

NexaAI Solutions – Company Policies

HR Policies

NexaAI is committed to maintaining a fair, inclusive, and performance-driven workplace.

All employment decisions are made without discrimination.

- Equal opportunity employer
- Bi-annual performance reviews
- Clear career progression framework
- Strict anti-harassment policy

Leave Policy

Employees are encouraged to maintain a healthy work-life balance.

- Annual Leave: 18 working days per year
- Sick Leave: 10 working days per year
- Casual Leave: 6 working days per year
- Maternity Leave: As per statutory norms
- Unused annual leave may be carried forward up to 30 days

Workplace Conduct

Employees are expected to act professionally and ethically at all times.

- Maintain confidentiality of company and client information
- Avoid conflicts of interest
- No acceptance of bribes or unethical gifts
- Compliance with information security policies

Disciplinary Actions

Any violation of company policies may result in disciplinary action.

- Written warning
- Suspension
- Termination of employment in severe cases