

CODEV HR POLICY MANUAL

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1. INTRODUCTION

Welcome to Codev! This HR Policy Manual outlines the company's policies, procedures, and expectations to ensure a positive and productive work environment.

2. CODE OF CONDUCT

- Employees must act with integrity, professionalism, and respect.
- Confidential information must not be shared externally.
- Avoid conflicts of interest and report them if they arise.

3. EMPLOYMENT POLICIES

a. Equal Opportunity

Codev is an equal opportunity employer and prohibits discrimination based on race, gender, religion, caste, age, disability, or any other protected category.

b. Probation Period

All new hires will undergo a probationary period of 3-6 months, depending on the role.

c. Background Verification

All offers are contingent upon successful background verification.

4. WORKING HOURS AND ATTENDANCE

- Standard hours: 2:00 PM to 11:00 PM (Monday to Friday)
- A flexible schedule may be offered upon manager's approval.
- Late arrivals, early departures, and absences must be informed in advance.

5. LEAVE POLICY

- Casual Leave (CL): 8 days per year
- Sick Leave (SL): 8 days per year
- Earned Leave (EL): 15 days per year
- Maternity Leave: 26 weeks
- Paternity Leave: 10 days
- Unpaid Leave: Subject to manager approval

6. PAYROLL AND COMPENSATION

- Salaries are credited by the 9th working day of every month.
- Payslips are available through the HR portal.
- Deductions are made for income tax, PF, ESI, etc.

7. PERFORMANCE MANAGEMENT

- Performance appraisals are conducted annually, with results typically announced in June.
- Performance reviews are based on goal achievements, teamwork, leadership, and innovation.
- Underperformance will be handled with performance improvement plans (PIP).

8. EMPLOYEE BENEFITS

- Health Insurance: Group health insurance for employee and dependents
- Wellness Programs: Mental health counseling, gym membership reimbursement
- Learning and Development: Budget for courses, certifications, and conferences
- Referral Bonus: Bonus for referring successful candidates

9. TRAVEL AND EXPENSE POLICY

- All business travel must be pre-approved.
- Reimbursements must be claimed within 15 days with receipts.
- Travel class and hotel standards vary by employee grade.

10. WORKPLACE CONDUCT AND ANTI-HARASSMENT POLICY

Codev has zero tolerance for any form of harassment or bullying.

- Employees must report any misconduct to HR immediately.
- All complaints will be handled confidentially and impartially.

11. IT AND DATA SECURITY POLICY

- Employees must use company-provided systems for official work.
- Do not share credentials or install unauthorized software.
- Report any data breaches or suspicious activity to IT immediately.

12. REMOTE WORK POLICY

- Employees may work remotely based on job role and approval.
- Employees can work from home for 2 days a week.
- Daily stand-ups and weekly check-ins are mandatory.
- Secure internet and VPN usage is required.

13. GRIEVANCE REDRESSAL

- Any grievance should be reported to the HR department via email or in-person.
- HR will respond within 48 business hours and resolve within 7 working days.

14. EXIT POLICY

- Minimum 36-day notice period for resignation. You can negotiate further by sending email to tutor@codev.com or calling 123-456-7890
- Full and final settlement will be processed within 53 days of last working day.
- Exit interviews are mandatory.

15. ACKNOWLEDGEMENT

All employees must sign an acknowledgement form confirming they have read, understood, and agreed to comply with this policy manual.

For any clarifications, please contact hr@codev.com