

# **ZETA CORPORATION**

## **HR Policy for Zeta CORPORATION**

### **Introduction**

We, the company “Zeta Corporation”, focussed on delivering AI solutions. This document outlines the Human Resources policies and procedures for employees of Zeta, detailing the guidelines, expectations, and benefits of working at our organization. These policies are designed to ensure a fair, safe, and productive work environment for all employees.

### **Code of Conduct**

All employees are expected to adhere to the highest standards of ethics and conduct. This includes maintaining a professional demeanor, respecting the rights and dignity of others, and complying with all applicable laws and regulations.

At Zeta, we take pride in fostering a culture of respect, integrity, and collaboration. Our Code of Conduct outlines the expected behavior of all employees to ensure a positive and inclusive workplace. By following these guidelines, we uphold our commitment to ethical standards and mutual respect.

#### **1. Professional Behavior**

All employees are expected to maintain a professional demeanor in their interactions with colleagues, clients, and the public. This includes being courteous, respectful, and cooperative at all times.

#### **2. Respect for Others**

We value diversity and treat all individuals with respect and dignity, regardless of their race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or any other characteristic protected by law. Discriminatory or harassing behavior will not be tolerated.

### 3. Compliance with Laws and Regulations

Employees must comply with all applicable laws, regulations, and company policies in the course of their work. This includes but is not limited to, laws related to harassment, discrimination, safety, and confidentiality.

### 4. Conflict of Interest

Employees must avoid conflicts of interest that may interfere with their ability to perform their job duties impartially and ethically. Any actual or potential conflicts of interest should be disclosed to HR.

### 5. Confidentiality

Employees must maintain the confidentiality of proprietary, sensitive, and personal information obtained during their employment. Unauthorized disclosure of such information is strictly prohibited.

### 6. Use of Company Resources

Company resources, including equipment, facilities, and information systems, should be used responsibly and for legitimate business purposes only. Personal use should be limited and comply with company policies.

### 7. Reporting Violations

Employees are encouraged to report any violations of this Code of Conduct or any other unethical behavior to their supervisor, HR, or through the designated reporting channels. Reports will be treated confidentially and investigated promptly.

### 8. Consequences of Violations

Violations of this Code of Conduct may result in disciplinary action, up to and including termination of employment. Zeta is committed to enforcing these guidelines to maintain a safe, respectful, and ethical work environment for all employees.

## **Equal Employment Opportunity**

Zeta is committed to providing a work environment that is free from discrimination and harassment. We believe that diversity is a strength and that every employee

should be treated with dignity and respect. As such, Zeta prohibits discrimination based on the following protected characteristics:

1. Race and Ethnicity:

Zeta does not tolerate discrimination based on race, color, or ethnic origin. All employees are treated fairly and given equal opportunities for advancement, regardless of their racial or ethnic background.

2. Gender and Gender Identity:

Zeta values gender diversity and prohibits discrimination based on gender or gender identity. We are committed to creating an inclusive workplace where all individuals, regardless of their gender identity, feel welcome and respected.

3. Sexual Orientation:

Zeta does not discriminate based on sexual orientation. We believe that everyone has the right to work in an environment free from discrimination or harassment based on their sexual orientation.

4. Religion:

Zeta respects the religious beliefs and practices of all employees. Discrimination based on religion is strictly prohibited, and we make reasonable accommodations for employees' religious observances, unless doing so would cause undue hardship to the company.

5. Age:

Zeta values employees of all ages and does not discriminate based on age. We provide equal opportunities for training, promotion, and other benefits, regardless of age.

6. Disability:

Zeta is committed to providing equal opportunities for individuals with disabilities. We make reasonable accommodations to enable employees with disabilities to perform their job duties, unless doing so would cause undue hardship to the company.

7. Veteran Status:

Zeta values the contributions of veterans and does not discriminate based on veteran status. We comply with all applicable laws regarding the employment and reemployment rights of veterans.

8. Genetic Information:

Zeta does not discriminate based on genetic information. We do not request or consider genetic information in hiring, promotion, or other employment decisions.

9. Other Protected Characteristics:

Zeta prohibits discrimination based on any other characteristic protected by applicable law. This includes, but is not limited to, marital status, pregnancy, citizenship status, and any other characteristic protected by federal, state, or local law.

Any employee who believes they have been subjected to discrimination or harassment based on any of these protected characteristics should report the incident to HR immediately. Zeta will promptly investigate all complaints and take appropriate action to address any violations of this policy.

## **Work Hours and Workweek**

1. Standard Work Hours:

The standard workday at Zeta consists of 8 hours, typically from 9 to 6, with 1hr allotted for lunch. Employees are expected to be present and actively engaged in their work during these hours.

2. Workweek:

The standard workweek at Zeta comprises 5 consecutive business days, usually Monday through Friday. The typical workweek totals 40 hours, with 8 hours per day.

3. Flexibility:

Zeta recognizes the importance of work-life balance and may offer flexible work arrangements, such as flexible start and end times or telecommuting options, based on the needs of the employee and the

nature of their role. Any such arrangements must be approved by the employee's supervisor and HR.

4. Overtime:

Occasionally, employees may be required to work additional hours beyond the standard workday or workweek to meet business demands. Overtime work will be compensated according to applicable laws and company policies.

5. Breaks:

Employees are entitled to breaks during the workday in accordance with local labor laws and company policies. This may include one or more short breaks in addition to a designated lunch break.

6. Attendance:

Regular and punctual attendance is essential for the effective operation of the company. Employees are expected to adhere to their assigned work schedule and notify their supervisor or HR in advance of any planned absences or tardiness.

7. Timekeeping:

Accurate recording of work hours is essential for payroll and attendance purposes. Employees are responsible for accurately recording their time worked, including any overtime hours, using the company's designated timekeeping system.

## **Leave Policies**

Zeta offers a comprehensive leave policy that includes:

- Paid Time Off (PTO): Employees accrue PTO based on their length of service and can use it for vacation, personal, or sick leave.
- Holidays: Zeta observes [number] paid holidays per year.
- Family and Medical Leave: Eligible employees are entitled to take up to 12 weeks of unpaid, job-protected leave for qualifying reasons.

Zeta recognizes the importance of supporting employees during significant life events, including the birth or adoption of a child. Our leave policies include provisions for maternity and paternity leave to help employees balance their work and family responsibilities.

#### Maternity Leave:

- Eligibility: Maternity leave is available to all female employees, regardless of their length of service with the company.
- Duration: Maternity leave typically lasts for [number] weeks, starting before or after the birth of the child, as recommended by a healthcare provider.
- Benefits: During maternity leave, employees may be eligible for paid leave benefits as per the company's policies and applicable laws.
- Return to Work: Employees are encouraged to communicate their expected return date with their supervisor and HR to facilitate a smooth transition back to work.

#### Paternity Leave:

- Eligibility: Paternity leave is available to all male employees, regardless of their length of service with the company.
- Duration: Paternity leave typically lasts for [number] weeks, allowing fathers to bond with their new child and support their family.
- Benefits: During paternity leave, employees may be eligible for paid leave benefits as per the company's policies and applicable laws.
- Return to Work: Employees are encouraged to communicate their expected return date with their supervisor and HR to facilitate a smooth transition back to work.

#### Family and Medical Leave Act (FMLA):

- Eligibility: Employees who meet the FMLA eligibility criteria are entitled to up to 12 weeks of unpaid, job-protected leave for qualifying family and medical reasons.
- Qualifying Reasons: FMLA leave can be used for the birth and care of a newborn child, placement of a child for adoption or foster care, to care for a spouse, child, or parent with a serious health condition, or for the employee's own serious health condition.
- Benefits: While FMLA leave is unpaid, employees may be eligible for continued health insurance coverage during their leave period.
- Return to Work: Employees are entitled to return to their same or an equivalent position with equivalent pay, benefits, and other terms and conditions of employment upon returning from FMLA leave.

At Zeta, we are committed to supporting our employees during important life events and strive to provide comprehensive leave benefits that help them maintain a healthy work-life balance.

## Performance Evaluation

At Zeta, we conduct annual performance evaluations to assess employees' job performance, provide constructive feedback, and set goals for the upcoming year. Our performance evaluation process is designed to be fair, transparent, and focused on continuous improvement. Here's an overview of how our performance evaluation process works:

1. Evaluation Criteria:

We use a set of clear and objective criteria to evaluate employees' performance. These criteria may include job knowledge, quality of work, productivity, communication skills, teamwork, and adherence to company policies and values.

2. Self-Assessment:

Prior to the evaluation, employees are given the opportunity to conduct a self-assessment. This allows employees to reflect on their performance, identify areas for improvement, and set goals for the future.

3. Manager Assessment:

Managers evaluate their employees based on the established criteria and provide feedback on their performance. This evaluation is based on the manager's observations, feedback from colleagues and clients, and any other relevant information.

4. Feedback Session:

Following the evaluation, employees meet with their managers to discuss the evaluation results. This feedback session is an opportunity for employees to receive constructive feedback, ask questions, and discuss their performance and career development goals.

5. Goal Setting:

During the feedback session, employees and managers work together to set goals for the upcoming year. These goals should be specific, measurable, achievable, relevant, and time-bound (SMART goals).

6. Performance Improvement Plans (PIPs):

If an employee's performance does not meet expectations, a Performance Improvement Plan (PIP) may be put in place. A PIP

outlines specific areas for improvement, along with a timeline and support resources to help the employee succeed.

7. Follow-Up:

Throughout the year, managers provide ongoing feedback and support to help employees achieve their goals. Mid-year check-ins may also be conducted to review progress and make any necessary adjustments to goals or performance plans.

8. Recognition and Rewards:

Employees who consistently perform at a high level are recognized and rewarded for their contributions. This may include bonuses, promotions, or other forms of recognition.

By conducting regular performance evaluations and providing constructive feedback, we aim to help our employees grow and develop in their roles, ultimately contributing to the success of our organization.

## **Performance Improvement Plans (PIPs)**

1. Initiation: When an employee's performance falls below expectations, their manager will initiate a Performance Improvement Plan (PIP). This is done through a formal meeting where the areas of concern are discussed and documented.
2. Goal Setting: The PIP sets specific, measurable, achievable, relevant, and time-bound (SMART) goals for the employee. These goals are designed to address the areas of improvement identified during the performance evaluation.
3. Timeline: The PIP includes a timeline for achieving these goals, typically ranging from 30 to 90 days. The timeline is based on the complexity of the goals and the level of improvement required.
4. Support Resources: The PIP outlines the support resources available to the employee to help them achieve their goals. This may include additional training, coaching, mentoring, or other forms of support.
5. Progress Monitoring: Throughout the PIP period, the manager closely monitors the employee's progress towards their goals. Regular check-ins are scheduled to discuss progress, address any challenges, and provide feedback.



6. **Feedback and Adjustments:** Feedback is provided to the employee throughout the PIP period, highlighting areas of improvement and acknowledging progress. If necessary, the PIP may be adjusted based on the employee's performance and feedback.
7. **Completion and Evaluation:** At the end of the PIP period, the employee's performance is evaluated against the goals set in the PIP. If the employee has successfully met the goals, the PIP is considered complete. If not, further action may be taken, such as extending the PIP or considering other disciplinary measures.
8. **Follow-Up:** After the PIP is completed, the manager continues to monitor the employee's performance to ensure that the improvements are sustained. Additional support and feedback may be provided as needed.

Performance Improvement Plans are intended to support employees in improving their performance and are conducted in a supportive and constructive manner. They are designed to help employees succeed in their roles and contribute effectively to the organization.

## **Benefits**

At Zeta, we are committed to providing a comprehensive benefits package to our employees. Our benefits are designed to support the health, well-being, and financial security of our workforce. Here are some key details about the benefits we offer:

1. **Health Insurance:**

We offer a choice of health insurance plans to meet the diverse needs of our employees and their families. Our plans cover a wide range of medical services, including hospitalization, prescription drugs, and preventive care.

2. **Dental and Vision Coverage:**

In addition to health insurance, we provide dental and vision coverage to help employees maintain their oral and visual health. These plans cover routine check-ups, as well as more extensive procedures.

3. Retirement Plans:

We offer retirement plans, such as National Pension Scheme(NPS) and Gratuity plans, to help employees save for their future.

Employees can contribute to these plans through payroll deductions, and we may offer matching contributions to help accelerate their savings.

4. Paid Time Off (PTO):

We provide paid time off to employees for vacation, personal, and sick leave. The amount of PTO varies based on length of service and job level, and details are provided in our employee handbook.

5. Holidays:

Zeta observes a number of paid holidays each year, allowing employees to spend time with their families and celebrate important occasions.

6. Flexible Spending Accounts (FSAs):

We offer FSAs to help employees save money on eligible healthcare and dependent care expenses. Contributions to these accounts are made on a pre-tax basis, reducing employees' taxable income.

7. Life Insurance:

We provide life insurance coverage to employees, with options to purchase additional coverage for themselves and their dependents.

8. Employee Assistance Program (EAP):

We offer an EAP to provide employees and their families with confidential counseling and support services for a variety of personal and work-related issues.

9. Wellness Programs:

We offer wellness programs and resources to promote healthy lifestyles and help employees maintain their physical and mental well-being.

10. Professional Development:

We support employees' professional development through training programs, workshops, and tuition reimbursement for job-related courses.

These benefits are just a few examples of the comprehensive package we offer to our employees. We believe that investing in our employees' well-being and

professional growth not only benefits them individually but also contributes to the overall success of our organization.

## **Conflict Resolution**

At Zeta, we are dedicated to maintaining a positive and productive work environment for all employees. We understand that conflicts may arise from time to time, and we are committed to resolving them promptly and fairly. Our conflict resolution process is designed to address concerns effectively and ensure that all parties involved are treated with respect and fairness.

1. Open Door Policy:

We encourage employees to address any concerns or conflicts directly with the individual(s) involved or their immediate supervisor. We believe that open communication is key to resolving conflicts at an early stage.

2. HR Intervention:

If the conflict cannot be resolved informally, employees are encouraged to seek assistance from HR. HR will listen to the concerns raised, gather relevant information, and work with all parties involved to find a resolution.

3. Mediation:

In some cases, mediation may be used to facilitate a resolution between conflicting parties. A neutral third party will assist in identifying issues, exploring possible solutions, and reaching a mutually acceptable agreement.

4. Investigation:

If the conflict involves allegations of misconduct or policy violations, HR may conduct a thorough investigation. This may include interviewing witnesses, reviewing relevant documents, and taking appropriate action based on the findings.

5. Conflict Resolution Training:

We provide training and resources to help employees develop effective communication and conflict resolution skills. This empowers employees to address conflicts constructively and proactively.

6. Confidentiality:

We understand the sensitive nature of workplace conflicts and ensure that all discussions and investigations are conducted with the utmost confidentiality. Information will only be shared on a need-to-know basis.

7. No Retaliation Policy:

Zeta strictly prohibits retaliation against any employee who raises concerns or participates in the conflict resolution process.

Employees can raise concerns without fear of reprisal.

8. Follow-Up:

After a conflict has been resolved, HR may conduct follow-up meetings to ensure that the resolution is working effectively and that any lingering issues are addressed.

By providing a structured and supportive conflict resolution process, we aim to promote a positive work environment where employees can thrive and contribute to the success of our organization.

## **Confidentiality**

At Zeta, we take the protection of confidential information seriously. Our confidentiality policy applies to all employees and covers a wide range of information, including but not limited to:

1. Proprietary Information:

This includes trade secrets, intellectual property, and other confidential business information that gives Zeta a competitive advantage. Employees must not disclose or misuse proprietary information, both during and after their employment.

2. Sensitive Information:

This includes personal information about employees, customers, vendors, and other individuals that is protected by privacy laws. Employees must handle sensitive information with care and only disclose it when authorized and necessary for their job duties.

3. Company Strategies and Plans:

Information related to Zeta's business strategies, plans, financial information, and other internal matters should not be disclosed to unauthorized individuals or competitors.

4. Customer and Vendor Information:

Information about Zeta's customers, vendors, and business partners should be treated as confidential and only disclosed as necessary for business purposes.

5. Data Security:

Employees are responsible for maintaining the security of confidential information, including using secure passwords, encryption, and other security measures as required.

6. Non-Disclosure Agreements (NDAs):

Employees may be required to sign NDAs to further protect confidential information. These agreements outline the specific information that is considered confidential and the obligations of the employee to maintain its confidentiality.

7. Consequences of Non-Compliance:

Violations of the confidentiality policy may result in disciplinary action, up to and including termination of employment. Employees are expected to report any breaches of confidentiality to their supervisor or HR immediately.

By adhering to our confidentiality policy, employees help ensure that Zeta's confidential information remains protected and that we maintain the trust of our customers, partners, and stakeholders.

## **Employment Contract Policy for Training Provided by Zeta**

This Employment Contract Policy outlines the terms and conditions related to training provided by Zeta to employees. Employees who receive training from Zeta are expected to adhere to the following terms:

1. Training Period:

Employees who receive training from Zeta will be required to sign an employment contract committing to a minimum employment period of 2 years from the completion of the training program.

2. Training Costs:

Zeta will provide training to employees at no cost to the employee. However, if an employee voluntarily resigns or is terminated for cause before completing the minimum employment period, the employee will be required to reimburse Zeta for the cost of the training.

3. Reimbursement Amount:

The reimbursement amount will be determined based on the actual cost of the training program, up to a maximum of 1 lakh INR. This amount will be deducted from the employee's final paycheck or otherwise collected by Zeta.

4. Training Completion:

Employees who successfully complete the training program and fulfill the minimum employment period will not be required to reimburse Zeta for the cost of the training.

5. Training Agreement:

Employees receiving training from Zeta will be required to sign a training agreement outlining the terms and conditions of the training program, including the commitment to the minimum employment period and the reimbursement clause.

6. Consequences of Non-Compliance:

Failure to comply with the terms of the training agreement may result in disciplinary action, including termination of employment and the requirement to reimburse Zeta for the cost of the training.

## **Notice Period Policy**

At Zeta, we value the contributions of our employees and strive to maintain a positive and respectful work environment. As part of our commitment to transparency and fairness, we have established the following notice period policy for employees:

1. Notice Period Duration:

The standard notice period for employees at Zeta is 90 days. This means that employees are required to provide a minimum of 90 days' notice before resigning from their position.

2. Purpose of Notice Period:

The notice period allows Zeta to effectively manage the transition process when an employee decides to leave the company. It provides time for the company to find a suitable replacement, transfer knowledge, and ensure a smooth handover of responsibilities.

3. Notice Period Waiver:

In certain circumstances, Zeta may agree to waive or shorten the notice period at its discretion. This decision will be based on the specific circumstances of the employee's resignation and the needs of the company.

4. Notice Period Payment:

Employees who fail to provide the required 90 days' notice may be required to forfeit a portion of their final salary equivalent to the number of days' notice not given. This amount will be deducted from the employee's final paycheck.

5. Early Release:

Zeta reserves the right to release an employee from their notice period early, at its discretion. This may occur if the employee's continued presence is deemed detrimental to the company or if both parties agree to an early release.

6. Transition Assistance:

During the notice period, employees are expected to cooperate with their supervisors and colleagues to ensure a smooth transition. This includes completing outstanding tasks, documenting work processes, and assisting with the training of their replacement.

7. Policy Review:

This notice period policy is subject to periodic review and may be updated or amended by Zeta as needed. Employees will be notified of any changes to the policy in a timely manner.

By adhering to this notice period policy, employees help ensure a professional and respectful departure from Zeta, allowing both the employee and the company to move forward positively.

## **Employee Provident Fund Policy**

At Zeta, we are committed to the financial well-being of our employees. The Employee Provident Fund (EPF) is a key component of our benefits package, providing employees with a secure and reliable way to save for their retirement. This policy outlines the guidelines and procedures related to the EPF for our employees.

### **Eligibility:**

All employees of Zeta are eligible to participate in the EPF program, subject to the following conditions:

- Employees must be permanent or contractual employees of Zeta.
- Employees must meet the eligibility criteria set forth by the EPF authorities.

### **Contribution:**

Both the employee and the employer are required to make contributions to the EPF fund. The current contribution rate is 12%, with 6% of the employee's salary contributed by the employee and an equal amount contributed by the employer. These contributions are deducted from the employee's salary on a monthly basis and deposited into the EPF account.

### **EPF Account:**

Upon joining Zeta, employees will be provided with an EPF account, which will be managed by the EPF authorities. Employees will receive regular statements showing their EPF balance, contributions made, and any interest accrued on their contributions.



#### Withdrawal:

Employees may withdraw their EPF contributions under certain circumstances, such as retirement, resignation, or for specific purposes allowed by the EPF authorities (e.g., medical emergencies, home purchase, education expenses). However, early withdrawal of EPF funds may be subject to tax implications and other penalties.

#### Nomination:

Employees are required to nominate a beneficiary to receive their EPF balance in the event of their death. This nomination can be updated or changed by the employee at any time by submitting the necessary forms to the HR department.

#### Compliance:

Zeta is committed to complying with all applicable laws and regulations related to the EPF. The HR department will ensure that all EPF contributions are made accurately and on time, and that employees' EPF accounts are maintained in accordance with the law.

#### Communication:

Employees will be provided with information about the EPF program upon joining Zeta, including details about contribution rates, withdrawal procedures, and other relevant information. The HR department will also be available to answer any questions or provide assistance related to the EPF program.

#### Policy Review:

This EPF policy will be reviewed periodically and updated as necessary to ensure compliance with changes in the law or company practices. Any updates to the policy will be communicated to employees in a timely manner.

## **Social Media Policy**

At Zeta, we recognize the importance of social media in today's interconnected world. While we encourage employees to use social media for professional networking and personal expression, it is important to remember that our actions on social media can reflect on the company. This policy outlines the guidelines for the appropriate use of social media by Zeta employees.

#### 1. Personal Use

- Employees are free to use social media for personal purposes outside of working hours.
- When identifying themselves as employees of Zeta on social media, employees should make it clear that their views are personal and do not represent the views of the company.

#### 2. Professional Use

- When using social media for professional purposes related to Zeta, employees should ensure that their posts are accurate, respectful, and in line with the company's values.
- Employees should not disclose confidential or proprietary information about Zeta on social media.

#### 3. Respect and Diversity

- Employees should be respectful of others' opinions and avoid posting anything that could be considered offensive, discriminatory, or harassing.
- Posts that contain hate speech, threats, or other forms of harassment are not allowed and may result in disciplinary action.

#### 4. Privacy

- Employees should respect the privacy of others and not share personal or confidential information about colleagues, clients, or the company without permission.
- Employees should be aware that their social media posts may be public and could impact their professional reputation.

#### 5. Endorsements and Representations

- Employees should not endorse products, services, or organizations in a way that could be perceived as representing Zeta, unless authorized to do so.
- If employees are asked to represent Zeta on social media, they should follow the company's guidelines for social media communication.

#### 6. Compliance

- Employees are expected to comply with all applicable laws and regulations when using social media, including copyright laws, data protection laws, and Zeta's policies.
- Violations of this policy may result in disciplinary action, up to and including termination of employment.

#### 7. Reporting

- Employees who encounter inappropriate or concerning content on social media should report it to their supervisor or HR for investigation.

#### 8. Policy Review

- This social media policy will be reviewed periodically and updated as necessary to reflect changes in technology and social media trends. Employees will be notified of any updates to the policy.

## **Personal Device Policy**

The Personal Device Policy outlines the guidelines and expectations for the use of personal devices, such as smartphones, tablets, and laptops, for work-related purposes at Zeta. This policy aims to ensure the security of company data, protect employee privacy, and maintain productivity.

This policy applies to all employees who use personal devices to access, store, or transmit company data, whether on-site or remotely.

#### 1. Acceptable Use

- Personal devices used for work-related purposes must be approved by the IT department and comply with the company's security standards.
- Employees are responsible for ensuring that their personal devices are secure, updated, and free from malware.
- Personal devices should not be used for illegal, unethical, or unauthorized activities.

#### 2. Data Security

- Employees are responsible for safeguarding company data on their personal devices and should not store sensitive or confidential information unless authorized.
- Data stored on personal devices should be encrypted and protected with strong passwords.

- Lost or stolen devices containing company data must be reported to IT immediately.

### 3. Remote Access

- Employees may use personal devices to access company networks and systems remotely, but must use secure methods, such as VPNs, and comply with the company's remote access policies.
- Employees should not access company networks or systems from unsecured or public Wi-Fi networks.

### 4. Monitoring and Compliance

- Zeta reserves the right to monitor personal devices used for work-related purposes to ensure compliance with this policy and to protect company data.
- Employees should not attempt to bypass or disable security measures on their personal devices.

### 5. Employee Responsibilities

- Employees are responsible for the cost, maintenance, and repair of their personal devices used for work-related purposes.
- Employees should not share their personal devices or login credentials with unauthorized individuals.

### 6. Policy Violations

- Violations of this policy may result in disciplinary action, up to and including termination of employment.
- Employees who violate this policy may be required to remove company data from their personal devices and forfeit the ability to use personal devices for work-related purposes.

### 7. Policy Review

- This Personal Device Policy will be reviewed periodically and updated as necessary to reflect changes in technology and security requirements. Employees will be notified of any updates to the policy.

## Conclusion

The policies outlined in this document reflect Zeta's commitment to creating a safe, respectful, and productive work environment for all employees. By adhering to these policies, employees contribute to a positive workplace culture and help protect the interests of the company and its stakeholders.

Zeta recognizes the importance of providing clear guidelines and expectations regarding various aspects of employment, including equal employment opportunity, performance evaluation, leave policies, confidentiality, social media use, and personal device use. These policies are designed to ensure fairness, transparency, and compliance with applicable laws and regulations.

Employees are encouraged to familiarize themselves with these policies and seek clarification from HR if needed. Zeta will continue to review and update its policies as necessary to reflect changes in the workplace and to best meet the needs of its employees and the organization as a whole.

Thank you for your commitment to upholding these policies and for your dedication to the success of Zeta.

## **Leaves in 2024**

Republic Day: Friday 26-1-2024

Sivarathri: Friday 8-3-2024

Maundy Thursday : Thursday 28-3-2024

Good Friday: Friday 29-3-2024

Id-ul-Fitr (Ramzan): Wednesday 10-4-2024

May Day :Wednesday 1-5-2024

Id-ul Ad'ha (Bakrid): Monday 17-6-2024

Muharram\* Tuesday 16-7-2024

Independence Day Thursday 15-8-2024

Onam:Monday 16-9-2024

Christmas Wednesday 25-12-2024