



# COMPANY POLICIES



## ATTENDANCE POLICY

WORKING DAYS	TIMINGS	TEAM
Monday - Friday	9:00 AM – 6:00 PM	JAVA
Monday – Friday + Month's 1 <sup>st</sup> Saturday	9:00 AM – 6:00 PM	OTHERS

- Employees are expected to be punctual and regular. If, for any reason, they are late or absent, they must inform the HR manager & the reporting manager via **whatsapp or phone call**.
- Our regular work timings are 8 hours per day, which amounts to 48 hours per week excluding break hours.
- There should be no red marks (shortages or absent) in Officekit Calender.
  - If the shortage is above 2hrs and less than 5 hrs then **HALF DAY** pay will be deducted.
  - If the shortage is above 5 hrs then **FULL DAY** pay will be deducted.
- Every employee has the right to work for only 7 Hrs twice a month in case of **urgency**. LATE IN/EARLY OUT request has to applied and approved before leaving.
- Clocking IN/OUT early or late of assigned worked hours (i.e.: 8 hrs) without prior approval is not permitted.

### ON DUTY Request ( OD)

Request to be raised on that day or 1day prior when an employee leaves for

**office related work.**

### LATE IN EARLY OUT Request

Management has given **Privilege** to Every employee to work for only 7 Hrs twice a month in case of **urgency**. LATE IN/EARLY OUT request has to apply.

### WORK PERMISSION Request

Employee working on holidays is requested to seek approval from the reporting manager &HR before proceeding for work.

### BREAK PERMISSION Request

Request to be raised when an employee need to take 1 Hour break/interval per month in between the working hours if its utmost necessary

## LEAVE POLICY

### During probation period

No leaves are granted to an employee during probation period.

**Leave without pay:** If person do not have any leave to his balance and the situation warrants him to take the leave, the leave is granted by the Company as loss of pay.

### After Probation

M2H Infotech grants 3 types of leaves

**Casual Leave:** These leave are granted for certain unforeseen situation or were you require to go for one or two days leaves. In case of casual leave normally company's strict maximum to 3 days in a month. In this case the person has to take the permission in advance.

**Compensatory off:** These leave are granted if the person come on work during the holidays, normally compensated as leave to be taken.

**Sick Leave:** Leave provided to manage sickness incurred or accidents sustained by employees

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- It is strongly recommended to get the leave/s approved before proceeding for it.
- Except during sickness, employees are advised to plan their leave/s in advance and get itsanctioned before proceeding on leave. Leave applied afterwards but not sanctioned will be considered as absent (Loss of Pay).
- All the casual leaves should be predated applications. It should be applied 3 days in advance or else the day will be considered as LOP.
- Request for Sick leaves should be raised postdated within 4 days or else the day will be considered as LOP.
- Leaves taken without the leave approval will be considered as “Leave uninformed” and will result in loss of pay for the day/s.
- An Employee will be entitled for 24 working days(12 CL & 12 SL) Paid Leave in a year. • An employee proceeding on leave shall properly hand over the charge of work to his/her reporting authority or to the employee who has been identified by the reporting authority to take over his/her duties during his/her absence .
- It is employee duty to get all the leaves approved from the managers.



- All permanent employees are eligible for paid leaves in a calendar year.
- For any unused leaves of the year
  - S.L – will not carry forward to next year  
(except for the experienced employees whose probationary period will end in the month of December)
  - C.L – upto 6 leaves will be carried forward to next year  
Remaining leaves will be encashed
  - Comp-off – will carry forward to next year
- Each employee will be eligible for a maximum of 12 sick leaves in a year or if employment tenure is less than a year then the sick leaves will be calculated on pro-rata basis.
- Medical certificate from an authorized medical officer or hospital is mandatory to be attached with sick leave application for availing sick leaves.
- Trainees are not entitled for any leaves for the first six months.
- When needed management can recall any employee from leave.
- Employee working on holidays may be given another day as compensatory off, at the sole discretion of management.
- Employees who are serving their notice period before termination or resignation, will not have access to any of the paid leaves.
- If an employee is applied leave for more than 4 days(**CL/SL/LOP**) then the upcoming weekends and holidays will be clubbed with those leaves till the employee joins.
- The employee has to work for minimum 14 working days in order to 1 S.L & 1 C.L per month.
- If an employee is absent for more than 3 days „without informing“ then the employee will be considered **absconded** by the company.



## General Leave:

- All Saturday's & Sunday's will be a holiday for the JAVA Developers.
- Except First Saturday , All Saturday's and Sunday's will be a holiday for all the employees other than JAVA Developers.

## General Holiday:

- The total number of holidays will be decided by the Company every year. • HR will release the List of Holidays by 25th of December every year for the next coming year.
- Each employee will get easy access to view their holiday list in their Officekit account itself.

## Restricted Holiday:

**Restricted holiday meaning** states that the holiday is optional and it depends on the employee whether they want to take leave on that particular day or not. Restricted holiday is also called an optional holiday and it is not mandatory to close the entire office on that day. In general, a company's list of restricted holidays may contain many days but the employee is allowed to select only 1 day from the list.



## PAYSCALE POLICY

NOTE: Payscale policy may change on the monthly basis

## New Joinees:

- If an employee joins before 20<sup>th</sup> of any month then the salary of the employee will be released for that particular month
- If an employee joins after 20<sup>th</sup> of any month then the salary will be released along with the next month salary.
- Payscale components. REFER YOUR OFFERLETTER OR INCREMENT LETTER

EARNINGS	
Basic Pay (A)	
DA (B)	
HRA (C )	
LTA (D)	

Special Allowance (E)		
<b>Fixed Component (A+B+C+D+E)</b>		
Individual Performance Incentives (IPI)	30% of 10% of Fixed Component	Quarterly
Team Performance Incentives(TPI)	30% of 10% of Fixed Component	Quarterly
Company Performance Incentives (CPI)	20% of 10% of Fixed Component	biannual
Compliance Performance Incentives (CPMI)	20% of 10% of Fixed Component	biannual
<b>Gross Salary</b>		

Variables:

- Individual performance : Individual performance will be reviewed after every 3 months from the start of the financial year.  
Incentive = 30% of 10% of fixed component
- Team Performance: Team performance will be reviewed after every 3 months from the start of the financial year.  
Incentive = 30% of 10% of fixed component
- Company Performance : Company performance will be reviewed twice a year from the start of the financial year.  
Incentive = 20% of 10% of fixed component

Compliance Performance: Compliance performance will be reviewed twice a year from the start of the financial year.

Incentive = 20% of 10% of fixed component Note: Variables will vary from 0 to infinity

Your offer letter or Increment letter supersedes above



## TRAVEL & CLAIMS REIMBURSEMENTS POLICY ☐

Scope: Domestic Travel , International travel, boarding and lodging expenses incurred on official business will be reimbursed by M2H Infotech LLP, provided if these expenses

- Approved by the authority
- If the expenses are reasonable
- Relevant documents/ bills /receipt to be submitted

Domestic travel: Travel between any locations in India.

Overnight Travel: Journey for the duration of more than 10hrs

### Travel Booking:

- Travel booking should be done atleast 7days in advance.
- For reimbursement of travel bookings, submission of tickets, boarding passes or other relevant documents are mandatory.
- For train travel – booking can be done in 3AC or CC
- For Air travel – booking in economy class
- Booking will be done on the basis of the shortest and most economical route available and the best rates.
- Booking must be done in accordance with the travel plans approved by his/ her managers. • Expenses towards local conveyance to &from the point of commute( airports , railway stations etc.) To the office or accommodation provided will be covered as per the mode transport specified in the local conveyance guidelines .
- If an employee travel on weekends then a compensatory off wil be given on any of the working days.

### All Bands/Grades :

- Kerala : Sleeper or 3 AC  
Outside Kerala : 3 AC or Economy Air (Depends on priority of job)
- On Duty Food Allowance 600 Per Day in India  
On Duty Food Allowances UAE : 100 AED
- Accommodation in India : 1500-2000 Per Night  
Accommodation in UAE/Abroad : 2500 AED /Month
- Airport Transfers India : Max 2000  
Airport Transfers Abroad : Actuals /Should submit receipt .

Claims should be submitted on the particular day or by the next day of commencements of end of travel or actual date in general Category.



### Hotel Booking:

- Employee may make the hotel payments by cash or credit cards. Original of bills need to be retained by the employees for processing reimbursements.
- Employees are required to settle the hotel bills themselves and then claim the reimbursements as per the guidelines below.
- The reimbursement will be done only on producing the travel reimbursement from attached with the original bills . the max reimbursement for each band for banding and lodging as per the table below.
- In case of boarding and lodging expenses without receipt/ bills, the amount payable will be the daily expenses for own accommodation.
- The boarding and lodging expenses include food expenses for personal meals as well.

### Local Conveyance:

Employee who use their personal vehicles for official purposes can claim their expenses incurred by them for fuel and maintenance subject to the limits below.

Mode of transport	Rate
Four Wheelers	Petrol - INR 10/km
	Diesel - INR 5/km
Two Wheelers	INR 5/km

- Employee in staff has to use public transport system for conveyance for official purpose.
- Conveyance claims will not be allowed for travel to and from the residence to office.

### Guidelines on Travel:

Span of journey	Mode of transport	Class
Overnight travel	Train	3AC / CC
	Air	Economy class
Journey more than 10hrs	Train	3AC / CC
	Air	Economy class
Transfer to /from airport/ railway station	Bus/ Auto /Cab/self vehicle	
Local travels within the city	Bus/ Auto /Cab/self vehicle	



### Claims Procedure:

Apply in Officekit HR and submit Bills with application on the particular day or by the next day.



## ASSETS POLICY

This policy will apply to all computer equipment and related assets purchased by M2H Infotech.

- Employees shall not remove IT assets supplied by the firm from company premises, except under the following conditions.
- Employees are responsible for safe guarding all the assets assigned to them.
- Employees must immediately report the loss or theft of any assigned IT assets to the HR Department.
- Firm employees are not allowed to bring their own IT assets into work locations with the purpose of connecting to the firm's private network and data.
- Once the trouble ticket is raised the action will be taken within 3 days.
- Firm employees have to return all the assets assigned, on the last working date or else if any of the asset is missing employee have to pay the full amount for the particular asset.



## PERFORMANCE EVALUATION POLICY

Performance management System (PMS) includes activities (such as processes, policies, training and success indicators) which ensure that goals are consistently being met in an effective and efficient manner.

- Each year in the first six weeks of the new financial or performance year, Managers must complete an Annual Performance Review interview with their employees.
- The Manager must review the employee's performance against his or her agreed performance objectives, targets and measures, as well as performance against the agreed competency levels.
- The evaluation format for pro staff is flexible, but typically addresses the factors such as:
  - ✓ Individual Performance
  - ✓ Team Performance



- ✓ Company Performance
- ✓ Compliance Performance

## ROLES AND RESPONSIBILITIES

### Employee

- Participates with supervisor to develop performance expectations and revise them as necessary during the performance year
- Has clear understanding of supervisor's expectations and requests clarification if necessary
  - Manages own performance to achieve performance objectives and bring to supervisor's attention circumstances that may affect their achievement
- Seeks performance feedback from supervisor and internal and external customers
- Fully participates in performance discussions
- Addresses aspects of performance identified as needing improvement.

### Supervisor

- Seeks input from employees regarding their annual goals



## EXIT POLICY

**Objective:** This policy aims to ensure the smooth transfer/handover of responsibilities, insights, learnings, jobs, projects etc. It will enable smooth transfer of financial /asset dues by ensuring that his/her exit from the company is carried out in a professional and systematic manner.

An exit process includes

1. Resignation: when an employee decides himself /herself to move.
2. Termination: This process is initiated by the company
3. Absconding: When an employee is absent for more than 3 days without informing.

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- The full and final settlement amount will be paid to the employee after 30 days from the last working day, subject to completion of all formalities by the exiting employee.
- All the assets assigned to you have to be returned back during the last working day.
- An exit interview questions will have to be answered before employee's final week of work in order to analyze data and sharing insights and recommendations with the senior management.
- Experience Certificates, Salary Slips will be provided only after 30 days from the last working day.
- No paid leaves will be granted once the employee is serving his notice period. Therefore,

the leave taken will be considered as LOP.

- If an employee takes leaves during notice period then the notice period will extend depending on the no. of leaves taken.
- Resignation for failure to report to work. Employees who fail to report to work for three consecutive days without properly communicating to their supervisor or manager the reasons for their absence will be viewed as voluntarily resigning their employment as of the third day.
- When an employee resigns, he/she must ensure that assigned tasks are completed before leaving as well as he/she must mentor another person to take over the responsibilities.

### **Resignation Policies**

- **Termination by Company Due to Performance or Business Reasons**

In cases of poor performance, cost-cutting measures, or any other business requirements, the company reserves the right to terminate the employee without notice or notice pay. Such actions will be at the sole discretion of the management.

- **Voluntary Resignation by Employee**

If an employee wishes to resign, they must provide a prior written notice. The company may, at its discretion, choose to relieve the employee earlier or waive the notice period through mutual agreement.



- **Immediate Termination Due to Misconduct**

In the event of any misconduct or legal violations on the part of the employee, no notice or salary will be paid. The employee will be terminated with immediate

effect.

- **Notice Period Buyout by Management**

In certain cases, the management may waive the employee's notice period and relieve them earlier than the standard notice duration. In such cases, the company will pay the employee salary in lieu of the remaining notice period (buyout). This will be solely at the discretion of the management.

- **Notice Period Buyout by Employee**

If an employee is unable to serve the full notice period, they may request to buy out the remaining duration by paying an amount equivalent to the unserved portion of the notice period. Approval of such a request will be at the **discretion of the management**, and the employee must obtain prior written consent.

- **Leave Adjustment During Full and Final Settlement**

Only Casual Leave (CL), if any balance is available, will be considered during the Full and Final (F&F) settlement process. Other leave types will not be adjusted against the notice period unless specifically approved by management.