

Employment Policy

1. WILLINGNESS

Whizzbridge acknowledges the mutually beneficial nature of our working relationship. The decision to engage in employment with Whizzbridge is entirely voluntary. Just as the employee has the freedom to choose their employment, the company also retains the right to terminate the employment relationship at any time, with or without cause. It is important to note that the employee-employer relationship is at-will. Whizzbridge reserves the right to modify this policy with or without prior notice.

2. APPOINTMENT

Each successful applicant will receive an “Offer Letter” stating the salary, designation and nature of employment and any other terms applicable to the employment of the individual with Whizzbridge.

An appointment to the service of the Company is valid only when the applicant has confirmed his acceptance in writing and furnished all documents requested by HR Department including but not limited to:

List of Documents	When Required
Previous salary slip	Before making the job offer
Non-Disclosure Agreement	Upon accepting the job offer
Resignation Acceptance	3-5 Days after job acceptance
Reference Check Information	3-5 Days after job acceptance
Background Check	3-5 Days after job acceptance
Basic Information Form	3-5 Days after job acceptance
A clear copy of your Computerized National Identity Card	On the day of Joining
One passport-size photograph	On the day of Joining
Academic documents & degrees	On the day of Joining

A detailed “Appointment letter” will be issued on the day of joining.

3. PROBATION

- Unless otherwise stated in the “Appointment Letter”, a new employee is required to serve an initial probationary period of 90 days (3 Months).
- On completion of the probationary period, the Company shall inform the employee in

writing whether or not he/she has been confirmed on the Company's permanent establishment. However, the Company reserves the right to extend at its sole discretion, the probationary period.

- Benefits start after the successful completion of probationary period.

4. TERMINATION

- Either the Company or the employee may at any time give the other party notice of intention to terminate the contract of service.
- During the probationary period, the Company shall be entitled to terminate the employment with or without cause, without giving any notice period.
- The employee may terminate the employment at any time during probation by giving 15 Days' notice or pay in lieu thereof notice period.
- After the date of confirmation, employment may be terminated by either party by giving one month's (or such period as stated in the Appointment Letter of the employee) notice or payment of a sum equivalent to the gross salary of the period stipulated in lieu of such notice.
- Notice of termination is to be submitted by the employee to the HR Department. It shall be written and may be given at any time, and the day on which the notice is given shall be included in the notice period.
- An employee who is dismissed for misconduct or professional negligence shall not be entitled to any notice or equivalent pay.
- Should an employee wish to resign from employment, it is requested that he notifies his manager at least one month's in advance. This will enable the Company to arrange for a replacement. The separating employee may be asked at that time to provide an Exit interview.
- Upon separation the company will provide a standard experience letter to the separating employee with final settlement that states:
 - The period of employment
 - The last designation and salary of the employee in the company

The time frame of settlement and experience letter will be communicated by HR on the final day.

5. RETURN OF PROPERTY

Employees are responsible for all Whizzbridge property, materials, or written information issued to them or in their possession or control. Employees must return all Whizzbridge property immediately upon request or upon termination of employment. Where permitted by applicable laws, Whizzbridge may withhold from the employee's salary check or final settlement check the cost of any items that are not returned when required. The company may also take all action it deems as appropriate to recover or protect its property.

6. REFERENCE REQUEST

- In an effort to protect and respect every member of the Whizzbridge community,

employees should refrain from providing information of any sort on their fellow employees to any outside entity. An employee who receives a request for information concerning a past or present employee should redirect inquiries to Human Resources. Human Resources will normally verify an employee's dates of employment, and position(s) held.

- Strict adherence to this policy is required. Any violation of this policy may result in disciplinary action up to and including immediate termination.