

HR POLICIES

Workplace Harassment Policy



1. Objective

It will be the endeavour of Rythmos India Pvt. Ltd. to promote a safe, secure, congenial and productive work environment where Employees will deliver their best without any inhibition, threat or fear. The Company will not tolerate verbal or physical conduct by any Employee that harasses, disrupts, or interferes with another's work performance or that which creates an intimidating, offensive, or hostile environment.

The Company will actively communicate its policy on Workplace Harassment to all Employees to spread awareness and thereby, attempt to prevent incidence of such harassment. In the unlikely event of such an occurrence, the Company will initiate prompt and strong disciplinary action in line with the stated Policy.

For this purpose, such harassment includes:

1. Conduct that implies granting or withholding favours or opportunities as a basis for decisions affecting an individual, in return for that individual's compliance. Such harassment is the easier form of harassment to identify because it takes the form of either a threat or a promise, whether explicit or implied.
2. Unwelcome advances, requests for sexual favours, or other verbal/Non verbal or physical conduct where such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

2. Policy

1. Every Employee is expected to maintain a productive work environment that is free from harassing or disruptive activity. No form of harassment will be tolerated, including harassment for the following reasons: race, caste, religion, disability, age, or sex. Special attention should be paid to the prohibition of sexual harassment.

2. Each employee has a responsibility to keep the workplace free of any form of harassment, and in particular, sexual harassment. No Employee is to threaten or insinuate, either explicitly or implicitly, that a Employee refusal or willingness to submit to sexual advances will affect the Employee terms or conditions of employment.
3. Other harassing or offensive conduct in the workplace, whether committed by Employee, or non-Employee, is also prohibited. This conduct includes:
 - a. Unwanted physical contact or conduct of any kind.
 - b. Verbal harassment of a sexual nature, such as lewd comments, obscene jokes or references, and offensive personal references;
 - c. Demeaning, insulting, intimidating, or suggestive comments about an individual's personal appearance;
 - d. The display in the workplace of demeaning, insulting, intimidating, or sexually suggestive objects, pictures, or photographs or any other kind of pornographic material;
 - e. Demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages.
4. Any Employee who believes that any other Employees or non-Employees actions or words constitute harassment has a responsibility to report or complain about the situation as soon as possible to HR. The report or complaint should be made as per the procedure given below.
5. Any Employee or supervisor/Manager who is found to have violated the harassment policy will be subject to appropriate disciplinary action, up to and including termination. The Company prohibits any form of retaliation against Employees for bringing bona fide complaints or providing information about harassment. However, if investigation of a complaint shows that the complaint or information was false, the individual who provided the false information will be subject to disciplinary action, up to and including termination.
6. It will be the duty of the company to prevent or deter acts of Workplace Harassment and to provide procedure for resolution, settlement or prosecution of acts of workplace harassment
 - a. Where the conduct of the Employees would constitute an offence under the Indian Penal Code or any other law, the Company shall initiate necessary legal action
 - b. Where the conduct would, in addition to an offence under law, constitute misconduct under the rules and regulations of the company, necessary disciplinary action would be initiated against the Employee.

3. Complaints Process

All complaints will be promptly handled on a confidential basis and appropriate corrective action will be taken to remedy all violations of this policy.

Any Employees who has a complaint of harassment with respect to the workplace by anyone

including Employees, visitors, contractors, customers or any other person over whom the Company exercises some measure of control should immediately bring the problem to the attention of the Senior Level Management on Workplace Harassment through any of the following channels :

- The Employees may inform any of the Senior Level Management/HR
- Alternatively, the Employees may write to the Senior Level Management/HR and their e-mail id which will be kept confidential.
- They could also inform their Immediate Manager.

4. Complaint Investigation:

All parties concerned would strictly maintain confidentiality and in the event of breach, legal remedies would be available to the party affected by such a breach.

The Committee/HR shall investigate any incident reporting of workplace harassment immediately and prepare a report at the end of the investigation. The Committee, for the purpose of its investigation, would be entitled to elicit all forms of evidence, including access to written communication, summoning and examining of witnesses, previous records etc. All Employees of the Company are expected to fully co-operate in this regard.

Both the victim and the accused shall be given an opportunity to present their views.

All complaints of harassment will be investigated promptly and in an impartial and confidential manner. Employee are required to cooperate.

5. Disciplinary Action

Based on the investigations and findings of the Committee and its report, disciplinary action, including termination of employment, on receipt of the Committee Report, shall be initiated.

- If the Employees is found guilty of any kind of Harassment as per definition stated above, the services of the Employees would be terminated
- If the Action amounts to an offence under the Indian Penal Code, then the Company will initiate criminal proceedings as may be appropriate

If a Employees is found to have lodged a false complaint, then action will be taken against the Employees for such action. This includes verbal warning or suspension.

6. Investing People Managers with Accountability

Managers, as leaders of their team, are expected to create a harassment free, congenial and trustworthy environment at their respective workplace. It will be their primary accountability to report and take appropriate action on any incident of Workplace harassment.

CODE OF CONDUCT

**Did you make the
right choice?**



✓ Check the code.

The Code of Conduct lays down the basic ethical standards that are required to be met by all employees acting on behalf of the Company. All employees must conduct themselves in a manner aligned with the language and spirit of this Code and seek to avoid even the appearance of improper behaviour. Even well-intentioned actions that violate the law or this Code may result in negative consequences for the Company and the individuals involved.

The Code lays down the broad framework of general guiding principles, representing the Company's policies and conditions for employment, and may not cover every issue or situation possible.

- a. Employees are expected to familiarise themselves with the values and the standards set out in the Code of Conduct and other responsibilities.
- b. Each employee is responsible for the implementation of and compliance with the code. Failure to do so could lead to strict disciplinary action, including termination of services. Where a breach of law is involved, it may lead to criminal proceedings against the individual concerned.
- c. Possible violations must be reported to the immediate supervisor or the Human Resources.
- d. Each employee should co-operate in any ongoing internal or external investigation into possible violations of the code.
- e. Threats, retribution or retaliation against a person who has reported a possible violation in the Code or the person investigating such violation is prohibited.

The employees should also familiarise themselves with the following policies of the Company in order to comply fully with the provisions of this Code.

1. General employee conduct

- Treat people with respect, dignity and courtesy.
- The company is an equal opportunity employer and shall not discriminate on grounds of nationality, race, religion, colour, caste or sex.

- Being under the influence of alcohol and drugs, use of controlled substances, indulging in gambling, fighting, using abusive language, making discriminatory racial comments is not permitted in the office premises.
- Indulging in any unprofessional activity or acting in a manner that can be construed as unprofessional and which erodes the brand of the company is prohibited.
- Employees shall not, directly or indirectly, on their own accord or on behalf of, or in conjunction with any other person, attempt to induce any employee or business associate to leave their current employment with the group and join the service of any competitor or other employer.
- These standards of behaviour are to be followed in the workplace, Company organized social functions and wherever employees are seen as representing the Company.

2. Conflict of Interest

Conflict of Interest is best defined as a situation where in the employee's private interest can be perceived, by an independent observer, to be in conflict with his or her (employee's) professional interests, i.e. there is a reasonable question whether the employee's actions or decisions are improperly influenced by considerations of private gain (monetary or non-monetary). Employees are expected to act solely for the benefit of the Company and not be influenced by any personal interest.

- Do not violate the conflict of interest policy of the Company. Relationships deemed to result in a conflict of interest and the framework for management of such conflict of interest is defined.
- Annual disclosure of such Conflict of Interest is to be made to the Senior Level Management. As and when a conflict of situation arises, the employee is required to furnish the updated declaration to the Senior Level Management, such that it reaches the team at least 7 days before occurrence/effecting of the specific dealing/transaction/act. The Senior Level Management has the authority to deny permission when disclosed.
- Do not engage in any part time/full time employment with any entity outside the Company. Do not use the Company's name, facilities, or relationships for personal benefit.

Do not use the position or the knowledge gained as a result of position for personal advantage, for example, gaining a controlling interest or making a large personal investment in any small company that does substantial business with or seeks to do business with our Company, is a competitor or seeks to do business with a competitor.

3. Privacy and confidentiality

Proprietary and confidential information includes any system, information or process that gives

the Company an opportunity to obtain an advantage over competitors, any non public information about the Company's business, its customers and its employees, or any other non public information received.

Proprietary information is a valuable asset and protecting this is of vital importance in our growth and ability to compete. All employees must maintain the confidentiality of such proprietary information of the Company.

We also respect the proprietary rights of other companies and encourage all our employees to observe such rights. When handling information of the Company, observe the following principles:

- Collect, use, and retain only the information necessary for the Company's business.
- Obtain any relevant information directly from the person concerned.
- Protect the physical security of this information.
- Limit access to information strictly to those with a legitimate business reason for seeking that information.
- Do not disclose the proprietary information about the Company a customer, a vendor or partner/distributor or an employee, to anyone (including other employees) not authorised to receive it or not needing to know about it, unless authorised.

4. Company records and Misrepresentation

Employees must not make or engage in any false record or communication of any kind, whether internal or external, including but not limited to:

- False expense claims, attendance, financial or similar reports and statements misleading.
- Non disclosure/suppression of material information for purpose of gain or employment.

5. Company funds and other assets

Protecting the Company's assets and funds against loss, theft or other misuse is the responsibility of all employees.

- Do not use Company resources or time for personal activities.
- Do not use Company identification, stationery, supplies, and equipment for personal or matters.

6. Gifts

The general rule is do not accept gifts – anything of value, including an item, a service hospitality, use of vacation home, air ticket etc – from customers, vendors, employees, potential vendors, advisors, agents, other associates, etc.

- Do not offer or give any Company funds or property as donation to any government agency or its representative directly or through intermediaries.

7. Dealing with vendor

Vendor selection and hiring decisions must be made objectively and in the Company's best interest, based on evaluation of integrity, suitability, price, delivery of goods/service, quality and other pertinent factors.

- Encourage use of vendors who operate with values and standards equivalent to ours.
- Commit to fair contract and payment terms with vendors in return for good service at a good price supplied in a responsible manner.
- Do not issue directives to violate the terms of vendor's contracts.

8. Dealing with customers

Treat customers with respect, courtesy, honesty and provide them with service of the highest standard possible.

- In case of any customer complaints or concerns, ensure that the same are resolved speedily, fairly and to their satisfaction.
- Maintain confidentiality of customer information, except where the law requires or permits disclosure, or the customer has given prior consent.
- Make sure that business entertainment is lawful, reasonable and permitted by our business policies.

9. Dealing with Government agencies and media

Never make inaccurate or misleading reports, certificates, claims or statements to government agencies. This can be done only by Management team.

- Do not disclose any information pertaining to the Company or make any statements to any government agencies, without appropriate authorisation.
- Do not discuss any matter relating to the Company with representatives of the media unless specifically authorised to do so.

- Written contributions to any publications/journals, made by employees in their personal capacity need authorised approval. A disclaimer clause indicating that views expressed are personal and not those of the Company must be included.

10. Compliance with laws, rules and regulations.

Do not violate applicable laws, rules and regulations.

- Never give or accept any bribe, kickbacks or any payment which can be constructed as such.
- Report all suspicious activities/transactions regardless of the amount involved or the nature of the offence to the Senior Level Management. Failure to report suspicious transactions despite having knowledge is an offence.

11. Healthy and Safety environment

- Maintain the safe and healthy working environment provided by the Company.
- Be committed to prevent wasteful use of natural resources.

12. Whistle blowing



Employees who know (or have genuine suspicions) of any breaches to this Code of Conduct, including any legal violation in relation to work related issues or non adherence to accounting policies and procedures should report such matters promptly to their manager or Senior Level Management.

- Employees are encouraged to report to their supervisor any suspected violations of internal policies, code of conduct, external legal and regulatory requirements etc. They may choose to remain anonymous if they wish.
- All significant breaches should be escalated immediately. Do not knowingly withhold

information required to be reported as per the Company's whistle blower policy.

- Prompt and thorough investigation of alleged violation will be conducted and appropriate corrective action would be taken.
- Appropriate action against individuals who have broken laws, rules and regulations.
- Retaliatory action against an employee for making a good faith report is prohibited.
- Co-operate fully with authorised internal and external investigations. Making false for (or misleading) statements to regulators/auditors/company representatives during investigations are prohibited and can result in heavy penalties.
- Promptly report any new facts on concerns reported earlier.

13. Dress Code

- Our customers judge the Company by its employees, as well as by our products and service. Appropriate dress and appearance project a professional image and contribute to an impression of a high-quality organization.
- Proper business attire is expected for all employees. Casual clothes, including rugged jeans, shorts, halter tops, T-shirts without collar, sweatshirts, sweatpants, stretch pants and these like are inappropriate for the office and should not be worn during business hours. Casual clothing may be worn when the nature of the work requires more informal attire.
- Employees who do not meet the standards for appropriate business attire should be counselled by their supervisors and may be sent home to change. It is the supervisor's responsibility to ensure that his or her team members are in a professional appearance.

14. Inclement Weather/Government rulings

- The company maintains the policy of remaining open during bad weather, unless the severity of conditions and/or municipal or state government rulings close the office. Employees should make every reasonable effort to get to work, or continue working if already in the office, unless otherwise notified.
- In the event we are forced to close, If there are questions, employees are urged to check email from HR/Director.
- If operations are cancelled after a shift has started, hourly employees will be paid for the time worked, or two hours minimum, whichever is greater.

15. Open Door Policy

- We all recognize that the accumulation of unspoken, unanswered problems, complaints and questions can result in dissatisfaction and can impact the working relationship. It

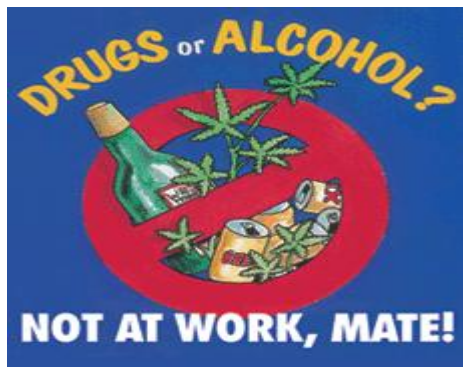
is to everyone's advantage to bring these matters out in the open. If you have a problem or complaint, please review it with your supervisor as soon as possible.

- We are not implying that we will agree with your position. However, we will listen to you, and hope that in most instances, we will be able to resolve the matter or reach a compromise acceptable to the people concerned.

16. Substance Abuse

- All employees are expected to come to work in a condition fit to perform their duties.
- The unlawful manufacture, possession, distribution, transfer, purchase, sale, use, or being under the influence of alcoholic beverages or illegal drugs during working hours, while on company property, while attending business-related activities, while on duty, or while in possession of, or operating a vehicle, or machine leased or owned by the company is strictly prohibited.
- You may use physician-prescribed medications provided that the use of such medications does not adversely affect job performance, your safety or the safety of others.
- Any employee who violates this policy and/or whose work performance or behaviour is adversely affected by the use of drugs or alcohol will be subject to disciplinary action, up to and including termination of employment.

DRUGS OR ALCOHOL



Intent:

The intent of this policy is to ensure substance abuse is not present in the workplace. Employees are encouraged to confront and acknowledge any substance abuse problems knowing that if they do so their employment will not be jeopardized. It is expected that employees perform their duties safely and efficiently. The presence and/or use of drugs and alcohol on the job are inconsistent with this expectation.

Purpose:

- To provide a drug and alcohol free workplace.
- To assure the safe and efficient delivery of services to clients.
- To contribute to a safe work environment.
- To represent the Employer in a professional manner.

Policy:

- This policy applies to all employees.
- Employees shall not come to work if they are impaired due drugs and/or alcohol use.
- Employees shall not use alcohol or impairing drugs during the workday.
- An employee who is called back to work shall decline the call if he/she believes that he or she is impaired.
- Possession, use, sale or distribution of illegal drugs in the workplace is prohibited. Sale or distribution of any impairing drug in the workplace is also prohibited.
- Possession, use, and sale of alcohol are prohibited in the workplace.
- Upon reasonable suspicion that an employee cannot safely or effectively perform his/her duties, the employee shall submit to a fitness test. Refusal to report or submit to any alcohol or drug test is insubordination and is subject to the appropriate discipline.
- Employees who violate this policy are subject to discipline up to and including termination.
- Employer Name reserves the right to request employees to undergo drug or alcohol testing in accordance with all applicable laws.

Exit Interviews :



- Exit interviews should be conducted by Human Resources for all employees.
- Interviews will determine reasons for termination, as well as opinions and recommendations for improving recruitment, management and retention policies and practices.
- Human Resources will provide information regarding full and final details.
- The interview should take place on the employee's last day of work. Human Resources will schedule the interview, If an exit interview cannot be scheduled, HR email an exit interview form to the former employee.
- You are requested to kindly handover Company belongings(EX : ID /Access card, Laptop etc.) to HR and get the Clearance certificate from HR department which will be forwarded to Accounts Department to enable them to settle your dues.

Rewards & Recognition:



Purpose:

To reduce Attrition Rate and improve Employee Loyalty & Motivation

Objectives:

To provide guidelines to recognize specific, unique, value added and critical performance incidents within or beyond expected & predefined performance objectives

To align employee performance and achievements in line with Company's Value Charters & Mission Objectives.

To reward these performance incidents in monetary or non-monetary terms indicating organizational recognition and appreciation towards the employees

Scope Applicability:

All employees.

General Rules:

Nomination: (Individuals / Teams / Groups):

All Managers / Department Heads (along with inputs from immediate Superiors / Reporting Authorities wherever applicable) can nominate employees/teams who have shown reward-worthy performance, behaviour, skills or competence.

Periodicity:

Assessments and recommendations can be done on Quarterly / Half yearly / Yearly basis and one employee can be nominated multiple times in different quarters. Further spot achievement awards can be recommended during shorter terms of quarterly basis. For ongoing performance achievements these awards can be assessed either Quarterly/half yearly or yearly basis.

Performance Management Link:

A special consideration and weightage can be given in PLI (Incentives/Bonus) for employee's winning

Rewards & Awards in Appraisal year.

Benchmarking Reward-worthy Performance/Behaviour/Competence:

In order to align employee performance to Company's Values & Mission Objectives, the standards can be set against the 4 value & mission objectives. Employee showcasing exceptional examples of following up these values can be considered for Rewards & Recognition Program.

The 4 Values are

Customer Focus

Innovation

Accountability

Teamwork.

Spread the Word/Referral Policy



Purpose :

This is to recognize and reward Employee's contribution in attracting new Talent to the organization as they have a strong understanding of our Business, Culture and Values.

Who are Eligible :

All employees, other than the management staff(including Talent Acquisition team) are eligible for the referral fees on referring a candidate to the HR/Recruitment department for recruitment at Rythmos.

In order to be eligible for the pay-out for referral fee, referred candidates must:

- a) Employee's should know Candidate whoever they are Referring
- b) Candidate profile should be relevant if he/she is referring to a particular job
- c) Be a new referral not a candidate already in the HR database

NOTE: Referral Reward is applicable if you refer somebody at a Mid or Senior level.

How to Refer:

1. The Referrer/Employee have to send an email with Referral candidate profile and job to which he/she is referring.
2. The referred candidate will undergo the standard recruitment process designated for the particular position. Recruitment will be based on the available vacancy at that point of time.
3. If the referred candidate is hired, the referrer is eligible to for Referral reward but the candidate should complete 3-4months/Probation period in the system.
4. The referrer must be employed with Rythmos on the payroll for this payment to be made.

IT / Software Policy:

General guidelines to be followed while using IT Infrastructure in company's premises

System Usage:

- Don't install any extra software on your system from external sources such as the Internet, or your personal CD, Pendrive, Hard disks etc. This could have malicious code that could destroy data on your system, or even spread it to other systems on the network.
- If you find a problem with your PC, don't try to fix it yourself. Call the support staff or send an email to correct the problem.
- Shut down your system when you intend to be away from your system for more than ten minutes, or when you are leaving for the day.
- Don't store your personal data such as family photos, songs or videos in your home directory on the file server.
- In case you need to share files with somebody else on the network, then don't send it by e-mail or share your directory. Put it in the common folder on the file server, and ask the recipient to delete it after taking it.
- Don't leave critical documents in the common folder of the file server.

Internet Usage:

- Use of public IMs such as Yahoo and MSN is strictly prohibited, unless specified.
- Don't download or watch unnecessary sites, songs or videos. These take up significant Internet bandwidth.
- Use of public e-mail services such as Hotmail, Rediff, Yahoo etc is not allowed.
- Installing software and downloading accelerators is not allowed without the help of System admin and approval from Manager.
- Don't visit objectionable websites containing bad language, Religious websites and pornography. Website access is monitored centrally and anyone found to be doing so would be sent a warning.
- Visiting Social websites is not permitted during office hours.

E-mail Usage:

- While everyone likes to read a good joke, read an article once a while, please don't make it a habit. Avoid sending emails to huge mailing lists. If you have to send any email to group list, you need to get an approval from HR team.
- If you get a mail that's been forwarded to a long list, don't hit the "Reply All" button if you only need to inform the sender. This is applicable for generic emails.
- Avoid sending huge attachments in a e-mail, unless it is official.
- Subscribing to many new sites on the web with your official mail id. These are a major cause of spam.
- Don't reply to any spam mail, even if it gives instructions to do so. This will actually confirm your presence to the spammer and you could be spammed even more.
- Be wary of opening e-mail attachments, unless you're sure that it is from a reliable source, and that you were expecting it. If necessary, call up the sender to check.

Network Usage:

- In case your system is not able to access the network, don't try to tamper with the network settings and cables. Call the support staff instead.
- Trying to access areas that you're not authorized is strictly prohibited, and could have legal implications if you're caught doing it.
- Don't send unnecessary traffic on the network, such as chain mails.

Email AUP (Email Acceptable usage policy):

- All emails related to the company which are on our servers, workstations and personal laptops and all emails of all employees, contractors and any other associates on equipment, which is owned and is in the jurisdiction of the company belongs to the company.
- None of the mails should be forwarded to any personal account. If required, Manager permission is mandatory.
- None of the codes, databases, documents, emails can be shared with anyone in the office, unless and until it is permitted by the Manager.

Access Control Policy:

Companies have many types of resources and they need to ensure that only the intended people can access and need to make sure that these intended users have only the level of access required to accomplish their tasks

You require an access card to open the door and enter the office.

Wearing of Id card is Mandatory:

It is mandatory to wear/display company Identity Card properly at the workplace all the time. Company may deny entry to employees not displaying Id Cards. It is also mandatory to wear Id Card at clients / customers or any other premises, while on visit on behalf of company.

Access control is more than an Identity Card and it should be maintained and well preserved. Some of the do's and don'ts which need to keep in mind while using the access control system are as follows:

1. Do not use your card for any other purpose other than for access or identification.
2. Don't let others in on your card, and don't open the door for any strangers. Security Personnel periodically will check the cards.
3. Tailgating will result in disciplinary action/Termination. Altering, Falsifying and Tampering with time records, or recording time on another employee's time record may result in disciplinary action up to and including the termination of employment.
4. Please note that before an access card is issued to you, you need to sign a statement wherein you agree:
To only use the access card for yourself.

The access card remains the property of Company.

You will not pass the card to another person.

You will return the card when you no longer require its use or you leave the company by way of resignation/termination etc.

If your card is found in another person's possession it will be confiscated by the security and appropriate action will be initiated against you.

5. While you enter the office, kindly swipe/use the access card, your presence will be recorded and each time you leave the office whether for official reason or personal reason kindly swipe in the card so that your absence is recorded. Your absence from your place for long hours will be noted and action will be initiated if there is no record of your exit from the work place.

6. In the evening if there is no record of your swiping/access, the day will be treated as you have not been present for duty and appropriate action will be initiated by the HR department unless and until you get a written approval from your reporting HOD for such lapse with justification for the same. Such days where there is no entry record will be treated as absence from duty.

7. Kindly do not dovetail another employee when he swipes with his card, you need to record with your card, then only your attendance/ presence will be recorded.

Kindly note the following procedure:

Lost

When a person reports their card as lost, the card will be immediately deactivated.

Replacement for a lost card, Any subsequent losses are charged @ Rs.250/-.

Stolen

If your ID/Access card is stolen you should report the theft immediately as the risk is greater, Your card will then be cancelled so that it cannot be used to open an access control door.

When reporting that an ID card has been stolen, another ID card will then be issued.

Damaged

Damaged cards are retained and a new one is printed to replace it. If the individual is unable to produce the damaged card it will be treated as a lost card.

Found

If you find an ID card please hand it over immediately to HR Team.

FAQ

1. How do I get an access card?

Access Card will be issued by the HR/Admin Department the day you are appointed on the company rolls and you report for duty.

2. Can I use my friend's card?

You cannot use anyone's card, you have to use the card issued to you by the HR Department. In the event you use someone's card your attendance will not be recorded, and you will be treated as absent from duty.

3. I Lost my Card. What Do I do?

Report to HR/Admin Immediately in writing or by mail so that your current card can be deactivated. In the event you lose your card during your weekly off days, kindly inform the HR through email so that they can keep a tab.

4. I Found my card after reporting it lost and obtaining a replacement, what should I do.?

Report to HR department and hand it over to them since it is deactivated it will not be of use while accessing but it will stop from being misused as it acts also as an ID card.

5. My Card worked properly for a few weeks and now it doesn't –Why?

Report to HR Department and seek a replacement immediately.

There are some reasons why this can happen.

1. You are no longer on the payroll of the organization/ or it has been deactivated due to your long absence.
2. There is a problem with your access card

6. When I should return my card?

You should return your access card, either

1. When it is damaged,
2. You have done your clearance and waiting for final settlement as you have chosen to leave the organization.

7. How do I report Access Card Issues?

Kindly send in an email to the HR department with reasons and the problems they will

initiate necessary action and get back to you immediately within 24 hours, with the reason or with a replacement of the card.

Information Technology Security Policy:

GENERAL USE

- You are provided access to the Company's computers, software, telephones, cellular phones, photocopiers, fax machines and other Company technology, including e-mail, voice-mail and Internet connectivity, for business purposes.
- Personal use of these systems is permitted, provided that it does not violate Company policy or interfere with Company business. Use does NOT include conducting outside business or furthering personal financial gain.
- You are **STRICTLY PROHIBITED** from knowingly using, sending, receiving, printing, copying or otherwise disseminating, obscene, racist, sexist or otherwise offensive material in any form.
- You are **STRICTLY PROHIBITED** from deliberately performing any act that may seriously affect the operations of Company systems, are wasteful of computing resources or that may cause embarrassment to, or be adverse to the interests of, the Company.
- You are responsible for keeping your passwords secure and are accountable for the use of Company technology by anyone you permit to use your passwords. Permitting others access to your passwords is discouraged.
- The Company reserves the right to monitor any and all of your communications, including e-mail, voice-mail and Internet connectivity, to ensure compliance with the Company's policies and standards. Monitoring can occur at any time, with or without prior notification.
Information so obtained may be used to document misconduct or criminal activity, and may be disclosed.
- Violation by you of the Company's policies, including policies relating to the use of information technology, is grounds for disciplinary action, including termination.
- The Company reserves the right to amend its policies at anytime.
- Any violation of the Company's policies relating to the use of information technology, or password security, must be reported immediately to the HR or Upper Management.

CONFIDENTIALITY

- You are **STRICTLY PROHIBITED** from accessing or disseminating proprietary data, trade secrets or other confidential Company information for any uses other than those directly related to performing your legitimate assigned duties.
- To ensure security, primary passwords including Client/project related passwords must be secure and this in highly confidential.
- Users of cellular, portable telephones and the Internet should be aware that these are not secure communication channels and should act accordingly. Confidential information sent via Internet e-mail or stored on portable computers should be protected by password or encryption.

WORKING HOURS:

This policy establishes basic hours of work, recording hours worked, absenteeism and tardiness, flexible time scheduling, meal and rest periods, holiday work, and travel payment guidelines for non-exempt and hourly/non-benefited employees.

- Employees regular timings are from 9am to 6pm which constitutes of 9hours including Lunch break.
- Employees are expected to take 1hour break on the whole including Lunch and short recess.

Because of the differing nature of our business and work, Employees have Rotational shift which constitutes of 3 shifts. Shifts are applicable for Support.

- 9am to 6pm(Day shift)
- 2pm to 11pm(Afternoon Shift) - Employees working in this shift is applicable for a shift allowance. This may vary based on the team and project.
- 11pm to 8am(Night Shift) - Employees working in this shift is applicable for a shift allowance. This may vary based on the team and project.

TRAVEL POLICY:

Definition:

Travel policy provides guidelines for inland travel expenses incurred by the employees while travelling on Company Business needs.

Eligibility:

All employees who are required to travel on company business / training programs irrespective of the probation period are entitled for the same.

Classifications:

Expenses incurred by an employee at the time of travel can be divided into 3 categories:

- Expenses on Accommodation
- DA- Expenses on Food and Beverages(beverages can be optional)
- Expenses on Conveyance/Travel

Expenses on Accommodation

If any Employee is required to Travel to other locations due to any reasons, Accommodation will be booked by the company itself.

Expenses on Food

The expenses will be reimbursed on per day/entire visit basis as per the attached list at respective

levels.

Important points to remember

- All amounts on food and beverages are inclusive of service charges.
- Incidental expenses like, tips etc cannot be claimed. Any expenses incurred on alcoholic beverages, cigarettes are not reimbursable by the organization.
- Employees are expected to spend judiciously while on tour.

Expenses on Travelling

The travelling expenses that will be reimbursed at the time of travel will be as follows:

The travelling expenses will be reimbursed on actual's.

Important points to remember

- Managers are allowed to book the flight/train will be booked by the Company.
- Employees using their own car for outstation travel, Company will be reimburse petrol / maintenance expenses to the limit.
- Any exceptions to the above have to be necessarily approved by their manager/Director.

Procedure to Claim Travel Expenses

- All employees are requested to inform the HR/Operations about the date of travel in order to maintain the correct attendance record. In case of any missing attendance the same is liable to be marked as Leave/Absent.
- All employees are required to fill the Travel Claim Form within 7 days from the return date of travel.
- The form needs to be duly signed off by the Manager/Operations and the same needs to be submitted with the HR department, with all bills in original duly attached, for the payment processing.
- For travel by Train/bus, original tickets should be enclosed with the travel claim form. For travel by air, boarding passes in original / photocopy have to be enclosed.
- In case of an employee using his/her own conveyance for the travel is required to get the prior approval from the Reporting Head.
- Any amount claimed without the required bills is liable to be rejected by the HR department without seeking any clarification from the employee.
- HR Department, after processing of the claim, will get in touch with the concerned employee within 7 days of submission of the claim.
- In case of cancellation of any travel program the same needs to be informed to the respective HR/ Operations prior to get all the bookings cancelled. .
- All the Travel Expenses are valid only if there are Business Meetings/Visits are scheduled.

For International Travel:

Company will take care of their Air fares, Accommodation and Initial expenditure if he is travelling on a Business Visit from the Company.

LEAVE POLICY

Objective:

To articulate guidelines for the employees to manage their leaves. Apart from Privilege Leaves, the company offers Maternity and Paternity Leaves.

Privilege Leave

Eligibility :

All employees who are on payroll of Rythmos will be eligible for Privilege Leave.

Guidelines

- You shall be entitled to 18 leaves a year.
- Leaves run from January to December (Calendar year) as opposed to financial year. For people joining in the middle of the year leaves are pro-rated.
- Leaves shall accrue on a prorated basis at the end of each month.
- Privilege Leave cannot be availed when serving notice period. For leaves taken during notice period, the notice period will be extended by the number of days of leave taken. Under exceptional circumstances (health, family emergency etc.), an email from Reporting manager is must.
- You can carry forward your Leaves to a maximum of 1 week. There is no Encashment opportunity for this leave.
- If there are more than 1 week leaves which need to be carry forwarded, remaining leaves will be collapsed.
- Leaves can be taken in chunks of half days. 4 hours past your start time shall be considered as the cut off period for half-day leaves.

Leaves – Process and Guidelines

You get 18 leaves in a year. Use them judiciously.

1. Whenever you are planning to be away from office
 - Ensure that you inform your supervisor as much in advance as possible. Ideally a week before. Plan your work and ensure that you have someone to back you up. Talk to your TL in terms of who can step up while you are away.
 - In case you manage a team ensure your team members know their tasks and who should they contact in your absence. Apply for leave in Paycor. Ensure you proceed on leave once you get approval from manager through Paycor. In absence of Manager, you can approach his superior.
2. In case of emergency or sickness, i.e. any Unplanned leaves
 - Inform your Manager at the earliest, ideally before start of the day either by a Call or an Email .Late intimation is not acceptable
 - Discuss with the Manager and your TL the important tasks for the day and who can

help and support your in your absence.

- In case you manage a team ensure your team members know their tasks and who should they contact in your absence.
- At this stage your leave is considered as unapproved leave. Once you come back from leave apply in Paycor and get an approval.
- For Leaves beyond 3 days for medical reasons it must be supported by Doctor's certificate. For all other reasons appropriate document should be submitted

NOTE : You can apply leave and get it approved with in the biweekly pay period, if in case of your absence if you are unable apply in the paycor, kindly send an email to your manager, so that can update your leave on your behalf for the previous pay period.

Impact of your leaves:

- ✓ You get 18 leaves in a year.

Note: If there is insufficient PTO(Paid time off) leave balance, you need to apply next upcoming leaves in UPT(Unpaid time off)

For every day of Approved leave:

- A day is deducted from your leave balance
- In case your Leave balance is zero or negative – there will be a loss of pay for that day.

For everyday of Uninformed leaves:

- There would be Loss of Pay days even if there is sufficient leave balance.

Definitions:

'Approved Leave': An absence for which the employee has Applied before going on leave through email and his Manager has approved the leave on email. Or in case of Unplanned leave taken in emergencies the leave is post facto approved by Manager.

- 'Unapproved Leave': Any absence which has not been approved by the reporting senior on email.
- 'Uninformed Leave': Any absence which has not been informed to the Manager either

through any mode of communication.

Maternity Leave (ML)

Eligibility

All women employees who finishes their probation with in the organization can avail this benefit.

Guidelines

- In maternity a women employee can avail a leave for 3 months (12 weeks). This could include maximum of 6weeks prior to delivery & 6 weeks after delivery.
- In case a woman employee does not avail of six weeks' leave preceding the date of her delivery, she can avail of that leave following her delivery, provided the total leave period, i.e. preceding and following the day of her delivery shall not exceed 12 weeks.
- Salary will be paid during 3 months of maternity leave. Maternity Leave can be extended by a maximum period of 1month in case of illness arising out of pregnancy, delivery, premature birth of child, miscarriage, medical termination of pregnancy. Certificate from a registered Medical practitioner would need to be submitted for availing the same.
- In case of miscarriage, a woman shall, on production of certificate from a registered Medical Practitioner shall be entitled to leave for a period of six weeks immediately following the day of her miscarriage.
- Employees are required to apply for maternity leave at least 2 months before the due date of the delivery.
- Maternity Leave must be applied in Paycor in FLMA(The Family and Medical Leave Act) and must be approved by the Reporting Manager.

Paternity Leave (PL)

Eligibility

All married male employees. Employees on probation must avail this benefit will in advance.

Guidelines

- Paternity leave can be taken up to a maximum of 3 consecutive days anytime within the first month post the delivery of the child or adoption of a child.
- Salary is payable during the Paternity Leave.

- Paternity Leave cannot be adjusted against the Annual Leave Balance. It is a privilege and cannot be adjusted in any Leave or Holiday.
- Paternity Leave must be applied and must be approved by the Reporting Manager, prior to proceeding on leave.

WORK FROM HOME

Keeping in mind different shifts and teams, you have to approach your Manager and send an email to manager cc to HR.

NOTE: Work from home is a privilege so avail this opportunity judiciously.

PERFORMANCE APPRAISAL

Why performance Appraisal?

It is the policy of Rythmos India Pvt Ltd Limited to utilize a performance appraisal program to maximize Employee's overall job performance and professional development.

Purpose:

- To periodically record essential information concerning the performance level and strengths/weakness of an employee in relation to career development, including potential for advancement and suitability for any training.
- To assist management in making through objective and factual appraisals of the performance of employees under his/her supervision.
- To assist management in achieving maximum utilization of all Human resources to motivate each employee to seek ways to improve performance where needed and to enhance overall employee relations.

Performance appraisals provides both, supervisors and employees, the opportunity to discuss job tasks, identify developmental needs, encourage and recognize strengths, discuss positive and purposeful approaches to meeting goals. In summary, the objective of the performance appraisal is to:

- Determine if training is needed
- Identify areas where improvement may be needed
- Revise or update individual goals
- Evaluate job performance in terms of meeting goals and job responsibilities
- Compensate for merit or promotional increases

Supervisory/Manager Responsibility:

It is the responsibility of supervision to ensure that the performance of each staff employee is reviewed and recorded in accordance with the prescribed procedure, a minimum of one time per year.

Responsibilities of Human Resource:

The Human Resources will provide a systematic procedure to ensure that a viable performance appraisal program is ongoing.

The Human Resources will monitor the performance appraisal procedure to ensure consistency in the company.

The original copy of all completed appraisal forms will be submitted to the Human Resources for career development, professional development/training and review purposes within 2-3 working days from the date of the completed appraisal.

Performance Appraisal frequency:

Self-Appraisal:

A Self appraisal form will be shared with Employees before the review process starts so that they can fill and send back to Manager and cc to HR.

Annual Review/Appraisal:

Manager will meet with Employee and formally review the performance of each in coordination, and prior to, the new year annually. Appraisals will be done once in a year (i.e, in December) across Rythmos.

Compensation is divided as a fixed component and bonus. Bonus component is a full payout and is prorated from the date of joining. He/ She should be employed till the last pay date of every year to get bonus component. Employees who are in probation will not be eligible for bonus pay.

Employee who are under probation period will not be eligible for the current Appraisal cycle, during next Appraisal cycle then the 3 months' probation will calculated on a pro-rata basis.

Note: Any updates regarding policies will be published or announced by HR whenever there is a change.