

ZETA TECH

HR Policy for Zeta TECH

Introduction

We, the company “Zeta Tech”, 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.

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.

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.

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. **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. Confidentiality: Employees must maintain the confidentiality of proprietary, sensitive, and personal information obtained during their employment.

Unauthorized disclosure of such information is strictly prohibited.

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.

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.

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:

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.

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.

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.

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.

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.

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. 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. 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. 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:

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.

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.

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.

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.

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).

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.

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.

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)

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. 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. 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. 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. 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. 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. 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. 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:

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.

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.

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.

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.

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

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.

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

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.

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

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.