****

**ANFARND INFOTECH PVT. LTD.**

**EMPLOYEE POLICY GUIDE**

**Preamble**

In all matters Anfarnd Infotech Pvt. Ltd. deals with people, hence it is important to have guidelines for dealing equitability with all employees. The purpose of this manual is to ensure that:

1. All staff members receive fair and equitable treatment within the organization.

2. Anfarnd continues to attract, motivate and retain high calibre individuals.

3. The work environment recognizes the importance of each team member and ensures an atmosphere of mutual respect and dignity.

Anfarnd has developed Employee Policy Guide for the Team Members. This guide has been prepared to help all the employees get familiar with key policies, regulations, code of conduct etc. at Anfarnd.

We hope this guide will be useful and will help you plan and enjoy your benefits and opportunities that Anfarnd provides. This guide is intended for internal circulation only. The contents of this guide may be modified from time to time. Interpretation of the guide by the management is final.

**TABLE OF CONTENTS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Section** | **Clause No** | **Description** | **Page No** |
| **FP** |  | **First Page** | 1 |
| **PA** |  | **Preamble** | 2 |
| **TOC** |  | **Table of content** | 3 & 4 |
| **1** |  | **Anfarnd People Philosophy** | 5 |
| **2** |  | **Employment** | 5 |
|  | 2.1 | Employee Categories at Anfarnd | 5 |
|  | 2.2 | Terms of Employment | 6 |
|  | 2.3 | Recruitment Policy | 6 |
| **3** |  | **Work place guidelines** |  |
|  | 3.1 | Orientation | 7 |
|  | 3.2 | Hours of work | 7 |
|  | 3.3 | Break Period | 7 |
|  | 3.4 | Employee Personal Record | 7 |
|  | 3.5 | Change in Personal Data | 8 |
|  | 3.6 | Emergency Closing | 8 |
|  | 3.7 | Attendance and punctuality (absence, scheduled absence) | 8 |
|  | 3.8 | Calling procedure | 9 |
|  | 3.9 | Corporate dress code | 9 |
|  | 3.1 | Public Image of the Company | 10 |
|  | 3.11 | Clean desk policy | 10 |
|  | 3.12 | Smoking & Drinking at work place | 10 |
|  | 3.13 | Parking of Vehicles | 10 |
|  | 3.14 | Visitors at workplace | 10 |
|  | 3.15 | Office equipment’s and company’s property | 11 |
|  | 3.16 | Use of company stationary | 11 |
|  | 3.17 | IT Policy | 11 |
|  | 3.18 | Email / Internet usage | 13 |
|  | 3.19 | Policy on providing lap top to staff for official use | 14 |
|  | 3.20 | Telephone usage policy | 14 |
|  | 3.21 | Mobile usage policy | 15 |
|  | 3.22 | Annual Performance Appraisal | 16 |
|  | 3.23 | Increment / Promotion | 16 |
| **4** |  | **Code of Conduct** |  |
|  | 4.1 | Code of Ethical Business Conduct | 16 |
|  | 4.2 | Disciplinary action policy | 19 |
|  | 4.3 | Grievance (harassment including sexual harassment policy) | 20 |
|  | 4.4 | Your safety | 22 |
|  | 4.5 | Non-Disclosure Agreement | 24 |
| **5** |  | **Employment policy** |  |
|  | 5.1 | Eligibility for re-hire | 25 |
|  | 5.2 | Probation | 25 |
|  | 5.3 | Confirmation | 25 |
|  | 5.4 | Separation / Termination | 26 |
| **6** |  | **Salary, Benefits and Services** |  |
|  | 6.1 | Salary Account | 25 |
|  | 6.2 | Holidays | 26 |
|  | 6.3 | Privilege Leave | 26 |
|  | 6.4 | Sick Leave | 27 |
|  | 6.5 | Casual Leave | 27 |
|  | 6.6 | Income Tax | 27 |
| **7** |  | **Employee Exit** |  |
|  | 7.1 | Exit interview | 27 |
|  | 7.2 | Final Pay cheque | 28 |
|  | 7.3 | Retirement | 28 |
|  | 7.4 | Retrenchment Policy | 28 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section** | Clause No | **Description** | Page No |
| **8** |  | **Reimbursement of Business Expenses & Transport Expenses** |  |
|  | 8.1 | Business Travel Policy | 29 |
|  | 8.2 | Travel Advances | 29 |
|  | 8.3 | Travel Policy | 30 |
|  | 8.4 | No Bill Allowance | 31 |
|  | 8.5 | Local Conveyance | 31 |
| **9** |  | Training and Development | 32 |
|  |  | ANNEXURES | 33 |

**1. Anfarnd people philosophy**

Every employee of Anfarnd is an important member in the Anfarnd family.

Anfarnd will always strive to attract, retain and reward the best talent in the industry.

Anfarnd ensures an environment, such that people enjoy their time spent at work.

**2. Employment**

Anfarnd is made up of people who provide excellent services to its clients. Thus developing their skills, motivating them to higher level of performance and ensuring that they continue to maintain their commitment to Anfarnd is essential to achieve Anfarnd’ s objective of being a company to reckon with.

Equal Employment Opportunity

Policy Statement

Anfarnd provides equal employment opportunity to all qualified persons without discrimination on the basis of/. age, sex, race, disability, marital status or religion in accordance with applicable state and national laws and regulations.

All employment and promotion decisions will be based solely upon individuals’ qualifications, experience, prior contribution and demonstrated capacity to perform at higher or improved levels of performance and will be in accordance with the principle of equal employment opportunity. Anfarnd will take whatever affirmative action is necessary to attract and retain qualified persons.

Objective

The objective of the Equal Opportunity Policy is to support the attraction and retention of employees that contribute most to the development of the Anfarnd business.

Application

The Equal Employment Opportunity policy will be successfully applied when all roles are filled by the best qualified and experienced candidates available regardless of personal circumstances.

Process

The Equal Opportunity Employment process is reflected throughout Anfarnd’s staff recruitment and retention processes.

**Type of Employment**

**2.1 Employee Categories at Anfarnd**

1. Permanent (Payroll)

2. Under Probation

**2.2 Terms of Appointment**

Every employee has to undergo a 6 months’ probation period. During this period, the company evaluates the employee’s performance. Based on the evaluation confirmation is given or probation is extended to further 6 months as the case may be.

**2.3 Recruitment and Selection Policy**

**Introduction**

Recruitment and Selection aim to search and hire suitable candidate to fill vacancies in Anfarnd with the view to satisfying human resources needs. The search may be internal and/or external. Any position within Anfarnd that becomes vacant will be filled, on completion of a requisition form by the Manager of the Concerned Department. Restructured or newly created positions will only be activated upon approval from the Management or his delegated Person. The success and adaptability of a Company depends upon the recruitment of employees who are flexible, adaptable and committed to the success of Anfarnd.

**Recruitment Authorization Procedure**

**Authorization**

All authorization procedure detailed below must be completed prior to the commencement on any recruitment procedure.

Prior to the employment of any employee the Manpower Requisition Form must be completed.

The employment of all individuals for budgeted positions by the management within Anfarnd is authorized by the Head of Department and Managing Director.

Employment of Personnel to the position of Manager onwards will require the authorization of the Managing Director.

**Procedure**

The Head of Department will complete the Manpower Requisition Form along with job description*.* ***(Annexure 1a Manpower Requisition Form)***

The Head of Department is responsible to ensure correct authorization procedures have been complied with.

The Head of Department will provide the Human Resources Department with a fully authorised Manpower Requisition Form for Recruitment.

**Newly Created or Restructured Positions**

Authority shall be vested in the Managing Director to consider request for the activation of newly created or restructured position.

**Employment Procedure**

The Human Resources Department shall receive all applications for employment. All applicants for employment shall be addressed to the Human Resources department.

The Human Resources department shall sort all applications that meet the minimum appointment requirements as advertised, and then forward these applications to the Head of department or concerned Manager for shortlisting etc.

The Human Resources department shall invite the short listed candidates for interviews, and will ultimately make a recommendation for the final interview or selection as the case may be.

The Human Resources department shall ensure that Reference Check of the shortlist candidates is done, and then the employment offer in consultation with the relevant Head of Department to the selected candidate which upon acceptance. ***(Refer Annexure 1b Reference Check Form)***

**3. Work place guidelines**

**3.1 New Employee Orientation:**

A new employee in Anfarnd is required to undergo an Orientation program, which is organized by Department Head. The schedule of the program is prepared by Department Head taking into consideration the availability of the Department Head / Managers.

**3.2 Hours of work:**

**Head office**

Working Days : Monday to Saturday

Working Time : 8.15 am to 5.00 pm, Saturdays : 8.15 am to 1.00 pm

Weekly offs : Sunday

Employees are required to work in office during the working hours mentioned above. Employees might extend his/her working hours depending on his/her work.

**Please note coming to office or leaving office by 1.00pm would be considered a half day leave. Similarly three late marks would be counted as a one day leave.**

**3.3 Break Period**

Lunch Time – 1 pm to 1.30 pm

**3.4 Employee Personal Record**

An employee’s Personal Record which includes mailing address, telephone number and other personal information which includes his/her CTC details etc. is available with HR department and the same can be availed from HR on request by the employee or his/her HOD only. ***(Refer Annexure 1c for Employee Information Sheet)***

**3.5 Changes in Personal Data**

We need to maintain up-to-date information about you so we can help you and/or your family in matters of personal emergency.

Changes in name, address, telephone number, marital status and number of dependents or changes in next of kin and/or beneficiaries should be given as soon as they occur to the Department Head / Human Resources.

**3.6 Emergency Closing**

When emergencies – natural or man-made occur the authorized personnel (Managing Director) will take a decision regarding the emergency closure of the office. The time lost will be compensated depending on the discretion of the management.

**3.7 Attendance and Punctuality: (absence, scheduled absence)**

All the employees are required to be punctual and should report on or before at 8.15 am to the Office or to their work place (site). A grace period of 15 min is given i.e. up to 8.30 am.

Employees on an official visit are required to inform their Department Heads /coordinators in order to regularize the attendance.

**Absence**

Employee is considered absent from work when not available for the assigned work schedule regardless of the reason.

**Scheduled absences**

Employees have to notify their Immediate Manager as early as possible in advance for scheduling their absence from work (e.g. going on P. L, Doctors appointment or other personnel reasons etc.).Absence can be considered as scheduled, provided 24 hours advance notice is given, except in cases of emergencies, and the same is approved by the Immediate Manager.

**Unscheduled absences**

If an employee misses work due to an unscheduled absence (e.g. sick), one must inform the Immediate Manager or in absence of Manager from the office to the department head his/her absence immediately. After 3 consecutive days of unscheduled absences, failure to notify and receive approval will be considered as job abandonment and the employee’s employment status can be terminated effective the day following the last day of work.

Regular attendance on the job is an important part of the performance record each employee builds from the day he/she is hired. Failure to be on the job regularly and punctually does not only disturb the smooth functioning of his/her work, but also creates inconvenience for other employee’s.

Employees should be at their designated working area on or before the start of their working hours.

Employees should ensure that they keep their schedule during a sales / service visit or when they would be expecting a visitor. In case they are getting late due to some unforeseen reason they must inform the visitor or the customer.

**3.8 Calling Procedure**

When absent from work, employees are expected to call immediate manager at least Two (2) hour prior to office time. Employees who cannot report to work should call in to report their delay or absenteeism; the following information should be provided:

Reason for being late or absent

Expected time of arrival at work

The employee calling in should speak directly to his/her Immediate Manager. If the Immediate Manager is unavailable, employee should inform Department Head & a complete message should be taken and given to the Immediate Manager as soon as possible. On resuming his/her duty after leave, he/she should submit leave application stating the reasons of leave through proper channels (Immediate Manager / Department Head).

An employee shall be deemed to have broken his contract of service if he/ she has been continuously absent from work for more than three (3) days without prior approval or without informing the Immediate Manager/ Head of Department.

**3.9 Corporate Dress Code**

Formal Business Wear applies to all personnel on working days, starting Monday through Friday. Business Suits to be worn appropriately when likely to be involved in customer meetings or presentations. Informal Business Wear applies to all employees on Friday & holidays.

|  |  |
| --- | --- |
| **For Men** | **For Women** |
| Appropriate Formal Business Wear (Monday to Friday) | |
| * Full sleeved, formal shirts preferably light coloured, plain or pin striped. * Dark formal trousers, preferably black, navy blue, grey, brown or beige. * Black or brown formal shoes with dark coloured socks. * Formal Ties, if necessary * Business Suits, when appropriate | * Sarees * Salwar / Churidhar kameez * Formal trousers with business coats / formal shirts * Formal Sandals or closed shoes |
| **Appropriate Informal Business Wear (weekend Saturdays)** | |
| * Collared shirts/sport shirts, with buttons (such as golf/polo shirts), Full-sleeved slack shirts * Work pants, including dark colored denim * Casual shoes, Sandals | * Casuals / Salwar / Churidhar kameez * Collared shirts/sport shirts T-Shirts * Sandals or closed shoe*s* |

While meeting clients and other special occasions, employees may be required to dress up in full formal wear. The dress code and the dates for important occasions such as exhibitions, annual meet would be announced well in advance vide Official Circulars.

Any dress deemed inappropriate or unprofessional will be addressed with the individual by his/her Manager on an individual basis.

**3.10 Public Image of Company**

As a part of Anfarnd all employees are required to maintain the company’s image through their behaviour and professional appearance which is required to be maintained in and out of the office.

**3.11 Clean Desk Policy**

We at Anfarnd operate a Clean Desk Policy. The main reasons we introduced the policy are:-

* It shows the right image when our customers visit the company.
* It reduces the threat of security as passwords and confidential information get locked away.
* Studies have shown that there is reduction in stress, accident and spills with employees having a tidy desk.
* It is generally accepted that a tidy desk is a sign of efficiency and effectiveness. At the end of the working day employees are expected to clear their desk of all office papers.

Employees will be provided an under desk locker and filing cabinets for this purpose. At Anfarnd we do not intend to compel the employees, but expect them to live with the spirit of the policy.

**3.12 Smoking at work place**

The company’s policy is to provide smoke-free environments for our employees, customers, and the general public. Smoking of any kind is prohibited inside our office and on our worksites. Chewing Tobacco / Pan / Ghutka is also strictly prohibited at work place.

Employees are also responsible to inform all those working on our job sites of this smoke-free policy, and report to their supervisor any violation of this policy

**3.13 Parking of Vehicles**

Employees can park their vehicle in the available parking zone at their own risk. Company does not provide any parking facility except fixed parking slot for the Managing Director.

**3.14 Visitors at Workplace**

To provide for the safety and security of employees and facilities at Anfarnd, only authorised visitors are allowed at workplace. Visitors are allowed in workplace area by taking a prior appointment with the concerned employees and should be attended by the concerned employee in Conference Room.

No sort of personal celebrations or get togethers are allowed in the office premises unless prior approval is taken from the Admin/Management.

**3.15 Office equipment’s and company’s property**

All office equipment’s/gadgets/properties, etc. belongs to the Company. These should be handled properly and always should be kept under individual’s possession carefully.

It is mandatory that all such properties will have to be maintained and handled carefully by concerned employee and they must be returned back to the concerned In charge (Admin). In case employees are transferred to other places or they leave the job. If any one of these tools /equipment is not returned, the concerned employee will have to compensate for cost of the same.

**3.16 Use of company stationary**

Company letterhead shall not be used for personal correspondence, volunteer work, or any civic/charitable organization. Forms on which the Anfarnd name appears shall not be used for personal purposes.

**3.17 IT Policy**

The purpose of this IT Policy is to provide a high level statement of management’s expectations for information technology. It is also to ensure the effective protection and proper usage of the computer systems within the offices of Anfarnd. The IT Policy will assist in maintaining systems at operational level. Managers or Department Heads are responsible for ensuring adherence to the IT Policy within their Departments. (***Refer Annexure 1d for IT Requisition Form)***

# 

# Computer Systems

## Hardware (PCs, Laptops etc.)

The purchase & procurement of computer equipment & peripherals are the responsibility of the Admin department in co-ordination with the IT Support/Admin.(Support from outside agency authorized by the company)

Requirements for new hardware should be discussed in advance with the Admin in concurrence with IT Support to assess the detailed specification.

The deployment of new equipment or re-deployment of existing equipment is undertaken by the Admin after consultation with Department Managers/Heads.

The relocation of hardware at the offices of Anfarnd should be discussed with the Admin in advance to ensure good reason for relocation, determine the most appropriate means of relocation and to ensure computer equipment inventory maintained by the Admin is updated.

The security and safekeeping of the computer equipment used at Anfarnd is the responsibility of the member of staff using it.

All members of staff are responsible for the proper usage, care and cleanliness of the computer equipment they use.

Problems with hardware should be reported to the Admin in accordance with established IT Support.

## Software & Software Applications

The purchase, installation, configuration and support of all software and software applications used within Anfarnd is the responsibility of the Admin with IT Support.

## Data/Electronic Information

Data Management should be in accordance with the data management policies and procedures of Anfarnd.

Department Managers/Heads are responsible for maintaining the quality of the computer-held data processed by their staff.

The individual user is responsible to their line manager for the quality of the computer data they have personally processed.

Department Managers/Heads are responsible for ensuring compliance with Data Protection legislation with regards to data processed within their Departments.

All information/data held on the organisations systems is deemed the property of Anfarnd.

As a condition of employment, staff consent to the examination of the use and content of all data/information processed and/or stored by the staff member on the organisation’s systems as required.

## Back Up

Every individual is responsible for ensuring effective back up strategy. All must ensure that regular back ups are done on an external hard disc or a common back server as advised by the Admin Dept.

## Anti-Virus Protection

All machines, networked and standalone will have up-to-date anti-virus protection.

The installation of anti-virus software on all machines is the responsibility of the user in coordination with HO / IT Support.

Remote users and users of portable machines should assist in the upgrade of anti-virus software in accordance with specified mechanisms agreed with the IT Support, eg. Internet updates

Staff should virus-scan all media (including CDs, DVDs, Usb drives) before first use. The IT Support will provide assistance and training where required

On detection of a virus staff should notify the IT Support who will provide assistance to clean and disinfect the computer to prevent further damage.

Under no circumstances should a user attempt to disable or interfere with the virus scanning software or try to uninstall the antivirus agent installed on their computers.

## User Accounts

## Passwords

# 

# All individuals are requested to forward your laptop passwords to the Admin Dept. You should have the same updated whenever you change it.

## System Usage

* Users should ensure their systems are fully shut down and turned off at end of the day.
* Computers should be locked or shut down when left unattended for any significant period of time.
* Users should maintain a clean desktop and are discouraged from cluttering the desktops with files and folders.

# 3.18 E-mail / Internet

## E-Mail

* The Anfarnd e-mail system is a core business application. It should not be used for political, business or commercial purposes not related to Anfarnd.
* The Anfarnd e-mail system must not be used to send illegal or inappropriate material.
* The staff should provide consent to the examination of the use and content of their email accounts as and when required.
* Global distribution or Mailing lists should be used appropriately. Email to such distribution lists should only be used when appropriate, and users are discouraged from using these lists to send spam.
* Staff should minimize the number of messages in their email in-box to ensure maximum efficiency of the delivery system. Folders should be set up and messages filed accordingly.

## Internet

* Access to the Internet is specifically limited to activities in direct support of Official company business.
* Staff should not make inappropriate use of their access to the Internet. They must not use the internet to access pornographic, illegal or other unlawful material.
* Staff should not subscribe to chat rooms, dating agencies, social networking sites & messaging services or other such on-line subscription Internet sites unless they pertain to work duties.
* Programs including screensavers, Games, movies, music, Peer to Peer applications such as torrents etc must not be downloaded from the internet.
* Content not related to office use should not be downloaded from the internet.
* It is a condition of employment that all staff consents to the examination of the use and content of their Internet activity as required.
* Users should not install any kind of remote access software that would enable them to share their work desktops from outside the office network.
* Abuse of Internet access will lead to removal of the privilege of access from the individual’s workstation.

**3.19 Policy on providing laptop to staff for official use**

Company Laptop will be provided to employees, if the job demands. For this, prior approval from the Management will be required.

The Make / Model and Value of the Laptop will be decided by the company. Cost of AMC and maintenance will be borne by the company. Installation of Anti-Virus software and up gradation of software will be at the sole discretion of the Company.

The requisition for laptop for an employee shall be raised by the Immediate Manager/Dept Head and must be approved by Managing Director.

Laptop must be used cautiously for official purpose only in carrying out our responsibilities while in the employment and to ensure smooth functioning of the same at all time. If it is found out that the same is being used for illegal or unlawful activity, employee will be liable for strict action.

Employee shall be liable for any costs incurred due to loss of the laptop or any physical damage caused to the laptop due to mishandling / negligence, downloading of unauthorized software etc.

Laptop shall remain the property of the company and employee shall be required to return the same in working and intact condition (with all parts, accessories and software) on demand or at the time of ceasing to be in the employment of the Company for whatsoever reason.

Data Card facility may be extended to employees on need basis with prior approval of their Immediate Manager / Head of Department. Data cards provided are company’s property and individual should not share with others and maintain the sanctity of the same.

**3.20 Telephone Usage policy**

**Introduction**

This policy of Anfarnd is about developing effective usage of official telephones, which are intended for the use of serving our customers and in conducting the Company’s business.

**Responsibility**

All the Head of Department will identify the need for a telephone facility for their reportee(s) through EPABX. Head of Department will ensure that this facility is provided to all those, where it is deemed necessary. Head of Department will also inform all the new employees about this policy at the time of orientation.

**Procedure**

The usage of office phones will purely be for official purpose based upon the job nature.

The telephone should be picked up maximum within three bells, to avoid disturbance.

Ensure the Usage of appropriate salutation (Good Morning / Good Afternoon / Good Evening) and identifying self before starting your conversation. Also ensure the usage of pleasant medium tone during conversation.

To avoid rush on the exchange, all calls should be limited to specific subject. Usage of Internet should be encouraged as an alternative source of communication (Email) as it serves the purpose, on a broader aspect and at a lower cost

As company’s telephone usage policy is for official purpose, therefore personal calls are discouraged, except for emergencies. In addition to this, personal calls (if any) can only be made in breaks, in order to avoid distraction in the work.

Similarly, all the employees should inform their family members and friends to avoid calls unless there is an emergency.

No personal phone calls will be transferred to employees during meetings. The operator will only take the message for such calls.

The company has right to monitor the incoming and outgoing calls of employees in order to reduce undesired usage of telephone calls.

Any violation to this policy & procedure would be dealt in accordance with the company’s disciplinary policy.

**3.21 Mobile usage policy**

**User Responsibility**

Employees driving vehicles are expected to refrain from using their phone while driving. Safety must come before all other concerns.

Employees who are charged with traffic violations resulting from the use of their cell phone while driving will be solely responsible for all liabilities that result from such actions.

The Mobile Usage Policy would vary from individual to individual depending upon the hierarchy. This amount would be final in co-ordination with the Director.

**Mobile Usage Policy for Office Staff :**

For office staff, the telephone usage amount would be finalized by his/her Immediate Manager depending upon the role handled.

Please ensure when you take the bills it has to be an itemised billing and bills should be accompanied with the itemised details with the reimbursement voucher. This is needed as per audit requirement.

**International Calls / Usage**

As a matter of course, usage of international calls be only be permitted after required approval from the Head of Department.

**Guidelines on Usage of Mobile during Office Hours:**

Endeavour should be to make effective use of the cell phone.

Unless unavoidable, prolonged conversation over cell phone should be refrained.

Landlines should be used as far as possible.

At the time of meeting etc. it shall be kept on silent/switch off mode. If required can be kept with your colleague on case to case basis.

Use a moderate or smooth type ringer, not a heavy metal ringer, songs etc. creating annoyance to others.

**3.22 Annual Performance Appraisal**

Each employee is expected to prepare and freeze their KRA’s / objectives, stating their job scope, accountabilities and objectives within one month of their joining as informed by their Immediate Manager.

Immediate Manager is required to set KRA’s for his subordinates at the beginning of the year / upon their joining.

Every employee will receive a performance review by his or her department head or such authorized representative of the company, during the start of every financial year or such other designated month of the year as may be determined by the company, regardless of tenure with the company.

The general grounds for the review of performance shall include but not be limited to the following:

Work results in accordance with job specification

Meeting the objectives listed against their KRAs.

Overall quality of employee performance, working style, discipline, communications and team capabilities and other similar soft skills.

Salary reviews will be based on:

Performance of the employee and the Company and the same will be at the sole discretion of the company.

**3.23 Increment / Promotion**

Increments and promotions will be decided by the Management on the basis of Business growth/ result, individual performance against target/KRAs , individual’s contribution in the achievements of the targets set by the Company for itself and depending on the potential and capability of individual to take-up higher responsibility.

Each and every employee will have to undergo his/her Performance Appraisal, which will start with filling of a self-appraisal form as and when informed by the Management.

**Code of Conduct**

**4.1 Code of Ethical Business Conduct**

Integrity is the corner stone of our shared values. The company and the world we compete in changes with dynamic speed. Despite all the changes, it is essential that every employee maintains and adhere to the same. Violating these standards will subject an employee to disciplinary action including termination of employment.

Our commitment to maintain the highest ethical standards will guarantee our continued success in all the business challenges we face.

**Applicability**

This code of Ethical Business Conduct covers all employees of Anfarnd.

**Compliance with Laws and Regulations**

It’s the policy of Anfarnd to comply with all applicable laws and regulations. We don’t condone an employee’s wilful violation of the law, even if the employee believes that such action is furthering the interests of the Company. It also is against our policy for anyone in authority to knowingly order an employee to violate the law.

**Conflict of Interest**

No employee shall participate in any activity that could pose a conflict of interest in discharging their assigned responsibilities or that have a negative effect on Anfarnd. Although it is impossible to list every circumstance that could be considered a conflict of interest, the following guidelines cover potential conflicts or questions concerning the personal integrity of an employee and the ethical discharge of responsibilities to the corporation.

**Corrective Action**

In the event that an employee deviates from the rules and regulations of Anfarnd, he/she will be given an oral warning initially, followed by a written warning and then termination of his/her employment as the case may be. The Management has all rights with regards for dismissal. It may differ from case to case depending on seriousness of infraction, circumstances surrounding the matters, employee’s attitude, his/her previous record etc.

**Business Inducement**

No employee, or member of an employee’s family, may accept anything of value from any present or potential supplier, financial organization, customer or other organizations or individuals as an inducement to secure business or favourable treatment. Under no circumstance shall an employee accept cash or its equivalent, such as a cheque or securities.

Employees should avoid a personal or informal relationship that may create a conflict of interest with the employee’s official responsibilities or compromise Company’s interests.

**Corporate Information**

While Anfarnd encourages sharing of information with its employees, it is necessary to restrict access to certain Company information for competitive and other reasons. It is the responsibility of all employees to protect Company information (Business information in the Company’s files and records not generally available to the public) from any unauthorized

use. No employee shall obtain access to or use any sensitive Company information for any purpose other than the performance of that employee’s assigned duties.

Adherence to this rule does not; however relieve any employee from the duty to report to senior management on any matter that may be considered sensitive in order to preserve the Company’s integrity or reputation.

**Discipline**

The company may, after due inquiry, dismiss an employee without notice on grounds of conduct inconsistent with the conditions of the service. The term “misconduct” shall be

deemed to mean and include but not limited to any of the following acts or omission mentioned under the Code of Conduct and any breach of conditions spelt out in the manual. i. The following is a non-exhaustive list of acts or omissions, which shall be treated as a minor

misconduct that an employee may be liable to a warning or suspension without pay.

Failure to observe safety instructions and circumstances not constituting to a major

conduct

Committing a nuisance on the company’s premises

Careless or negligent work

Not observing hours of work

Quarrelling with other personnel, which may have a subversive effect on the company’s

discipline

Bullying or harassing of your colleagues/ subordinates

Leaving the place of work without sufficient cause during normal working hours Absence without permission or adequate reasons

Obtaining or attempting to obtain leave of absence by false pretence

Not taking proper care of the company’s property

Vulgarity and obscenity

Sleeping on duty

Shabbily dressed or unkept hair

Lingering and loitering at areas other than own place of work.

In breach of any provision of confidentiality, non-disclosure agreement including but not

limited to disclosing to any person information in regard to processes, business practices,

project information or secrets of the company and clients.

ii. The Company shall maintain a record of such misconduct irrespective of whether the

employee is warned, suspended or not.

iii. The following is a non- exhaustive list of acts or omission whether alone or in combination

with others shall be treated as gross misconduct for which the employee may be liable for

dismissal.

Willful insubordination or disobedience of any lawful and reasonable order of a superior

Refusal to work or absence from work for more than three (3) days without informing

Immediate Manager / Administration Incharge or prior approval from the Immediate

Manager or Head of Department.

Theft within the company or fraud or dishonesty in connection with the company’s

business or property.

Demanding, offering or accepting bribes or illegal gratifications.

Money collecting from customers and not depositing in the company’s account

Soliciting or collecting contributions for any purpose or whatsoever at any time in the

office without permission of the Head of Department.

Engaging in private work or trade within the company.

Drunkenness or intoxication, bringing alcoholic drinks into the office premises, engaging

in disorderly or indecent behavior, assault, either provoked or otherwise.

Commission of any acts subversive to the discipline of the company.

Gross negligence in work / Poor Performance.

Wilful or irresponsible action resulting in damage to any goods or property of the

company.

Disclosing to any person information in regard to processes, business practices, project

information or secrets of the company.

Conduct/ action within the Company’s premises that is likely to endanger the life or safety

of any person.

Interfering with the records of attendance or means of recording attendance of himself or

any other employee; or willful falsification‟ defacement or destruction or any records of

the company.

Conviction by any court of law for any criminal offence.

Conduct prejudicial to the reputation of the company.

Spreading rumours prejudicial to the interest and/or reputation of the company.

Threatening and/ or assaulting another employee whether or not resulting into injuries.

Taking action that may sabotage Company’s operations.

In breach of any provision of restraint of trade including but not limited to setting up a

private dealing or activity or be involved in any business that is against or in competition

with the company’s interest and image.

Claiming expenses not incurred or providing forged bills.

**Outside employment (Including self – employment, consulting services etc.)**

Employees shall not engage in any personal enterprise that might interfere with the employee’s ability to perform his/her work at Anfarnd. during with working, overtime hours when required, or the satisfactory performance of assignments. Employees having access to Anfarnd confidential information shall not engage in any outside employment that might involve the use of such information. The primary loyalty and interest of all employees regarding their employment must remain with Anfarnd at all times.

**4.2 Disciplinary action policy**

**Objective:** To provide a process to assist Management in handling cases of unacceptable personal conduct or policy violations.

**Scope:** All employees

**Provision**:

a. Employees are expected to conduct themselves in accordance with the acceptable work behaviours. Immediate Managers are expected to set an example by their conduct, attitude & work habits. Formal Disciplinary action may not be required to be taken every time. Minor concerns about performance or conduct need to be resolved informally between the concerned employee and immediate Manager.

The DAP is designed to ensure that repeated minor incidents, serious offences and misconduct are dealt with both fairness and consistency.

This policy may be amended from time to time and will be applied, wherever practical. However, in certain situations, the Company may deviate from the defined procedures.

The Company reserves the right to implement the procedure at any stage, if the employee’s misconduct or performance warrants such action.

The employee will be given fair opportunity to state his/her case before any decision is made.

Investigations into a disciplinary issue will be done in conjunction with the HOD / Manager of the concerned employee.

**Operating Procedure:**

Below are the various stages of Disciplinary Actions. However, it should be noted that certain kinds of serious misconducts might lead to separation without prior notice/warning.

**Stage I: Verbal Warning**

a. Verbal warnings are given to advise/counsel employees on issues which include performance or conduct not meeting required standards.

b. The immediate Manager & Department Head should discuss the issue with the concerned employee, and as appropriate, set a clear objective(s) for improvement by a specific date.

c. The immediate Manager is required to document, in writing, the details of this meeting and forward it to Department Head for their records.

**Stage II: First Written Warning**

a. A written warning is issued after a verbal warning, if performance is still unsatisfactory, by the above specified date, or the employee’s conduct warrants such action.

b. The written warning is a formal, detailed record of the incident, and it must include the Immediate Manager's expectations for improvement. It identifies the areas in which the employee has failed to meet the required standards, sets out the improvement expected and the consequence of failing to comply.

c. The Warning letter is given by the immediate Manager and Department Head after discussion with the Head of Department. A copy of the letter (duly signed by the employee) should be maintained in the employee’s Personal File.

**Stage III: Final Written Warning**

a. If the employee’s performance or conduct is still unacceptable or the offence is deemed serious enough to warrant a final warning, a Final warning letter is issued following a meeting between the concerned employee, the Immediate Manager & HOD.

b. If appropriate, it also sets out improvements expected and the consequence of failing to comply.

c. The consequences of an employee’s failure to improve may result in separation.

**Stage IV: Dismissal**

If an employee has still not met the requirements of the final written warning, a meeting will be held with HR along with the employee’s immediate Manager to review earlier warnings & consider dismissal of the employee. At times, the only disciplinary option is dismissal. This is generally in case of gross misconduct.

**4.3 Grievance (harassment including sexual harassment)**

**Grievance Policy**

**Introduction**

Grievances may be real or imagined, but in either case, it is essential that the grievance is brought to light, discussed and the matter resolved to the satisfaction of all concerned. Failure to do so will only result in the grievance becoming a worsening source of conflict and eventually ending in a far more serious problem.

Anfarnd regards it important that all its employees will have sufficient knowledge of such procedure and easy access to it. To this effect Anfarnd has formulated a grievance procedure, which has as its main objective the speedy resolution of grievances and thereby eliminating possible and unnecessary causes of conflict.

**Objectives**

1. The Grievance Procedure is aimed at resolving work related grievances within Anfarnd as fairly and as swiftly as possible. Grievances are feelings of injustice or dissatisfaction affecting an employee.
2. This Procedure is not used for appeals against disciplinary action. Such are to be carried out in accordance with Disciplinary Policy.
3. This Procedure is neither used for the resolution of collective grievances related to wages or salaries.
4. Employees may lodge grievances without fear of victimisation.
5. Grievances should be resolved at the lowest possible level within Anfarnd.
6. Employees lodging grievances have the right to be represented by fellow employee of his/her choice.
7. Records will be kept of all statements and decisions.

**Procedure and Guideline**

The Grievance Procedure will be implemented as follows:

**Step 1 - Immediate Superior**

1. In step 1 the employee must discuss his grievance with his immediate Manager or the

Head of Department in the event of a grievance.

2. The Immediate Manager must endeavour to solve the problem within two (2) working days and inform the employee.

3. Should the employee not be satisfied with the outcome, he may proceed to Step 2.

### Step 2 - Department Manager

An employee can contact HR department in case he / she is not satisfied with the outcome or he/she has any grievance against his/her HOD.

### Step 3 - Grievance Hearing

The grievance will be referred to the Management team and equal opportunity will be provided to all related to the grievance.

The committee (MD) will ensure the resolution of the same, give their decision within 5 working days. In special cases the same shall be discussed with the Management.

**Harassment including Sexual Harassment**

**Sexual Harassment:**

The Supreme Court Guidelines on Sexual Harassment, 13 August 1997 has defined sexual harassment as “unwelcome sexually determined behaviour” such as :

Physical Contact

A demand or request for sexual favours

Sexually coloured remarks

Showing pornography

Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

**Verbal:**

Sexual or gender-based jokes or teasing or comments

Comments about clothing, personal behaviour, or a person’s body

Requesting sexual favours

Pressure for dates

Graphic descriptions of pornography

Obscene phone calls

Spreading rumours about a person’s personal or sex life

Turning work discussions to sexual topics

**Non-Verbal:**

Staring

Sizing up a person’s body (looking up and down)

Derogatory gestures of a sexual nature

Sexually suggestive looks

Facial expressions of a sexual nature, winking, licking lips

Unwelcome hugging, kissing

Standing too close to or brushing up against another person, leaning over, invading a person’s space

Patting, stroking, grabbing or pinching

Blocking someone’s path with the purpose of making a sexual advance

Stalking

Actual or attempted sexual assault, or forced fondling

**Visual:**

Presence of posters, cartoons, drawings, calendars, pinups, pictures, computer programs of a sexual nature

Notes or e-mail containing sexual comments

Knick-knacks and other objects of a sexual nature

Anfarnd is committed to provide a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes or comments based on individual’s sex, age, religion etc. will not be tolerated.

If you believe you have been victim of harassment or know of another employee who has, report it immediately. Employees can raise concerns and make reports without fear of reprisal.

Any employee who becomes aware of possible harassment should promptly advise to the committee who will handle the matter in a timely and confidential manner.

**4.4 Your safety**

The company believes in maintaining safe and healthy working conditions for its employees. However, to achieve this goal of providing a safe workplace, each employee must be safety conscious. The Company has established the following policies and procedures that allow us to provide safe and healthy working conditions. The Company expect each employee to follow these policies and procedures, to act safely, and to report unsafe conditions to his or her Immediate Manager in a timely manner.

**Reporting Unsafe Conditions or Practices**

Employees are expected to continually be on the lookout for unsafe working conditions or practices. If you observe an unsafe condition, you should warn others, if possible, and report that condition to your Immediate Manager immediately. If you have a question regarding the safety of your workplace and practices, ask your Immediate Manager for clarification.

If you observe a colleague using an unsafe practice, you are expected to mention this to the colleague and to your Immediate Manager. Likewise, if a colleague brings to your attention an unsafe practice you may be using, should thank the colleague and make any necessary adjustments to what you are doing. Safety at work is a team effort.

**Following safety rules.**

**Using Safety Equipment’s**

Where needed, the company provides its employees with appropriate safety equipment and devices. Concerned employees are required to use the equipment provided in the manner

designated as proper and safe by the manufacturer. If you require safety equipment that has not been provided, contact your Immediate Manager before performing the job duty for which you need the safety equipment.

**Reporting an Injury**

Employees are required to report any injury, accident, or safety hazard immediately to their Immediate Manager(s). Minor cuts or abrasions must be treated on the spot. More serious injuries or accidents should be treated accordingly. Information needs to be given to Immediate Manager and Administration Department immediately for further action such as arranging transportation and /or hospitalization as the case may be.

**Hazard Communications**

It is the duty of all employees to see to it that their work areas are free from safety hazards. Any employee who observes a situation that constitutes a danger or hazard must report the problem to their Immediate Manager immediately. If the problem is not addressed to the satisfaction of the employee, the matter should be taken first to the Next level Manager and then to HOD.

**Fire Prevention**

Safety is the responsibility of every employee. Every reasonable precaution is taken to provide a safe environment for employees. Safety rules are for the protection of all employees. Company needs your support and cooperation to maintain a good fire safety program.

To help prevent fires, employees must:

Know the location of fire fighting equipment in their work areas.

Stay away from the fire scene if they are not directly involved in removing persons to safety.

Avoid using the telephone after the fire is reported. All telephone lines must be kept open for emergency calls.

Above all, be ready and know the special fire procedures in the work area.

Know what they should do in the event of a fire.

**Violence and Weapons**

The company believes in maintaining a safe and healthy workplace, in part by promoting open, friendly, and supportive working relationships among all employees. Violence or threats have no place in our business. Violence is not an effective solution to any problem. Neither threats of violence nor fighting will be tolerated. Furthermore, if employees have a problem that is creating stress or otherwise making them agitated, they are encouraged to discuss it with their Immediate Manager. Employees are expected to immediately report to your Immediate Manager any violation of this policy. Any employee found threatening another employee, fighting, and/or carrying any kind of weapons to the worksite will be subject to disciplinary action, up to and including termination.

**4.5 Non-Disclosure Agreement**

At all times, during my employment and thereafter, I will not disclose to anyone outside Anfarnd nor use for any purpose other than my work for Anfarnd, any confidential or proprietary technical, financial, marketing, distribution or other technical or business information or trade secrets of Anfarnd, including without limitation, concepts, techniques, processes, methods, systems, cost data, computer programs, development work, work-in-progress, customers and suppliers, any information Anfarnd has received from others which Anfarnd is obligated to treat as confidential or proprietary or any confidential or proprietary information which is circulated within Anfarnd via its internal electronic mail system, intranet or otherwise. Employees cannot mention the client/customers name in their respective resumes.

I will not take up job with any of our client without the written permission of management of Anfarnd will also not disclose any confidential or proprietary information to anyone inside Anfarnd except on a “need- to-know” basis. If I have any questions as to what comprises such confidential or proprietary information or trade secrets, as to whom, if anyone inside Anfarnd it may be disclosed, and I will consult with my management at Anfarnd.

I am also agreeable to and expressly give my consent to sign on any agreement of confidentiality or by whatever name called by, which Anfarnd clients may require the employees of Anfarnd to sign with the said clients.

**Prior Employer Information**- During my employment at Anfarnd, I will not use improperly or disclose any confidential or proprietary information or trade secrets of my former or current employers, principals, partners, co-ventures, clients, customers or suppliers of the vendors or customers of such persons or entities or their vendor or customers and I will not bring onto the premises of Anfarnd, any unpublished document or any property belonging to any such persons or entities or their vendors or customers unless such persons or entities have given their consent. I will not violate any non-disclosure or proprietary rights agreement I might have signed in connection with any such person or entity.

**Return of materials**- At the time I leave the employment of Anfarnd, I will return to Anfarnd all papers, drawings, notes, memoranda, manuals, specifications, designs, devices, documents, diskettes, CD‟s, DVD‟s. Tapes, DAT Drives and any other material on any media containing or disclosing any confidential or proprietary technical or business information. I will also return any keys; pass words, ID cards or other property belonging to Anfarnd.

**Personal Property**- I agree that Anfarnd will not be responsible for loss, disappearance or damage to personal property on Anfarnd premises.

**Entire Agreement**- I agree that this agreement shall be governed for all purposes by the laws of India and that venue for any action arising out of this agreement shall be the courts of India. If any provision of this agreement shall be declared excessively broad, it shall be construed so as to afford Anfarnd the maximum protection permissible by law. If any provision of this agreement is void or is so declared, such provision shall be severed from this agreement, which shall otherwise remain in full force and effect. This agreement sets forth the entire agreement of the parties as to the subject matter hereof and any representations, promises, or conditions in connection therewith not in writing and signed by both parties shall not be binding upon either party, the terms and conditions of this agreement shall survive termination of my employment.

**Note :**

**Employee** – Denotes any person in the employment of Anfarnd. Whether designated as a permanent employee, contract employee, trainee or by any other substantially equivalent term, that denotes a written contract between the concerned person and Anfarnd.

**Employment – Defines** period of service / duration of an employee (definition of employee as above) in the organization with Anfarnd.

**5. Employment policy**

**5.1 Eligibility for re-hire**

Eligibility for Rehire: - **A former employee who left employment of Anfarnd on involuntary basis due to performance issues (including attendance or punctuality) or any conduct due resulted in immediate discharge (i.e. theft, violent conduct, Misbehaviour, falsification of documents etc.) will not be considered for rehire under any circumstances.**

A rehired staff member is required to complete a new orientation/probation period. This new orientation/probation period is administrated as though it was initial orientation/probation period.

Employees shall be classified as under:-

Permanent

Probationary

Probationary means as employee who is provisionally employed for 6 months as specified in the appointment letter with a view to fulfilling a permanent vacancy or post.

**5.2 Probation**

The Probationary Period for a new employee is 6 months. The Management reserves the right to extend the probationary period as per circumstances and performance of the employee during the probationary period.

**5.3 Confirmation**

Confirmation is done on the basis of review of the Employees performance by his Immediate Manager / Project Head after completion of his/her probation period.

**5.4 Separation / Termination (Resignation, Notice period, Termination)**

**Resignation (Voluntary):**

All the employees have to give clear notice when they intend to terminate the employment contract with the Company. The notice period for all the positions will be 2 months.

During the period of notice, an employee shall not abandon the services unless the Management agrees to relieve him/her. He/she will continue to be governed by the rules and regulations of the Company up to the last working day with Anfarnd.

Employee resigning without the requisite notice period shall be required to compensate the Organisation for the same after getting the required sanction from his department head /HR Department for short notice.

**Termination (Involuntary):**

If an employee is found in breach of any of the terms of this employment letter, Rules and Regulations of the Company in force from time to time or is guilty of any misconduct or of any act of insobriety or disobedience, the Company will be at liberty to determine this employment forthwith without any notice or compensation and to dismiss him/her summarily from the employment.

**6. Salary, Benefits and Services**

**6.1 Salary Account:**

Salary will be released through and to the direct credit of individual employees bank account by the Company from time to time. The salary will be released by H.O. Kindly note that the salary will be released on the 7th day of the month, subject to receipt of attendance records for all on or 30th/31st of the month.

Please note that all statutory benefits like Mediclaims, Salary accounts, LTA, Bonus and PF deductions are currently not part of company policy and would be applicable once it is initiated and introduced by the Management.

**6.2 Holidays**

Management will declare 10 holidays every calendar year.

**6.3 Privilege Leave Benefits [18 days in a year]**

Privilege leave will be applicable from the joining date, but cannot be availed upon notice period.

After resigning from services of Anfarnd and under notice period, staff members are not permitted to take or adjust Privilege leave. Privilege leave can be availed for sickness, if sickness is of longer duration and sick leave is insufficient to cover the sick period. Privilege leave can be availed minimum 4 days at a time and cannot be availed more than 2 times in a year. Privilege leave has to be sanctioned 30 days in advance.

If Privilege leave is not availed in a calendar year, it can be accumulated to the maximum limit of 60 days where only 10 leaves can be carry forwarded to next year.

**6.4 SICK LEAVE BENEFITS [6 days in a year]**

Anfarnd provide paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employees will accrue on a pro-rated basis sick benefits at the rate of 5 days per year.

Paid sick leave can be used in minimum increments of one half day. An eligible employee may use sick leave benefits for an absence due to his or her own illness or injury.

Employees who are unable to report to work due to illness or injury should notify their reporting officer or human resource department before the scheduled start of their work day. If an employee is absent for three or more consecutive days due to illness or injury, a Registered Physician’s certificate / statement may need to be provided verifying that the employee is fully fit to resume the duty. Such verification may be requested for other sick leave absences as well and may be required as to receiving sick leave benefits.

Employees who quit or that are terminated are not entitled to be paid any unused sick days upon termination or resignation of employment.

**6.5 CASUAL LEAVES BENEFITS [6 days in a year]**

Casual leave is available in Anfarnd for eligible employees to provide opportunity for rest, relaxation or personal pursuits. Casual leave can be availed for 2 consecutive days at a stretch. It cannot be availed more than two days in a month. Casual Leave has to be applied for in advance of 48 hrs before the commencement of leave. Casual leave cannot be combined with Privilege Leave. Casual leave can be availed Minimum 1/2 day and Max 2 days at a time.

Please note that in case leaves are taken preceding and following a holiday i.e. Saturday, Sunday and public holidays, the total no of days absent would be counted as leaves.

***(Refer Annexure 1f for Leave Application Form)***

**6.6 Income Tax**

Payment of salary of all employees is subject to deduction of Income Tax at the prevailing rates. Employees shall forward a forecast of investments for tax deductions by 25th April every year or any other date decided by the management for the running financial year and supports the same by documentary evidence like certificate, receipt, etc. by 15th February every financial year.

**7. Employee Exit**

**7.1 Exit Interview**

HR department/Admin Dept is responsible for scheduling an exit interview with the employees leaving the organization on his / her last day of employment and for arranging the return of Company property. The report of exit interview should be forwarded to Head of the Department & Human Resources and Administration for their information. Its compulsory to undergo the exit interview. ***(Refer Annexure 1h – Exit Interview Form)***

**7.2 Final Pay check**

Employees leaving the Company must return all office property before their final pay check can be issued. They should complete all paperwork related to their full & final settlement by taking clearance from Administration, Accounts, HR and their own department. If there are

unpaid obligations to the Company, the final pay check will reflect the appropriate deductions. The benefits like Personal Accident Insurance cease to exist from the last day of work of such employee. The Full & Final Settlement will be done within 30 -45 working days subject to acceptance of FFS. Salary for one month will be on hold and this will be paid with Full & Final Settlement. ***(Refer Annexure 1i – FFS Format)***

**7.3 Retirement**

All Employees shall retire on attaining age of 60. The Management at its discretion, depending upon the performance and health of the employee may give extension as per management’s decision.

**7.4 Retrenchment Policy**

Introduction

Anfarnd may terminate a staff member’s appointment after giving a notice as per notice period norms in force. Anfarnd strives to provide guidelines for handling all retrenchments sensitively, understanding the psychological and social effects, as well as the industrial relations implications. It intends to ensure that a uniform procedure is utilised throughout Anfarnd.

Objectives

Anfarnd is committed to full employment for all its employees at all times. However, in the event of unforeseen economic and changes to Anfarnd, certain employees may become redundant and need to be retrenched. In the unlikely event of this occurring, the

Following will apply:

* 1. All possible cost-saving measures to avoid the retrenchment will be considered.
  2. Retrenched employees will be paid out according to salary and length of service as per the scheme in force if any. With the aim of maintaining the principles of equity and fairness within the boundaries of reasonability and legal constrains

The implementation of retrenchment on a LIFO (last in, first out) basis

**Retrenchment Procedures**

1. Identify which positions are to be eliminated without targeting individuals, as it would constitute an unfair employment practice.
2. After making the decision about the extent of the reduction in workforce, consult all key members of management, the consultative committee or any other representative structures of the employees.
3. Provide proof for the necessity of retrenchment and show that all other alternatives have been considered.
4. Agree on retrenchment packages with the concerned stakeholders.
5. Apply the criteria to select retrenches. Let Managers evaluate the people in targeted positions against set criteria. If there are multiple incumbents for the position/s that is/are to be eliminated or consolidated, all employees within the same job classification or sphere of work must be compared with each other based on the applicable criteria.
6. Upper management will review the selection of people to guard against individual biases.
7. Decide on the final list.
8. Notify the concerned employees and managers
9. Prepare forms and pay.
10. Provide the necessary assistance to those retrenched.

**8.1 Business Travel Policy**

**General**

For all travel, the shortest and most direct route to the desired destination has to be chosen.

For all travel bookings, the employee must inform on an email in advance to the booking person with a copy to the Manager.

Employees are requested to plan their travel programme well in advance to the extent possible to minimise last minute rush and cancellation of tickets

All travel requisitions should be approved by his/her supervisor.

In exigencies, if supervisor is out on tour and cannot approve, he/she must get the travel requisition approved by HOD or

Travel Desk will be responsible for making the Travel Booking, safe handing over of ticket to the employee concerned , booking hotel accommodation, airport pickup car and all travel related services..

**8.2 Travel Advances;**

Payment of room charges are to be settled by the individual through Credit card. Those not having credit cards should apply for one. All vouchers would be settled on 10th and 25th of every month. Advances will be applicable as decided by your Immediate Manager/Reporting Manager.

# 8.3 Travel Policy

# Lodging & Boarding

1. Hotel expenses means only lodging expenses.
2. Do not include food, telephone and other expenses in Hotel expenses column.
3. Mention Food expenses in column indicating “Food expenses”

Other Expenses incurred should be put in the miscellaneous expenses column, if

any.

## TRAVEL RULES - DOMESTIC

Following is the guideline for all type of Traveling allowances which has a maximum limit. However, expenses within limit will be reimbursed against proper supporting documents only.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Grade** | **Class A**  **(Lodging)** | **Class B**  **(Lodging)** | **Class C**  **(Lodging)** | **Boarding\*** | **Mode of Travel** | **Local Conv.** |
| A  Directors/Owners/Shareholders | Actuals\* | Actuals\* | Actuals\* | Actuals\* | Air Business / Premium Eco | Actuals |
| B  GM/AVP | Actuals\* | Actuals\* | Actuals\* | Actuals\* | Air  Premium Eco/  Eco/ I AC | Actuals |
| C  DGM/AGM | Actuals\* | Actuals\* | Actuals\* | Actuals\* | Air Economy /  II AC | Taxi |
| D  Sr. Managers | 7500 | 5000 | 3500 | 1000 | Air Economy /  II AC/ III AC | Taxi |
| E  Asst Managers/Managers | 4500 | 3500 | 2500 | 800 | II AC/ III AC  Air – on approval | Auto / Taxi |
| F  Officers / Executives | 3000 | 2000 | 1500 | 600 | IIIAC | Auto /  Taxi – on approval |
| G  Clerks/Housekeeing/Office Boys/Drivers | NA | NA | NA | NA | NA | NA |

***\*You are requested to maintain sanctity of freehand by keeping expenses under control. This would be reviewed periodically.***

**CLASS “A” CITIES** Delhi, NOIDA, Mumbai, Kolkatta, Chennai, Bangalore

**CLASS “B” CITIES** Pune, Ahmedabad, Goa, Chandigarh, Kathmandu, Coimbatore, Cochin, Hyderabad, Bhubneshwar, **Guwahati**, Thimphu, Biratnagar. Trivandrum, Gandhidham (Kullu, Shimla, **Nainital** & Ooty only in Peak season)

**CLASS “C” CITIES** All other cities excluding Class A & B...

* Accommodation on twin sharing, not on single occupancy (in case of group bookings)
* Air travels have to be planned in advance to avail Apex/ Check-in fare ticket facility.
  + Air travel would require prior approval from Director.
* In case air fare is below the train fare then employee may avail air travel with proper documents and justification while claiming.
* If lodging & boarding is provided by the company then the employee is not entitled to claim this amount.
* In case company finalized the Contract with Hotels then first preference as per the contract will apply irrespective of Limits.
* In case breakfast / lunch / dinner are included in the hotel tariff, it cannot be claimed.

Following documents are essential and limits prescribed should be followed carefully:

1. Tour Plan needs prior approval from Dept. Head. Written Travel Plan duly approved by the Department head is a must for all.
2. Original Bills & Receipts are essential along-with expenses statement.
3. Proof of expenditure in the form of travel ticket, bus booking ticket, air ticket with boarding pass, etc. is must for claiming reimbursement.
4. Lodging is payable from the time of arrival at a destination station and upto noon of departure. (Checkout before noon, if departing on the same day).
5. If Client/ Company arranged the same. (Approved Hotel List will be available with Admin. Dept).
6. Boarding allowance includes tea, breakfast, lunch, dinner, etc.

***(Refer Annexure 1j- Outstation Voucher Format)***

## Conveyance

To be reimbursed at actual. (Use public transport, wherever possible).

## Boarding

In case of any other expenses other than above, proper explanation/ clarification with supporting, bills and approval from concerned Director is required.

## 8.4 No Bill Allowance

**In case of no bills for food or lodging the parameters, grade wise is as follows, which can be claimed by an individual:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Grades** | **Limits for food** | **Limits for stay in cities** | | |
|  |  | A | B | C |
| E | INR 400 | INR 1200 | INR 1000 | INR 800 |
| F | INR 300 | INR 1000 | INR 800 | INR 600 |

Supporting documents are not required if claiming No Bill allowance or employee makes arrangement of his / her own friends / relatives.

**8.5 Local Conveyance**

Employees who use their own vehicle for official purpose will be reimbursed as follows:-

|  |  |
| --- | --- |
| **Grade** | **Fuel Charges P.M** |
| Four Wheeler (Car) | Rs.10.25 / km |
| Two Wheeler | Rs. 5.25 / km |

**\*This policy does not apply for daily travel to office.**

**9.0 Training and Development Policy**

**Introduction**

Anfarnd strongly believes that a well-trained and efficient workforce is crucial for the development of any organization. As such Anfarnd will always strive to attract and retain employees of the highest calibre. To achieve this, Anfarnd will recruit all levels of staff strictly on Skill. After their engagement, the company will further provide them with opportunities to advance skills and professional expertise as well as give them adequate exposure.

**Objectives**

The objectives of the Training and Development Policy are to :

1. Explicitly communicate the commitment of Anfarnd Management to the training and

development of all employees, primarily customized to suit the business Philosophy,

mission, vision, and Business Plan.

1. Ensure that training and development are offered to permanent employees of Anfarnd.
2. Recognize the fact that training and development can only take place when matching

resources are properly planned and budgeted for and be utilized exclusively for training;

1. Ensure that need-based training and development interventions are equitably distributed to

all categories of staff and at all levels of, Anfarnd with particular emphasis on the lower ranks.

1. Ensuring equal opportunity in training and development within all Department of Anfarnd
2. Develop and maintain a pool of suitably qualified staff (technical, administrative and

Professional) at Anfarnd

1. Create an environment that is conducive to self-development and career advancement of staff members. ***(Refer Annexure 1l- Local Conveyance Format)***

**Process and Criteria**

* Anfarnd shall from time to time identify training courses, seek funding, and identify staff to attend such courses
* Anfarnd will also encourage staff to pursue further training on their own, which it supports.
* Professional staff such as certified accountants, Technicians, etc.

Training or development program shall only be offered after a thorough needs assessment by the Human Resources in consultation with the Department Managers.

Anfarnd places a high premium on human resources training and development. Hence, nominees are obliged to attend courses nominated for and agreed upon. Failure by a nominee to attend a course amounts to misconduct and will be dealt accordingly.

In the event where a nominee cannot attend a particular course for one or the other reason, such nominee should inform the Human Resources in writing at least 5 working days before the commencement of the course through his/her supervisor. It is only apply in the event of unforeseen circumstances, such as illness, death, unplanned leave, and the like.

Trainees shall be nominated by their respective immediate Supervisors with relevance to their Performance Plan, whereupon the Human Resources will consider such nominations for confirmation, or otherwise.

Employees who have been granted special leave to attend delegations and short courses within and outside he/she shall be required to submit brief reports thereon, within five (5) working days upon return, to the Human Resources Department through his/her supervisor who in turn will recommend specific interventions to the Senior Management team.

**ANNEXURE 1**

* 1. Manpower Requisition Format 
  2. Reference Check Form 
  3. Employee Information Sheet 
  4. IT Requisition Form 
  5. Holiday List 2020 
  6. Leave Application Form 
  7. Exit Interview Form 
  8. Full and Final Settlement Form 
  9. Outstation Voucher Format 

* 1. International Voucher Format 
  2. Local Voucher Format 