



# **Maxonic India Employee Handbook January 2017**



## **WELCOME TO MAXONIC!**

Starting a new job is exciting, but at times can be overwhelming. This employee handbook has been developed to help you get acquainted and answer many of your initial questions.

As an employee of Maxonic, the importance of your contribution cannot be overstated. Our goal is to provide the finest quality services to our clients and to do this more efficiently and economically than our competitors. By satisfying our clients' needs, they will continue to do business with us and will recommend us to others.

You are an important part of this process for your work directly influences our corporation's reputation.

This employee handbook explains our personnel policies and benefits, and the specific opportunities and responsibilities that exist for you within our corporation. In an effort to be responsive to the needs of a growing organization, changes or additions to this handbook will be made when necessary. We will keep you informed when these changes are made.

We are glad you have joined us, and we hope you will find your work to be both challenging and rewarding.

Sincerely,  
Paduka Prasad Padhy



## INTRODUCTION

The policies outlined in this booklet should be regarded as management guidelines only, which in a developing business will require changes from time to time. Maxonic India Pvt Ltd (the “Company” or “Maxonic”) retains the right to make decisions involving employment as needed. This handbook supersedes and replaces all prior handbooks, policies, procedures and practices of the corporation.

This employee handbook also describes the current benefit plans maintained by the corporation. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling.

The employee handbook and other plan documents are not contractual in nature and do not guarantee any continuation of benefits.

Our corporation abides by employment-at-will, which permits the corporation or the employee to terminate the employment relationship at any time, for any reason, with the relevant applicable notice. Neither the policies contained in this employee handbook, nor any other written or verbal communication is intended to create a contract of employment or a warranty of benefits. The policies contained in this handbook may be added to, deleted or changed by the corporation in its sole discretion, except that we will not modify our policy of employment-at-will in any case.



## I. GENERAL POLICIES

### 1. At Will Employment

Employee's employment with Maxonic is voluntarily entered into and employees are free to resign at any time with the relevant notice period. The Company is free to end any employment relationship at any time, with the relevant notice period. Accordingly, there is no promise that your employment will continue for a set period of time or that an employee's employment will be terminated only under particular circumstances. The relationship between the Company and employee is and always will be one of voluntary employment "at will."

### 2. Verification of Status

Maxonic requires by all employees in India to verify the identity and legal authorization to work of all individuals. In keeping with this obligation, the Company must inspect documentation that shows each person's identity and residency in India.

### 3. Introductory Period

The first six months of employment will be considered an introductory period or probation period. The introductory period may be extended at the discretion of the Company. At the conclusion of the introductory period, if the employee continues with Maxonic, he or she will be eligible for a regular employee and will then become eligible for all benefits available to regular employees. The confirmation of employment will be intimated to employees through a letter issued by the company. Employment status during and after the introductory period is at will.

### 4. Regular Employee

- A. A regular employee is one who handles development, administrative, or outside sales matters and is not eligible for overtime pay. He/she is paid a monthly fixed salary.
- B. A contract employee is one who is hired on a short term contract on a daily or an hourly rate.

### 5. Working Hours



- A. Regular office hours are from 9:00 a.m. to 6:00 p.m., Monday through Friday, with a one hour lunch break. Considering that some of you are working with an overlap with the U.S. timings, you will be required to complete 9 hours of work, including a one hour break for dinner/lunch. The timings will be finalized based on the nature of the work and will be communicated beforehand. Timings are subject to change at any time. Employees' duties include work beyond normal business hours and weekend assignments from time to time (these are a part of your work and do not come with any additional benefits) as the activities of the Company require. All employees are expected to devote full attention to their duties. All are expected to report on duty at the designated time and stay in office till office hours are over. In case of repeated late reporting to duty the employee shall be liable to marked half day or even termination without notice on disciplinary grounds.

#### Half Day

If employee reports on duty more than two hours after office timing or leaves the office before 2 hours of office timing, it shall be marked half day presence. The employee has to at least attend office for **5 hours** to qualify for half day.

#### Late reporting or early leaving

In case of emergency once in a while an employee may report on duty late or leave early for the day (within 2 hours of office timings). Employee must either start day early or work till late to clock regular working hours, failing which a half day will be marked. You must seek permission from your manager for the same too.

- B. Because of volume or urgency of work, regular employees may be asked to work overtime on weekends or holidays, or additional hours during the regular workday. Employees are required to comply with the request as a part of their employment commitment without any extra benefit or compensation.

### 6. Payroll

- A. You will be paid monthly on the 7th of the month succeeding the month worked. The company will provide a direct deposit option.
- B. The corporation is required by law to make certain deductions from your paycheck each pay period. Such deductions typically



include TDS and/or statutory deductions.

- C. You have to be present and attend office from 1<sup>st</sup> to 7<sup>th</sup> to get previous month's salary. In case you are absent, your salary will only be paid to you after you join back and continue to work for 7 days after joining back.

#### 7. Advance Policy

As a company policy the company does not provide any advance.

#### 8. Performance Reviews, Appraisals (Pay Hikes)

Your performance is important to our corporation.

An employee's performance is reviewed on completion of Probation period of 6 months. If your performance has been much higher than expected at your pay grade, you shall be eligible for a pay hike.

All Performance Reviews will happen Quarterly, in calendar year. Your quarterly performance data will be recorded. On completion of four complete quarters from joining or from last appraisal, whichever is later, your Annual Appraisal will be undertaken. Based on your quarterly performance data and your supervisor's feedback, you shall be awarded with a pay hike, which may also be accompanied by a promotion to next level or enhancement of job responsibilities and KRAs.

An employee may get an out of turn or premature appraisal for extra ordinary work done over few quarters.

Depending upon your performance and our corporation's profitability, the hikes will be done, subject to Level Bands prevailing for different positions.

#### 9. Promotions and Transfers

We believe that career advance is rewarding for both the employee and the corporation. We will promote qualified employees to new or vacated positions whenever possible. In addition, your supervisor is available to discuss transfer opportunities with you. The company may transfer you to any location at anytime, and you are required to comply with the company's request.



#### 10. Attendance

In compliance with company policy, all employees must record their hours worked daily, including the time of commencement and end of work.

#### 11. Tardiness

An essential obligation of every employee is to be ready for work at the scheduled starting time. Routine transportation delays are not considered an excuse for tardiness. If an employee expects to be late in arriving at the office, his or her supervisor should be notified.

#### 12. Confidential Information

Each employee is responsible for safeguarding confidential information obtained during employment. To protect confidential information, employees may not, during or after their employment with the Company use, discuss with or disclose (other than in performing duties as an employee of the Company) any information, knowledge, data or property the employee has obtained or developed as an employee concerning the Company's business. All analyses, ideas, charts, drawings, reports and other documents prepared by employees are the property of the Company, and employees may not make or permit anyone else to make any copy, abstract or summary of such materials. Upon termination of employment for any reason, employees must return all such confidential information to the Company.

#### 13. Conflicts of Interest Policies

##### A. Improper Dealings

Maxonic employees are expected to avoid situations that create actual or potential conflicts in which an employee's actions or loyalties are divided between personal and the Company interests or between the Company interests and those of another. The Company employees must avoid any activity, agreement, business investment or interest that could be in conflict with the Company's interests or that could interfere with the employee's duty and ability to best serve the Company. If you have a question about whether or not you have a conflict of interest, please bring it to the attention of your supervisor. Prohibited activities include, but are not limited to the following: Any breach of such activities would lead immediate termination without relieving, legal action and dire consequences.

1. Disclosing any trade secrets or confidential, sensitive or proprietary information about the Company, its clients, its products or its programs to people outside



the Company;

2. Owning, operating or being employed as an employee or consultant by any business that competes, directly or indirectly with the company;
3. Having a direct or indirect financial relationship with a competitor, customer or supplier; however, no conflict will exist in the case ownership of less than one percent of the publicly traded stock of a corporation.; and
4. Engaging in any other employment or non-work related activities during your Company work hours, or using the Company supplies or equipments in other employment or activities.

When a conflict of interest is found to exist, the conflict may result in discipline up to, and including termination.





14. Smoking Policy

In order to maintain a safe and healthful working environment for its employees, the smoking of tobacco products in all enclosed spaces at the Company by employees and contractors is prohibited. Signs at the entrance to the building will inform customers, visitors and guests entering the premises of this prohibition. When appropriate, please ask customers, visitors and guests who are smoking on the Company premises to refrain from doing so.

15. Appropriate Attire

Employees are asked to use their common sense with regard to their dress and appearance. Neatness and cleanliness are absolutely necessary at all times. Every employee is expected to present a professional image according to the requirements of his or her position. Attention should be paid to safety, Company image, and customer interaction. Your supervisor may provide additional information regarding the proper dress requirements for your position.

16. Housekeeping and Safety

It is up to each employee to assist the Company in maintaining a clean and safe workplace. All employees are expected to perform their work in a safe manner.

17. No Solicitation Policy

Solicitation of an employee by another employee is prohibited if either the person doing the soliciting or the person being solicited notice is on working time. Solicitation in working areas is not permitted at any time.

Distribution of advertising materials, handbills, or any other literature by employees in working areas of the Company is prohibited at all times. Solicitation or distribution of literature by non-employees on Company premises is also prohibited at all times.

18. Use of Company Property Including Electronic Communications Systems

- A. All of the property, equipment and communication systems used by Company's employees, including, but not limited to, desks, lockers, telephones, computers, electronic mail, Internet, World Wide Web Access, and voice mail, are the property of the Company and are to be used for business purposes. Depending on the circumstances, the Company may need to search the Company property, and employees should understand that items or information stored in the Company property may become available to Company-authorized persons.



- B. Although employees have individual access codes to voice-mail, e-mail and computer network systems, these systems are accessible at all times by authorized Company personnel. These systems should never be used for any document or communications, which would cause embarrassment or concern to an employee if anyone else inside or outside the office, knew of its existence. Even though passwords are used, they are meant to protect the electronic systems and their contents from third party intrusion and not to give the user a sense of confidentiality. Passwords are subject to override by authorized Company personnel. Although the systems may contain a delete function the information, which has been “deleted”, may have previously been backed up or exist in another location. In particular, all Internet/World Wide Web users should be aware that the Company computer system may maintain a record of all Internet/World Wide Web access. Although a user may “erase” the access “history” from a computer, the main system retains a record of all access. In addition, Internet/World Wide Web access is not anonymous and users should realize that their access to web sites may be logged by the owner of the web site.
- C. Employees are prohibited from the unauthorized use of the access codes of other employees to gain access to their computers, e-mail and voice-mail messages.
- D. Because the electronic communications systems are designed for Company’s business use, employees must limit appropriate personal use to non-work time except for emergencies. Employees are prohibited from using Company property including electronic communication systems to promote any personal commercial or business ventures or interests.



- E. Internet communications, voice mail/e-mail messages should not be accessed, created or sent that may constitute intimidating, hostile or offensive material on the basis of sex, race, color, religion, national origin, sexual orientation, age, familial status or disability. No offensive or embarrassing materials should be printed, copies, forwarded or displayed in the workplace. The Company's policy against sexual or other harassment applies fully to the use of voice mail and e-mail systems.
- F. Electronic communication systems should not be used for the unauthorized dissemination of copyrighted materials, trade secrets, proprietary financial information, or similar materials.
- G. The Company prohibits the download and use of unauthorized electronic programs from the Internet/World Wide Web to protect the network computer systems from viruses and other malicious programs. The Company requires that employees observe all applicable intellectual property rights when installing authorized programs.

#### 19. Personal Calls

Employees occasionally may receive or need to initiate personal calls during working hours. However, employees should limit the number and length of such calls as much as possible and should attempt to handle all personal calls during non-work hours.

### III. EMPLOYEE BENEFITS

#### 20. Absence and Leaves

If an employee is to be absent on a workday for any reason, he or she should **take prior permission of the manager**. In event of an emergency absence, you must inform your supervisor as soon as possible and no later than employee's scheduled reporting time. Absence without intimation will be deemed voluntary termination of employment.

A leave when sanctioned will be eligible for a Paid Leave depending on availability of a leave in your account. A sanctioned leave may become a LWP (Leave without pay) in case it is sanctioned by your manager, but no paid leave is available in your account.

In case an absence was not sanctioned or not intimated to the manager, you may be deemed to have voluntarily terminated your employment or it may be marked in your record as absent, depending on the discretion of the management.

Excessive absences will lead to disciplinary action, up to and including discharge.



Absences are excessive if they occur frequently or show a pattern of occurring immediately before or after holidays, weekends. Leaves immediately before and after the weekends are not appreciated. Maxonic may request verification for all absences.

No leaves are allowed during notice period.

Other policies like number of leaves that can be enjoyed at a stretch, treatment of weekly offs in an extended leave period etc are as per company rules.

21. Paid Leave (PL)

- A. You shall accrue 12 paid leaves per year that is 1 for every 20 days worked (practically one per month).
- B. Upon termination, eligible employees are paid for paid but unused paid leaves.

22. Paid Holidays

- A. The Company observes 9 paid holidays every year which are advised at the beginning of every year. This list of holidays includes national holidays like

Republic Day 26<sup>th</sup> Jan  
Independence Day – India 15<sup>th</sup> Aug  
Gandhi Jayanti – 2<sup>nd</sup> Oct

The list of holidays may depend on the nature of work and may vary for the recruiting, accounting and technology team. People with direct overlap with the U.S. office, in terms of their nature of work, will get the holidays as per the U.S. holiday schedule.

23. Bereavement Leave

A regular employee bereaved by the death of a member of his or her immediate family will be granted Leave without pay from work for a period not to exceed 10 days. Immediate family is considered to include only the employee's spouse, children, parents, real brothers, and sisters.

24. Standards of Conduct and Termination for Disciplinary Reasons



The Company reserves the right to terminate an employee's employment at will, disciplinary actions up to and including dismissal without notice may result from the following:

- A. Poor work performance.
- B. Misconduct on the job or misconduct off the job that materially or adversely affects the Company.
- C. Refusal to perform work assigned.
- D. Failure to abide by rules prescribed by the Company.
- E. Harassment of fellow employees, including sexual harassment.
- F. Falsification of employment application or other Company records, books, or documents.
- G. Theft or other dishonest conduct.
- H. Reporting to work under the influence of alcohol or drugs not taken under the direction of a licensed physician, or use or sale of alcohol or drugs on the premises.
- I. Excessive tardiness.
- J. Absence from work without permission from or notification of the employee's supervisor, or excessive absence.
- K. Wilfully or negligently misusing, damaging, or destroying any property of the Company or of any employee.
- L. Removing any Company property or property of other employees from the premises without proper authorization.
- M. Leaving the workplace during work hours without permission.
- N. Working for or releasing confidential information to a competitor.
- O. Accepting personal remuneration from customers, agencies, or members for matters involving the Company.
- P. Failure to report immediately to a supervisor any accidents or injuries on the job.

Of course, it is impossible to enumerate all of the types of conduct that could result in disciplinary action and the foregoing list is intended only to provide some examples.



## 25. Termination for Non-disciplinary Reasons

The Company may terminate your employment at any time during the Probation or introductory period (as outlined in clause 5) without giving any notice or assigning any reason thereof.

After confirmation of employment, the company can terminate the employment for non disciplinary reasons giving a notice period of 30 days or salary in lieu of.

- A. The Company may terminate employees for non-disciplinary reasons, including but not limited to, the following:
  - 1. Reduction in work force.
  - 2. Abolition or discontinuance of the job or position held by an employee.
  - 3. Displacement because of technological reasons.
  - 4. Closing of an office in which the employee was employed.
- B. In the event of resignation, employees are asked to submit a written, signed resignation indicating the date of resignation and the reason for resignation.

## 26. Communication of Problems, Questions, or Complaints

Employees are encouraged to discuss any problems, questions, or complaints with their immediate supervisors.

## 27. Employee References

The Company does not give employee references upon separation of service and only the Personnel Department is authorized to provide information of any kind regarding current or former employees. In response to a request for information, the Personnel Department will only verify dates of employment and the position last held by the employee. Salary information will only be confirmed if that information was previously released by the employee to the person seeking the information.

## 28. Changes in Personal Data

To aid you and/or your family in matters of personal emergency, we need to maintain up-to-date information.

Changes in name, address, telephone number, marital status, number of dependents or changes in next of kin and/or beneficiaries should be given to the Controller.



#### 41. If you Must Leave Us

- A. Should you decide to leave your employment with us, we ask that you provide your supervisor at Maxonic with appropriate advance notice or period specified in appointment letter, whichever is higher. Your thoughtfulness is appreciated and will be noted favourably should you ever wish to reapply for employment with the Company. In case you do not serve the notice period, you shall not be entitled to your previous month's salary and relieving letter from the company, you shall be treated as absconding.
- B. You may however apply for a notice period buyout, which, the company at its discretion may accept or reject. The company has the option of relieving you with immediate effect without asking you to complete your notice period.
- C. No leaves are allowed in notice period.
- D. Employees who are rehired following a break in service in excess of three months, other than an approved leave of absence, must serve a new initial introductory period, whether or not such a period was previously completed. Such employees are considered new employees for all purposes, including the purposes of measuring benefits.
- E. All resigning employees must complete a brief exit interview prior to leaving. All corporate property, including this handbook, must be returned upon termination. Otherwise, the corporation may take further action to recoup any replacement costs and/or seek the return of corporate property through appropriate legal recourse.

#### Policy for issuing of Relieving letter and Full Final

A full final including relieving letter and/or experience certificate will be issued if and only if the employee meets the following criteria:

- a) If the employee has been terminated by the company; or if the employee has resigned giving the relevant notice period and has served or has been relieved from his/her notice period. In this case there should be no leave/absent during the notice period.
- b) If the conduct of the employee has been satisfactory during employment.
- c) If there is no breach of trust.
- d) If the employee has handed over all relevant electronic



material, laptops, documents, passwords, data, information, keys, and whatever material or information that was entrusted to him/her during the course of employment .

e) Has signed and accepted the full and final settlement of accounts. The company has full right to recover any losses incurred by the company as a result of irresponsible acts of the employee during the course of employment.

In this case the employee may be issued a relieving cum experience certificate by the company. However, it is the complete sole discretion of the management to decide not to issue such a letter to any employee without offering any explanation.

42. Protecting Corporate Information

- A. Protecting our corporation's information is the responsibility of every employee and we all share a common interest in making sure it is not improperly or accidentally disclosed. Do not discuss the corporation's confidential business with anyone who does not work for us.
- B. All telephone calls regarding a current or former employee's position/compensation with our corporation must be forwarded.
- C. The corporation's address shall not be used for the receipt of personal mail.

45. Acknowledgement

I have received a copy of the Maxonic Employee Manual and understand that it contains important information on the general personnel policies of the Company and on my privileges and obligations as an employee. I will familiarize myself with the material in the manual and understand that I am governed by its contents. I further understand and agree that the employment relationship is at will and based on the mutual consent of each employee and the Company.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee's Name \_\_\_\_\_