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# **Introduction**

Welcome to Pirimid.

Pirimid is an IT company with a focus on building the latest cutting edge Financial Technology software.

You are now part of an extraordinary culture we are building. A culture which cherishes personal relationships, happy personal life and empowered individuals.

This document will familiarize you with our values, philosophy and few things we follow and respect. We hate technical jargon and euphemisms so it is written in a very simple and transparent language. Take time to read it and grasp as much as you can.

If you do not understand any part of it, please feel free to contact us.

Some notes and assumptions:

* This document is written keeping in mind a new hire, so if you are an existing employee reading it...please skip reading sections which are not applicable to you!
* The document has few links which will take you to the external websites from where we have taken the reference. We would encourage you to read those articles also along with this document.
* This is a live document, we will let you know if there are any changes.

# **Pirimid Core Values**

Our core values are inspired by Amazon leadership principles. We believe leaders with these core values drive the culture, innovation and help everyone around them grow. We want all our employees to be leaders.

##### Customer obsession

##### Take Ownership

##### Invent and Simplify

##### Learn and be curious

##### Insist on highest standards

##### Think Big

##### Deliver Results

***Use them every day, whether you are discussing ideas for new projects, deciding on the best solution, making a decision or interviewing candidates.***

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# **Public Holidays**

## 2020 Holidays

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Makar Sankranti(Kite festival) | January 14, 2020 | Tuesday |
| 2 | Makar Sankranti | January 15, 2020 | Wednesday |
| 3 | Holi | March 10, 2020 | Tuesday |
| 4 | Good Friday | April 10, 2020 | Friday |
| 5 | Floating Holiday | May 25, 2020 | Monday |
| 6 | Rakshabandhan | August 3, 2020 | Monday |
| 7 | Diwali | November 16, 2020 | Monday |
| 8 | Diwali | November 17, 2020 | Tuesday |
| 9 | Diwali | November 18, 2020 | Wednesday |
| 10 | Christmas | December 25, 2020 | Friday |

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## 2021 Holidays

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | New year day | January 1, 2021 | Friday |
| 2 | Makar Sankranti(Kite festival) | January 14, 2021 | Thursday |
| 3 | Makar Sankranti | January 15, 2021 | Friday |
| 4 | Holi | March 29, 2021 | Monday |
| 5 | Good Friday | April 2, 2021 | Friday |
| 6 | Floating Holiday | May 31, 2021 | Monday |
| 7 | Janmashtami | August 30, 2021 | Monday |
| 8 | Dussehra | October 15, 2021 | Friday |
| 9 | Diwali | November 4, 2021 | Thursday |
| 10 | Diwali | November 5, 2021 | Friday |

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Any changes to the public holiday calendar will be communicated.

# **Vacation Policy**

### Holidays and Leaves:

Apart from having all weekends off you are entitled to following per year.

* **15 Vacation days\*\***
* **6 casual/sick days\*\***
* **10 Public Holidays**

We want you to have a work-life balance. We strongly believe programming and designing are more of an art than a science and artists need rest. So enjoy the weekends, leaves, public holidays and come back rejuvenated.

However, sometimes Gods (in our case clients and unforeseen situations!!) conspire against us and we might have to work on these holidays. Don’t worry it won’t happen too often and it will be communicated to you beforehand.

Plan your vacation days in advance. All vacation requests must be made at least 4 weeks in advance to your reporting manager via email. If vacation is more than 6 days, requests must be made 7-8 weeks in advance.

Due to unforeseen circumstances, if you are required to take extra unpaid vacation days then those must need to be approved by your reporting manager in writing.

**\*\* New hire accumulates 1.5 vacation/casual-sick days per month from the joining date for the first 6 months.**

### Day in Lieu:

If you have to work on a company holiday for whatever reason, you'll get a paid vacation day off that you can use in the same calendar year. Prior approval from your manager is required before taking a day in lieu.

# **Working at Pirimid**

### Timing

Although there are no hard and fast rules of in time and out time, for the convention's sake, office timings are from 10:00 AM to 7:00 PM.

We work 5 days a week, Mon-Fri.

We do not block any social networking or news sites. We trust you and we know you understand your responsibility. We like to treat everyone as adults and manage them as little as possible.

We just expect you to give an average 40 hours of throughput every week.

“*Throughput is what you can achieve in the given amount of time.*”

So it does not include your lunch time, tea time, mobile time, social networking time, news time, trading time or any other recreation time.

### Lunch

Having lunch together with the team is encouraged and a very important part of our culture.

Good read [FogCreek Software](http://www.joelonsoftware.com/items/2011/04/28.html)

### Desk & Office Etiquette

* Eating at the workstation attracts insects, Go to the cafeteria/lunch area for lunch. Cleanup after their lunch/snack/tea, put utensils/cups back in sink/basket
* Avoid keeping stacks of files/notes at your desk.
* Take care of your tone and pitch while speaking, Remember there are other employees sitting around you as well.
* Organize your chair when you leave your desk. A neat work space shows professionalism. Use large closet at the entrance to store their belongings
* Given we have only one toilet, ensure responsible cleanup after the use

# **Half day or coming late to work**

We all have personal commitments and things we need to take at times. If the situation arises where you are coming late to the office or taking unplanned half day, inform your immediate manager and also drop message on Pirimid slack “general” channel. This way the whole team is informed.

# Rolling over vacation days to next year

We don’t allow rolling vacation days and personal days to next year. All vacation days must be used up in the same calendar year (Jan to Dec).

# Reviews And Appraisal

* We follow one cycle for review/appraisal regardless of when a new employee joins in a calendar year.
* Annual performance reviews will happen in January each year. New Salary and other incentives will be applicable from April 1st of the year.
* There will also be informal quarterly reviews with everyone.

# New Hire Referral Reward Program

* Employees referring to a candidate and if hired for full-time role will receive rewards of Rs. 15,000 bonus. Bonus is awarded once a candidate completes 3 months of probation.
* For Internships candidates, rewards will be Rs.5000 bonus

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# Sexual Harassment Policy

**The Policy Statement**

Pirimid is committed to providing a safe environment for all its employees free from discrimination on any ground and from harassment at work including sexual harassment. Pirimid will operate a zero tolerance policy for any form of sexual harassment in the workplace, treat all incidents seriously and promptly investigate all allegations of sexual harassment. Any person found to have sexually harassed another will face disciplinary action, up to and including dismissal from employment. All complaints of sexual harassment will be taken seriously.

**Definition of sexual harassment**

Sexual harassment is unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated. It includes situations where a person is asked to engage in sexual activity as a condition of that person’s employment, as well as situations which create an environment which is hostile, intimidating or humiliating for the recipient. Sexual harassment can involve one or more incidents and actions constituting harassment may be physical, verbal and non-verbal. Examples of conduct or behaviour which constitute sexual harassment include, but are not limited to:

**Physical conduct:**

* Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching
* Physical violence, including sexual assault
* Physical contact, e.g. touching, pinching
* The use of job-related threats or rewards to solicit sexual favours

**Verbal conduct:**

* Comments on a worker’s appearance, age, private life, etc.
* Sexual comments, stories and jokes
* Sexual advances
* Repeated and unwanted social invitations for dates or physical intimacy
* Insults based on the sex of the worker
* Condescending or paternalistic remarks
* Sending sexually explicit messages (by phone or by email)

**Non-verbal conduct:**

* Display of sexually explicit or suggestive material
* Sexually-suggestive gestures
* Whistling
* Leering

Anyone can be a victim of sexual harassment, regardless of their sex and of the sex of the harasser. Pirimid recognises that sexual harassment may also occur between people of the same sex. What matters is that the sexual conduct is unwanted and unwelcome by the person against whom the conduct is directed.

Pirimid recognises that sexual harassment is a manifestation of power relationships and often occurs within unequal relationships in the workplace, for example between manager or supervisor and employee. Anyone, including employees of Pirimid, clients, customers, casual workers, contractors or visitors who sexually harasses another will be reprimanded in accordance with this internal policy.

All sexual harassment is prohibited whether it takes place within company premises or outside, including at social events, business trips, training sessions or conferences sponsored by the company.

**Complaints procedures:-**

Anyone who is subject to sexual harassment should, if possible, inform the alleged harasser that the conduct is unwanted and unwelcome. [company name] recognises that sexual harassment may occur in unequal relationships (i.e. between a supervisor and his/her employee) and that it may not be possible for the victim to inform the alleged harasser.

If a victim cannot directly approach an alleged harasser, he/she can approach one of the designated staff members responsible for receiving complaints of sexual harassment. This person could be another supervisor, a member of the human resources department, etc.

When a designated person receives a complaint of sexual harassment, he/she will:

* immediately record the dates, times and facts of the incident(s)
* ascertain the views of the victim as to what outcome he/she wants
* ensure that the victim understands the company’s procedures for dealing with the complaint discuss and agree the next steps: either informal or formal complaint, on the understanding that choosing to resolve the matter informally does not preclude the victim from pursuing a formal complaint if he/she is not satisfied with the outcome
* keep a confidential record of all discussions
* respect the choice of the victim
* ensure that the victim knows that they can lodge the complaint outside of the company through the relevant country/legal framework

Throughout the complaints procedure, a victim is entitled to be helped by a counsellor within the company. Pirimid will nominate a number of counsellors and provide them with special training to enable them to assist victims of sexual harassment. Company recognises that because sexual harassment often occurs in unequal relationships within the workplace, victims often feel that they cannot come forward. Company understands the need to support victims in making complaints.

**Informal complaints mechanism**

If the victim wishes to deal with the matter informally, the designated person will:

* give an opportunity to the alleged harasser to respond to the complaint
* ensure that the alleged harasser understands the complaints mechanism 4
* facilitate discussion between both parties to achieve an informal resolution which is acceptable to the complainant, or refer the matter to a designated mediator within the company to resolve the matter
* ensure that a confidential record is kept of what happens
* follow up after the outcome of the complaints mechanism to ensure that the behaviour has stopped
* ensure that the above is done speedily and within 7 days of the complaint being made

**Formal complaints mechanism**

If the victim wants to make a formal complaint or if the informal complaint mechanism has not led to a satisfactory outcome for the victim, the formal complaint mechanism should be used to resolve the matter. The designated person who initially received the complaint will refer the matter to a senior human resources manager to instigate a formal investigation. The human resources manager may deal with the matter him/herself, refer the matter to an internal or external investigator or refer it to a committee of three others in accordance with this policy.

The person carrying out the investigation will:

* interview the victim and the alleged harasser separately
* interview other relevant third parties separately
* decide whether or not the incident(s) of sexual harassment took place
* produce a report detailing the investigations, findings and any recommendations
* if the harassment took place, decide what the appropriate remedy for the victim is, in consultation with the victim (i.e.- an apology, a change to working arrangements, a promotion if the victim was demoted as a result of the harassment, training for the harasser, discipline, suspension, dismissal)
* follow up to ensure that the recommendations are implemented, that the behaviour has stopped and that the victim is satisfied with the outcome
* if it cannot determine that the harassment took place, he/she may still make recommendations to ensure proper functioning of the workplace keep a record of all actions taken
* ensure that the all records concerning the matter are kept confidential ensure that the process is done as quickly as possible and in any event within 15 days of the complaint being made

**Sanctions and disciplinary measures**

Anyone who has been found to have sexually harassed another person under the terms of this policy is liable to any of the following sanctions:

* verbal or written warning
* adverse performance evaluation
* reduction in wages
* transfer
* demotion
* suspension
* dismissal

The nature of the sanctions will depend on the gravity and extent of the harassment. Suitable deterrent sanctions will be applied to ensure that incidents of sexual harassment are not treated as trivial. Certain serious cases, including physical violence, will result in the immediate dismissal of the harasser.

**Implementation of this policy**

Pirimid will ensure that this policy is widely disseminated to all relevant persons. It will be included in the staff handbook. All new employees must be trained on the content of this policy as part of their induction into the company.. It is the responsibility of every manager to ensure that all his/her employees are aware of the policy.

**Monitoring and evaluation**

Pirimid recognises the importance of monitoring this sexual harassment policy and will ensure that it anonymously collects statistics and data as to how it is used and whether or not it is effective. Supervisors, managers and those responsible for dealing with sexual harassment cases will report on compliance with this policy, including the number of incidents, how they were dealt with, and any recommendations made. This will be done on a yearly basis. As a result of this report, the company will evaluate the effectiveness of this policy and make any changes needed.

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# Health & Wellness Program

* All employees are entitled for a Fitbit device for tracking exercise and step count. Reimbursement upto Rs. 6,000. Request HR to get yourself added to the fitbit group we have on fitbit app.
* We really care for the employees’ health and wellbeing. So for this Pirimid will reimburse costs upto Rs.15,000 for doctor's consultation, treatments, medicines, etc. related to COVID & mental health for employees and their immediate family members (Spouse, Kids, Parents). The amount will be reimbursed upon submitting the medical receipts to HR.
* Once the vaccine is out, Pirimid will reimburse all the vaccination costs up to Rs.10,000 for employees and their immediate family members (Spouse, Kids, Parents). The amount will be reimbursed upon submitting the medical receipts to HR.