (Which included employee Spouse and 2kids)
- Insurer – ICICI Lombard Insurance
- Sum Assured – 3 Lakhs on Floater Basis
- Coverage – Employee + Spouse & upto 2 kids (if married).
- ESI
- Hybrid Mode / Flexible Working Hours



# Trainings & Development

At Quadrant we train people on various skills and technologies on need basis. We also hire freshers and put them on technical training programs based on the requirement.

- Technical Skills Trainings (Online / Offline)
- On-the-job Project Training
- Coaching & Mentoring
- Soft Skill Training
- Technical Certification Programs





# Employee Performance Appraisal

- The performance review is done yearly in the organization.
- Assessment is done based on the employee's performance, skills, knowledge, responsibilities, work habits, attitude, leadership qualities, competency and feedback received from superiors.
- Performance will be reviewed on 5 rating parameters as mentioned in the image.
- Employee will have to complete atleast 9 months tenure with Quadrant to be eligible for appraisal. After completing 9 months, he/she will be appraised in the coming cycle on prorata basis.



# Rewards & Recognition

We provide Rewards & Recognitions to Employees based on their Performance & Contributions during the tenure.

- Star Award
- Rising Star Award
- Spot Award

This R&R usually happens during April/May timeframe.



# Employee Engagement





# Employee Separation

Employee is at his will and wish to resign from the services of the organization for various reasons. We suggest Employees to have a hassle-free separation from the organization by following the exit process.

## Notice Period

### In Probation:

Employees in probation period will have to serve the notice of **30** days after resignation.

### After Confirmation:

Confirmed Employees will have to serve the notice period of **90** days after resignation.





# Work Culture

01

Dress Code

02

Communication at Workplace

03

Email Etiquettes

04

PoSH Policy

05

Mobile Usage

06

Information Security

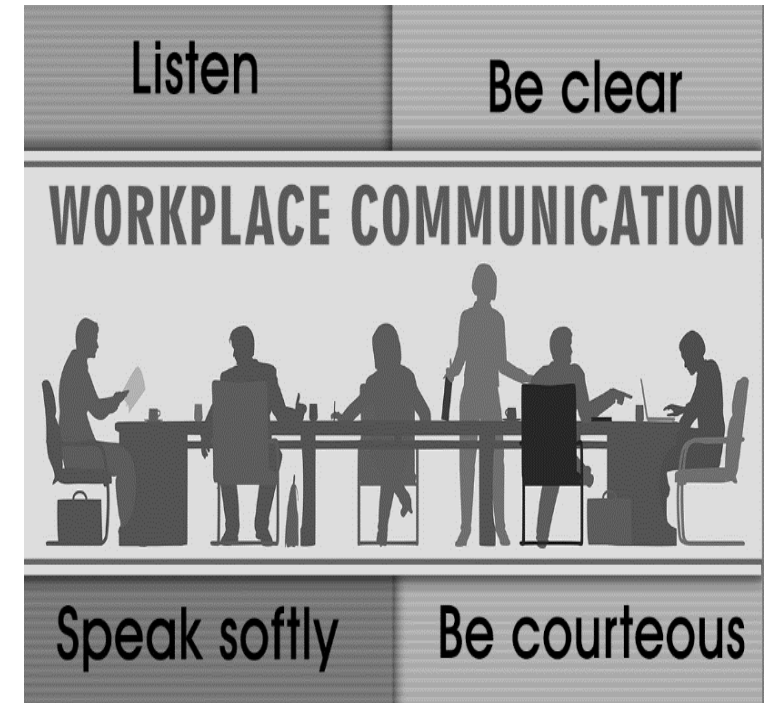
# Dress Code

- Quadrant promotes formal working environment; hence Employees are advised to follow the dress code.
- **Male Employees** - full-length trousers/pants and shirts with tuck-in from Monday to Friday. T-shirts, Jeans and business casuals on Fridays.
- **Female Employees** - salwar kameez, formal trousers & Shirts , Jeans with Kurtis and Sarees may be a part of the normal dress code.
- **Footwear:**
  - Men- Shoes are mandatory.
  - Women – Sandals, Flats, Shoes are allowed.

**Not Allowed** – Sleeveless, High heels, Mini Skirts (above Knee level),

# Communication at Workplace

- Communication should be in English
- No foul language and no shouting.
- Listen carefully and respond in a professional way



# Email Etiquettes

Our employees represent our company whenever they use their corporate email address.

## Employees must:

- Select strong passwords with at least eight characters (capital and lower-case letters, symbols and numbers) without using personal information (e.g. birthdays.)
- Remember passwords instead of writing them down and keep them secret.
- Change their email password every two months.

## Employees must not:

- Sign up for illegal, unreliable, disreputable or suspect websites and services.
- Send unauthorized marketing content or solicitation emails.
- Register for any competitor's services unless authorized.
- Intentionally spam other people's emails, including their co-workers.
- Our company has the right to monitor and archive corporate emails.



# PoSH Policy

## Sexual Harassment

Sexual harassment is a broad term that encompasses any “unwelcome or unwanted sexual advances or requests for sexual favors.” Contrary to popular belief, harassment isn’t limited to physical contact. It can also include verbal harassment as well as subtle or overt actions and behaviors.

Sexual harassment also occurs when an employee is targeted and mistreated because of his or her gender

## Compliance Factor

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, in India came into force from 9 December 2013.

This Act is to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental.

The government has threatened to take stern action against employers who fail to comply with this law.

Around 90% of the cases reported since 2014 were registered from places related to work.



# Workplace

Any place visited by the employee arising out of or during the course of employment, including transportation provided by the employer for undertaking such a journey.

It covers both organized and un-organized sectors.

## What Constitutes Sexual Harassment

Sexual Harassment is unwelcome sexual advances, requests for sexual favors and/or other verbal, on verbal and physical conduct of a sexual nature.

### Verbal

Telling sexual jokes/stories.

Repeatedly asking about the a person who is not interested.

Whistling at someone and making sexual comments.

### Non-Verbal

- Looking at a person up and down or staring.
- Blocking a person's path or following a person.
- Giving personal gifts.

### Physical

- Touching, hugging or pornography.
- Touching or rubbing oneself sexually around another person.
- Giving a massage around neck or shoulders.

# Mobile Usage

Our company expects employees to use their cell-phones prudently during working hours.

## **We advise our employees to:**

- Surf the internet, text and talk on the phone only for office purpose.
- Turn off or silence their phones during business hours.

## **We won't allow employees to:**

- Play games on the cell phone during working hours.
- Use their cell phone's camera or microphone to record confidential information.
- Watching Videos, YouTube or any other entertainment sites/app is not allowed

## **Employees can benefit from using cell phones. They're allowed to use their phones:**

- To make business calls.
- To use productivity apps.
- To check important messages.
- To make brief personal calls away from the working space of colleagues in break time only.



# Information Security

## Data Security & Usage of System

- Do not forget to lock your computer/laptop before you leave your v
- Do not use official email id for personal usage
- Keep the company's data confidential
- Do not share your system passwords with any one
- Usage of un-official sites is restricted



## HR Team:

Shailaja	HR	<a href="mailto:hrops@quadranttechnologies.com">hrops@quadranttechnologies.com</a>	9515568109
----------	----	--	------------

## IT Team :

Bhasker	IT	<a href="mailto:bhasker.d@quadranttechnologies.com">bhasker.d@quadranttechnologies.com</a>	9160666558
Binayak	IT	<a href="mailto:binayak.shial@quadranttechnologies.com">binayak.shial@quadranttechnologies.com</a>	9583134736



## Accounts Team

Sudhakar Reddy	Accounts	<a href="mailto:sudhakarreddy.y@quadranttechnologies.com">sudhakarreddy.y@quadranttechnologies.com</a>	9494810321
Sunitha	Accounts	<a href="mailto:sunitha@quadranttechnologies.com">sunitha@quadranttechnologies.com</a>	9908683124



**QUADRANT**  
THANK YOU

