

HR Policy

VKAPS IT Solutions Pvt. Ltd.

CONFIDENTIALITY POLICY AND PLEDGE

Any information that an employee learns about VKAPS IT Solutions Pvt. Ltd. its members or clients, as a result of working for VKAPS IT Solutions Pvt. Ltd. that is not otherwise publicly available constitutes confidential information.

Employees may not disclose confidential information to anyone who is not employed by VKAPS IT Solutions Pvt. Ltd. or to other persons employed by VKAPS IT Solutions Pvt. Ltd. who do not need to know such information to assist in rendering services.

The disclosure, distribution, electronic transmission or copying of VKAPS IT Solutions Pvt. Ltd confidential information is prohibited.

Any employee who discloses confidential VKAPS IT Solutions Pvt. Ltd. information will be subject to disciplinary action (including possible separation), even if he or she does not actually benefit from the disclosure of such information.

As part of the business, VKAPS IT Solutions Pvt. Ltd. signs NDA with potential clients.

These NDA's require VKAPS IT Solutions Pvt. Ltd to bind its employees to NDA's terms and conditions.

I understand the above policy and pledge not to disclose confidential information and to also understand that I will be subject to actions (Legal and Disciplinary) if there is any action in on company due to my action were deliberate or non deliberate and known or unknown.

Signature: _____

(Please acknowledge the copy by E – Signing the document)

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Welcome:

Congratulations on your appointment with us heartfelt welcome to our team at VKAPS IT Solutions Pvt. Ltd.

We are glad that you have joined us to play a role to ensure your successful integration into the company for a long, happy and successful relationship.

As we believe that you are a part of our VKAPS IT Solutions Pvt. Ltd. family now and will meet with several coworkers make sure that you meet everyone with whom you will be working and setting some immediate work goals so that you feel immediately productive in your new roles.

You'll also have the opportunity to continue with your new innovative orientation plan to ensure that your interactions with your coworkers and clients reflect the value of the company as we totally believe in teamwork.

The purpose of this Manual is just to engage you to the VKAPS IT Solutions Pvt. Ltd environment and to orient you to both your new job and working manner of the company.

We encourage the Happy Team culture at VKAPS and we hope you will enjoy your journey with us.

This Manual is by no means an exhaustive guide to your employment with us. It has been developed to act as a resource and reference for you.

The policies within this Manual is easily listed and easily accessed via knowledge base in your Perfex. This Manual will be updated as required as our business evolves and grows. You will be notified of any changes as they occur.

If in case you have any questions related to terms and policies about the content of the HR Policy, you are free to contact us.

Contact: HR

Email - hr@vkaps.com

T- 91-731-4239176

HR- 88173 21023

Website: <https://vkaps.com>

Our Company History:

VKAPS IT Solutions Pvt. Ltd. is the brain child of Mr. Sudesh Agrawal. Launched on April 10th 2011 with headquarters in Indore, MP (India) And it has been going strong as the most preferred marketplace by web development companies in US, UK, Canada, Australia and many others.

Mr. Sudesh, after completing his MS in Computer Science, worked full time as lead web developer in US, In Feb 2007 he moved back to India to work as freelancer.

As he excelled in programming and communication, client stayed extremely happy and business kept growing. He started getting business from many web development companies in US.

They focused on marketing and outsourced web development. Then in Apr 2011, started website geekspershour.com, where web design companies can hire dedicated developer at very competitive rates. All they had to do was to purchase hrs. and email project details to the assigned dedicated developer.

VKAPS IT Solutions Pvt. Ltd. is an IT Outsourcing firm, working successfully from last 13+ years. We are a software development company that strives to solve complex enterprise problems by providing simple, secure, scalable solutions.

Our goal is to help global enterprises utilize the latest and futuristic technologies to stay ahead in the game. We bring a unique mix of experience from various technical and management backgrounds to achieve our client business goals.

We develop robust web solutions that transform businesses into online management tools. From start-ups to established businesses, we help people transform their web /technology presence into an asset by creating competitive advantages through development, rapid deployment, and continuous management.

We continuously endeavor to exceed customer expectations in all engagements with an optimal mix of technical strength and execution capability, while ensuring high employee morale.

Our expertise ranges across: PHP (core PHP, laravel, WordPress, Magento),MERN (NodeJS, Python, MYSQL, AJAX, HTML5, Android, iOS, WebRTC and cloud based CMS (Shopify, Kajabi, neto, lightspeed)

Specialties: Website design, Custom website development, E-Commerce, Mobile applications, Software Development, CMS, Facebook & social apps, API, Web Strategy & Analysis, IT and Business Consultancy Services, Newsletter & e-mail design, User Experience, enterprise solutions, and User Interface.

Our Clients:

Clients are business who purchase software services of VKAPS IT Solutions Pvt. Ltd.

A company's primary source of business is client. A client is the current customers paying for the products, or services, as well as potential customers which have a high likelihood of becoming customers.

Business relies on this group for most of the business sales, and focus on them for developing new products, or advertising.

A client is not a customer who buys goods or services from a store or business. Clients buy your advice and solutions personalized to their particular needs.

Our Mission, Vision, Values and motivation

VKAPS IT Solutions Pvt. Ltd. Mission: To become the IT partner of our clients by providing the latest IT know-how and services, helping them achieve their goals efficiently and quickly.

VKAPS IT Solutions Pvt. Ltd. Vision: To be in the Top five IT company in Indore by 2030.

VKAPS IT Solutions Pvt. Ltd. Values - At VKAPS IT Solutions Pvt. Ltd. we are committed to provide joyful experiences for our clients and remaining a ruthlessly honest outsourcing platform.

VKAPS IT Solutions Pvt. Ltd. Motivation - Our goal is to save small business time and money by way of delivering pre screened and managed freelancers.

Recruitment Policy

VKAPS IT Solutions Pvt. Ltd. recognizes a robust and professional approach to recruitment and selection helps us to attract and appoint individuals with the necessary skills and attributes to fulfill our aims and support our business goals.

All appointments should be made on the principle of merit, compliance with all relevant central & State Legislation and adherence to this policy and related processes.

All the opened positions are available at the Recruitment Portal in perfex and careers page of our official website.

All the team mates can view and share the current openings in the organization from the recruitment portal and click on email to friend option and share the details to their friends and family who can join us and earn the referral bonus.

On successful completion of 3 months of probation period of every referred candidate, you can earn the bonus as mentioned below:

For Fresher: 500 Rs.

1 Year Experience: 1000 Rs.

2 Year Experience: 2000 Rs.

3 Year Experience: 3000 Rs.

and so on....

All the referrals should be shared via mail or a valid communication channel for record.

Induction Policy

VKAPS IT Solutions Pvt. Ltd. will make sure all new employees feel welcome and through Induction process we try to make their journey smooth with VKAPS.

On the day of joining, induction conducted for each new starter with details of:

Introductions:

About VKAPS

VKAPS Delegates

VKAPS Vision & Mission

Departments and heads

Tools you need

Perfex - A complete know how

HR Policy

Rules and Regulations

Training & developmen

Culture at VKAPS, Happy Team:)

Training and Development:

VKAPS IT Solutions Pvt. Ltd. will give employees adequate training to do their job safely and competently. Our business believes training is a two-way process.

We encourage employees to participate and to highlight any gaps in their own skills or knowledge they believe they have.

VKAPS IT Solutions Pvt. Ltd. commits to provide every employee Training and Development throughout their journey with us.

On every first Thursday of the month, there is a training session conducted by HR/Project Delivery/BDM departments with an interesting topic from various fields to learn and grow.

Probation Policy

The probation period is a time for both the employee and the business to assess suitability, fit and competency within a role. During this period VKAPS IT Solutions Pvt. Ltd. commits to review employee performance and at the end of this time ongoing employment will be confirmed and if performance is not as per standards set by the organization, employment will be terminated, immediately or with 15 days' notice.

Work Policy: Hours of Work:

Office/Business hours at VKAPS IT Solutions Pvt. Ltd. are generally between 11:00 AM to 8:00 PM from Monday to Friday.

8.00 Hours daily login is compulsory for all.

We have five days working as all Saturday and Sunday of the month will be holiday.

Your hours of work will depend on business needs and the requirements of the work/ client you are assigned.

VKAPS IT Solutions Pvt. Ltd. adopt a common sense approach in managing work hours.

If an employee work from home then actual billing hours of a project will be counted and Screen Tracker hours will calculate working hours for salary during WFH.

Overtime and Additional Hours:

Overtime is work, which is performed at the direction of the manager and which is in excess of your contracted hours of work.

If you cannot for some reason work reasonable additional or overtime hours you must notify your Manager as soon as practicable with the reasons as to why.

In vision of your manager if you work for extra hours then extra hours (1 × 1.5 hour.) Salary will be added to your gross salary.

Lateness for work:

Attendance is a key factor in your job performance.

Punctuality and regular attendance is expected from all the employees.

Excessive absences (whether excused or unexcused), tardiness or leaving early is unacceptable.

If you are absent for any reason or plan to arrive late or leave early, you must notify HR and your manager also inform from Perfex under Late for work option.

Being absent from or reporting to work after the scheduled beginning time requires the employee to properly notify the HR and manager in advance through email and phone call

Depending on the circumstances, including the employee's length of employment, VKAPS IT Solutions Pvt. Ltd. may counsel employees prior to termination for excessive absences, tardiness or leaving early.

Payroll:

IMPS transfers are done on the 10th day of each month, except when either of those days falls on a Saturday, Sunday or holiday, in this case salary will be transferred on the next workday.

Holidays and Leave:

Holidays:

New Year

Holi

Rangpanchmi

Rakhi

Diwali

Dushera

Optional Holidays:

1. 26th January

2. 15th August

3. 2nd October

If you work on optional days extra leave for those days will be added to your leave balance.

Leaves:

Leave policy for Probation period:

No annual (paid) leaves are allowed in Probation period of 90 days.

Leave without approval will attract penalty of 2 times salary deduction.

Leave Policy:

Total number of paid leaves will be 12 in a year.

These 12 days leaves are divided into two parts, as 6 leaves during January - June and remaining 6 leaves during July - December session.

Unused leave by June will be carry forward to July - December session, if more than 6 leaves are taken then it will be considered unpaid leave.

Unused leave will not be carried forward to next year and will be paid in December month's salary.

Before taking any planned leave, 5 days prior intimation is needed, leave request from PERFEX should be sent to reporting Manager and HR before 5 working days except for emergency cases i.e. only 3 allowed in a session. otherwise penalty will be incurred.

Ex: You have a Puja/Wedding in your hometown but you notified only 2 days back it will not be considered and deductions will be made accordingly.

One can have only (3-3) emergency leaves in a year from Jan to June and July to December session.

If leave is extended beyond the approved leave period then a penalty will be incurred. It includes emergency leave also.

Ex: You are on approved leave for 5 days and you missed your train and cant join for another 2 days.

Always try to submit leave related supporting documents with your leave request (Medical certificates/Wedding Cards etc. if possible)

Unpaid (extra) leave - Salary deductions will be deducted based on working hours in that month.

Any leave without prior approval in Perfex will have a penalty.

Ex: You couldn't join office due to sickness and has not provided information to HR.

Intimation of an emergency leave is also required.

Minimum 4 hrs need to be completed for a half day leave except lunch hours.

45-min. lunchtime. (45 min i.e. 2.00 PM -2.45 PM)

15-minute short break (15 Min i.e. 6.00 PM -6.15 PM)

The total time per day you have to give in the office is 8 hrs. except for lunch and short breaks.

Working Hours will not be merged or adjusted with any other working day or lunch skip.

You have to Punch card, whenever you go out of the office.

If you exceed leaves in a year by 20 for 12 months review period and 23 for 15 months review period, which includes the annual leaves (12) also, so the appraisal period will also increase.

Lunch Break is compulsory to take, you cannot skip lunch to adjust work hours.

If one is coming late for work or leave early should complete the work hours of the day by managing the office time with an early or late hours working.

Salary Calculation formula: We calculate salary on the basis of the total number of working hours and working days of an employee in a month.

Performance Management:

The work of each employee is reviewed on an ongoing basis with the reporting person to provide a systematic means of evaluating performance.

The regular performance review is a formal opportunity for the reporting person and employee to exchange ideas that will strengthen their working relationship, review the past performance, and anticipate VKAPS IT Solutions Pvt. Ltd. needs in the coming year.

The purpose of the review is to encourage the exchange of ideas in order to create positive change within VKAPS IT Solutions Pvt. Ltd.

To that end, it is incumbent upon both parties to have an open and honest discussion concerning the employee's performance. It is further incumbent upon the reporting person to clearly communicate the needs of VKAPS IT Solutions Pvt. Ltd. and what is expected of the employee in contributing to the success of VKAPS IT Solutions Pvt. Ltd. for the coming year.

Both reporting person and employee should attempt to arrive at an understanding regarding the objectives for the coming year.

The reporting authorities reviews the work of all reporting persons. Work reviews for other staff are the responsibility of the appropriate reporting person, subject to confirmation by the HR and management.

Performance improvement Policy:

A performance improvement policy needs to promote a fair process using a robust procedure. Managers should know their role and be able to respond quickly. It should be clear who has the power to end an employee's employment.

You also need to make sure employees know the process. This is an area where good note taking is crucial. If there is a legal dispute, your legal representative will ask you for your notes when they prepare their case.

This is also an area where you will need to consider your obligations under the Equal Opportunity Act. Where relevant, you need to consider whether reasonable adjustments can be made to allow people with a disability to work safely and productively.

Where warranted VKAPS IT Solutions Pvt. Ltd. will use improvement processes to improve performance. Should such improvement processes be unsuccessful in improving an employee's performance, VKAPS IT Solutions Pvt. Ltd. may decide to end an employee's employment? Depending on the circumstances, performance improvement action may include verbal or written warnings, counseling or retraining.

VKAPS IT Solutions Pvt. Ltd. requires a minimum standard of conduct and performance which will be made clear to employees in management appraisals. If an employee does not meet this standard, VKAPS IT Solutions Pvt. Ltd. will take appropriate corrective action, such as training. Formal performance improvement procedures will generally only start when other corrective action fails.

If an employee deliberately breaches business policy or procedure, or engages in misconduct, VKAPS IT Solutions Pvt. Ltd. may start improvement procedures, or, in cases of serious misconduct or breach of policy, may dismiss an employee.

Each employee must understand their responsibilities, be counseled and given the opportunity to reach the standards expected of them. VKAPS IT Solutions Pvt. Ltd. will give an employee the opportunity to defend themselves before management takes further action.

Performance Review and Appraisal:

Review Period for employees is after 1 year usually and for PD - Freshers after 15 months or as mentioned in the offer letter.

No Mid-year increment requests will be entertained.

Your review month as per the total leave calculation is mentioned in your respective perfex.

HR will inform you for the same or you can also raise a request of review accordingly through mail.

You are suggested to share mail as early as possible to ensure smooth and timely completion of the review process.

There is a detailed document for review process is available at knowledge base for better understanding.

Appraisal Deduction Policy:

If employee leaves the office within 3 Months of appraisal then 100% hiked Salary will be deducted from the gross salary. Salary and Certificates will be issued after 45 days of leaving the office or on payment date.

If Employee leaves the office within 6 months of Appraisal then 75% of hiked salary will be deducted from the gross salary. Salary and Certificates will be issued after 45 days of leaving the office or payment date whichever is later.

Penalty for Negligence:

Penalty will be applicable if found negligence / violating rules and regulations of HR policy and office rules in office:

Your Machine is infected by Virus.

Cleanliness

Revealed Confidential Information

Unnecessary Software in your PC

No Update of taking leave before 5 days

No updates to client's on time.

Ignorance seen in task given by management.

Not using tracker with WFH mode.

Business Environment: Work Areas

As many employees work in an open plan area, it is important that your desk remains clean and tidy and free of boxes, papers and magazines. Our expectation is that your work place will be clear at the end of every day.

Security:

It is the responsibility of every VKAPS IT Solutions Pvt. Ltd. employee to ensure that the Access Card is kept in safe. It must be returned on demand.

If access card are lost or misplaced, you must notify HR immediately so that they can be cancelled.

Pantry Area and Washrooms:

Please keep the kitchen and bathroom areas clean at all times, cleaning up after use. You should be mindful that these are public areas and you should be respectful to others by always cleaning up after yourself. If you use dishes then wash them immediately after use.

If there are any issues with these facilities you should notify HR immediately.

Security Disposal/Shredders:

Paperwork with any sensitive or confidential VKAPS IT Solutions Pvt. Ltd. information needs to be disposed of by either being shredded or burned in dustbin.

Company Information

Client information

Forms

Terms and condition

Code of Conduct Policy:

This policy affirms VKAPS IT Solutions Pvt. Ltd. belief in responsible social and ethical behavior from all employees. This policy clarifies the standards of behavior that VKAPS IT Solutions Pvt. Ltd. expects of all employees.

Principles:

Our employees contribute to the success of our organization and that of our Clients. VKAPS IT Solutions Pvt. Ltd. fully endorse that all employees are not deprived of their basic human rights.

Furthermore, our employees have an obligation to the Business, our Clients and themselves to observe high standards of integrity and fair dealing. Unlawful and unethical business practices undermine employee and Client trust.

Policy:

Our Code of Conduct policy applies to all employees and provides the framework of principles for conducting business, dealing with other employees, Clients and suppliers. The Code of Conduct does not replace legislation and if any part of it is in conflict, then legislation takes precedence. This policy is based on the following:

- Act and maintain a high standard of integrity and professionalism

- Be responsible and scrupulous in the proper use of Company information, funds, equipment and facilities

- Be considerate and respectful of the environment and others

- Exercise fairness, equality, courtesy, consideration and sensitivity in dealing with other employees, clients and suppliers

- Avoid apparent conflict of interests, promptly disclosing to a VKAPS IT Solutions Pvt. Ltd. senior manager, any interest which may constitute a conflict of interest

- Promote the interests of VKAPS IT Solutions Pvt. Ltd.

- Perform duties with skill, honesty, care and diligence.

Abide by policies, procedures and lawful directions that relate to your employment with VKAPS IT Solutions Pvt. Ltd. and/or our Clients.

Avoid the perception that any business transaction may be influenced by offering or accepting gifts.

Under no circumstances may employees offer or accept money.

Any employee, who in good faith, raises a complaint or discloses an alleged breach of the Code, whilst following correct reporting procedures, will not be disadvantaged or prejudiced. All reports will be dealt with in a timely and confidential manner.

Work expects co-operation from all employees in conducting themselves in a professional, ethical and socially acceptable manner of the highest standards.

Any employee in breach of this policy may be subject to disciplinary action, including termination.

Should an employee have doubts about any aspect of the Code of Conduct, they must seek clarification from the HR.

This policy will be regularly reviewed by VKAPS IT Solutions Pvt. Ltd. and any necessary changes will be implemented by the HR.

Equal Employment Opportunity (EEO) & Anti Bullying:

VKAPS IT Solutions Pvt. Ltd. shall follow the spirit and intent of all central, state and local employment law and is committed to equal employment opportunity. To that end, the Director/CEO of VKAPS IT Solutions Pvt. Ltd. will not discriminate against any employee or applicant in a manner that violates the law.

VKAPS IT Solutions Pvt. Ltd. is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic protected under central, state or local law.

Each person is evaluated on the basis of personal skill and merit. VKAPS IT Solutions Pvt. Ltd. policy regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, wage and salary administration, disciplinary action, termination, and social, educational and recreational programs.

The Management shall act as the responsible agent in the full implementation of the Equal Employment Opportunity policy.

VKAPS IT Solutions Pvt. Ltd. will not tolerate any form of unlawful discrimination.

All employees are expected to cooperate fully in implementing this policy.

In particular, any employee who believes that any other employee of VKAPS IT Solutions Pvt. Ltd. may have violated the Equal Employment Opportunity Policy should report the possible violation to the authorities through a valid channel in system.

If VKAPS IT Solutions Pvt. Ltd. determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination. Employees who report, in good faith, violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, VKAPS IT Solutions Pvt. Ltd. will inform the employee who made the complaint of the results of the investigation.

If you have any questions regarding this policy, please contact the HR Department.

Policy:

The objective of VKAPS IT Solutions Pvt. Ltd. Equal Opportunity Policy is to improve business success by:

Attracting and retaining the best possible employees.

Providing a safe, respectful and flexible work environment.

Delivering our services in a safe, respectful and reasonably flexible way.

VKAPS IT Solutions Pvt. Ltd. is committed to providing a workplace free from discrimination, sexual harassment and bullying.

Behavior that constitutes discrimination, sexual harassment, bullying, unprofessional behavior, disrespect will not be tolerated and will lead to action being taken, which may include dismissal.

Gambling in any form on VKAPS IT Solutions Pvt. Ltd. property:

Excessive tardiness or absenteeism whether excused or unexcused.

Unauthorized absence from work without proper notice and at the sole discretion of the HR, the employee maybe asked to leave immediately or be given a period of notice.

Gross or serious misconduct policy

Summary (instant) dismissal for gross or very serious misconduct is possible (depending on the facts involved). Management should seek advice before taking this step.

Procedure:

The manager/HR is to investigate the alleged offence thoroughly, including talking to witnesses, if any.

The manager should ask the employee for their response to the allegation (taking notes of this discussion) and allow them to have representation.

The manager should also have a witness present. The manager shall give genuine consideration to the employee's response and circumstances.

If still appropriate, following a thorough investigation, the manager can terminate/dismiss the employee.

The manager should keep a file of all evidence collected and action taken in these circumstances.

VKAPS IT Solutions Pvt. Ltd. will send the employee a letter of termination noting brief details.

Grievance Complaints Policy:

VKAPS IT Solutions Pvt. Ltd. supports the right of every employee to lodge a grievance with their manager if they believe a decision, behavior or action affecting their employment is unfair.

An employee may raise a grievance about any performance improvement action taken against them.

We aim to resolve problems and grievances promptly and as close to the source as possible.

The channel to raise a grievance should be valid i.e. request system/emails only.

When necessary, VKAPS IT Solutions Pvt. Ltd. will escalate a grievance to the next higher level of authority for more discussion and resolution, and continue escalating it to the level above until it is resolved.

Managers will do their utmost to action grievances objectively, discreetly and promptly.

Be aware that grievances that are misconceived, vexatious, and lacking substance may result in disciplinary action being taken against the employee lodging the grievance.

Procedure:

The employee should try to resolve the grievance as close to the source as possible. This can be informal and verbal. At this stage, every possible effort should be made to settle a grievance before the formal grievance process starts. If the matter still can't be resolved, the process continues and becomes formal.

To start the formal grievance the complainants must fully describe their grievance in writing, with dates and locations wherever possible and how they have already tried to settle the grievance.

The person(s) against whom the grievance/complaint is made should be given the full details of the allegation(s) against them. They should have the opportunity and a reasonable time to respond before the process continues.

If the grievance still can't be resolved, refer the matter to the most senior manager for consideration and a final decision. A grievance taken to this level must be in writing from the employee.

Conflict of Interest Policy:

Conflict of interest arises whenever the personal, professional or business interests of an employee are potentially at odds with the best interests of VKAPS IT Solutions Pvt. Ltd.

All employees are required to act in good faith towards VKAPS IT Solutions Pvt. Ltd. Employees need to be aware of the potential for a conflict of interest to arise and should always act in the best interests of VKAPS IT Solutions Pvt. Ltd.

As individuals, employees may have private interests that from time to time conflict, or appear to conflict, with their employment with VKAPS IT Solutions Pvt. Ltd

Employees should aim to avoid being put in a situation where there may be a conflict between the interests of VKAPS IT Solutions Pvt. Ltd. and their own personal or professional interests, or those of relatives or friends. Where such a conflict occurs (or is perceived to occur), the interests of VKAPS IT Solutions Pvt. Ltd. will be balanced against the interests of the staff member and, unless exceptional circumstances exist, resolved in favor of VKAPS IT Solutions Pvt. Ltd.

It is impossible to define all potential areas of conflict of interest. If an employee is in doubt if a conflict exists, they should raise the matter with their manager.

Procedure:

Employees must:

Declare any potential, actual or perceived conflicts of interest that exist on becoming employed by VKAPS IT Solutions Pvt. Ltd. to management.

Declare any potential, actual or perceived conflicts of interest that arise or are likely to arise during employment by VKAPS IT Solutions Pvt. Ltd. to management.

Avoid being placed in a situation where there is potential, actual or perceived conflict of interest if at all possible

If an employee declares such an interest, VKAPS IT Solutions Pvt. Ltd. will review the potential areas of conflict with the employee and mutually agree on practical arrangements to resolve the situation.

Employees must disclose any other employment that might cause a conflict of interest with VKAPS IT Solutions Pvt. Ltd. to their manager. Where there are external involvements that do not represent a conflict of interest, these must not affect performance or attendance whilst working at VKAPS IT Solutions Pvt. Ltd.

If such involvement does affect performance or attendance it will be considered a conflict of interest.

Employees must not set up or engage in private business or undertake other employment in direct or indirect competition with VKAPS IT Solutions Pvt. Ltd. using knowledge and/or materials gained during the course of employment with VKAPS IT Solutions Pvt. Ltd.

Engaging in other business interests during work hours will result in strong performance improvement action.

Failure to declare a potential, actual or perceived conflict of interest or to take remedial action agreed with VKAPS IT Solutions Pvt. Ltd. in a timely manner, may result in performance improvement proceedings including dismissal.

Intellectual Property & Security:

All intellectual property developed by employees during their employment with VKAPS IT Solutions Pvt. Ltd., including discoveries or inventions made in the performance of their duties related in any way to the business of VKAPS IT Solutions Pvt. Ltd., will remain the property of VKAPS IT Solutions Pvt. Ltd.

Employees may be given access to confidential information, data, business property, keys to premises or any other business related property/information in the performance of their duties. This must be protected and used only in the interests of VKAPS IT Solutions Pvt. Ltd.

Employees must not:

Disclose or use any part of any confidential information outside of the performance of their duties and in the interests of VKAPS IT Solutions Pvt. Ltd. or authorize or be involved in the improper use or disclosure of confidential information.

During or after their employment without the Employer's written consent, other than as required by law.

Confidential information' includes any information in any form relating to VKAPS IT Solutions Pvt. Ltd. and related bodies, clients or business, which is not in the public domain.

Employees must act in good faith towards VKAPS IT Solutions Pvt. Ltd. and must prevent (or if impractical, report) the unauthorized disclosure of any confidential information. Failure to comply with this policy may result in performance improvement proceedings including dismissal, and VKAPS IT Solutions Pvt. Ltd. may also pursue monetary damages or other remedies.

SEPARATION:

Either VKAPS IT Solutions Pvt. Ltd. or the employee may initiate separation based on their offer letter terms and conditions. VKAPS IT Solutions Pvt. Ltd. encourages employees to provide at least 1 month written notice prior to intended separation.

After receiving such notice, an exit interview will be scheduled by the HR or his or her designee. Employee cannot approach client of company even after separation. If found necessary legal action will

be taken against employees, and Ex employees found suspicious and encouraging of doing such activities.

Circumstances under which separation may occur include:

Resignation: Employees are required to give at least one month of written notice. Since a longer period is desired, the intention to resign should be made known as far in advance as possible only after the employment agreement duration is completed.

Termination or Layoff: Under certain circumstances, the termination or lay-off of an employee may be necessary.

Termination Policy:

If the employee is terminated for reasons which are considered misconduct the termination shall generally be immediate.

If the employee is terminated for reasons which are not considered misconduct the termination shall generally occur after at least one discussion and warning with the employee.

The management has authority to discharge an employee from the employ of VKAPS IT Solutions Pvt. Ltd. As stated above, all employment at VKAPS IT Solutions Pvt. Ltd. is “at-will.”

That means that employees may be terminated from employment with VKAPS IT Solutions Pvt. Ltd. with or without cause, and employees are free to leave the employment of VKAPS IT Solutions Pvt. Ltd. with or without cause. Reasons for discharge may include, but are not limited to:

Falsifying or withholding information on your employment application that did or would have affected VKAPS IT Solutions Pvt. Ltd. decision to hire you (this conduct will result in your immediate termination)

Falsifying or withholding information in other personnel records including personnel questionnaires, performance evaluations or any other records.

Performance at work below a level acceptable to VKAPS IT Solutions Pvt. Ltd. or the failure to perform assigned duties.

Failure to complete required time records or falsification of such time records.

Refusing to work reasonable overtime and on weekends when necessary actions arises.

Negligence in the performance of duties likely to cause or actually causing personal injury or property damage.

Fighting, arguing or attempting to injure another.

Termination or Resignation Layoff:

Immediate Fire: In this case no salary and certificates will be provided to employee after 45 days.

Agreed period served: In this case of termination time period of 30 days will be served to employee to leave office. Salary and Certificates will be provided after 45 days of leaving office/ or at the time of Leaving.

Resign Without Notice: In such case if employee provides immediate resignation latter without notice period then certificates of experience will not be provided.

or with a remark mentioned will be issued to employee after 45 days of leaving the office on case basis.

No salary will be provided. If an employee behavior is found to be vindictive during or after employee leave the company, company reserves the right to take any action deemed necessary.

We highly encourage amicable separation with proper knowledge transfer, return of company assets before leaving the company.

Resign With Notice: In this case employee must have to serve time period of one month after resignation. Salary and Certificates will be issued after 45 days.

Notice Period Policy: Once the Resignation is accepted by the HR department, employee need to serve Pre specified notice period of one month or as approved by the HR department.

With the immediate relieving no experience / relieving certificates /salary slips and last month salary will be provided to the employee.

During Notice Period No paid leaves will be allowed.

If one has taken all the balance leaves and left in middle of the year so the balance leaves will be deducted from the F&F pay.

Salary of the Notice will be given only after 45 days as a full and final settlement if relieved with process.

Security cheque and other documents will be given at the time of full and final settlement after 45 days from the last working day.

Notice Period is not possible with the work from home option.

Employee presence is required for minimum 10 days in the current month for Salary transfer, if he/she is on leaves so after resuming WFO, Salary will be given till than it will be on Hold.

All of the aforesaid will be subject to the complete knowledge transfer process.

Drug/Alcohol Abuse: Strictly Prohibited at VKAPS IT Solutions Pvt. Ltd.

Being under the influence or the unauthorized use of drug/alcohol.

Reporting to work under the influence of drug/alcohol.

Termination of Employment, Verbal and Written Warnings.

Destroying or willfully damaging the personal property of another, including VKAPS IT Solutions Pvt. Ltd. property.

Breach of confidentiality.

Using or appearing to use for personal gain any information obtained on the job, which is not readily available to the general public or disclosing such Information that damages the interests of VKAPS IT Solutions Pvt. Ltd. or its customers or vendors.

Placing oneself in a position in which personal interests and those of VKAPS IT Solutions Pvt. Ltd. are or appear to be in conflict or might interfere with the ability of the employee to perform the job as well as possible.

Return of Company Assets:

Employees are responsible for VKAPS IT Solutions Pvt. Ltd. equipment, property and work products that may be issued to them and/or are in their possession or control, including but not limited to:

Telephone cards,

Credit cards,

Identification badges,

Office/building keys,

Office/building security passes,

Computers, computerized diskettes, electronic/voice mail codes, and

Intellectual property(e.g. Written materials, work products).

Punch Card, PAN Drives any other Company Assets.

Review Grievance:

Employees may request a review of a personnel action or an unsatisfactory performance review. Employees are expected first to report their concern through mail. The decision of the HR is final.

Personal Records:

Personal records are the property of VKAPS IT Solutions Pvt. Ltd, and access to the information they contain is restricted and confidential.

A personal file shall be kept for each employee and should include the employee's job application, copy of the letter of employment and position description, performance reviews, disciplinary records, records of salary increases and any other relevant personal information.

It is the responsibility of each employee to promptly notify his/or her reporting person in writing of any changes in personal data, including personal mailing addresses, telephone numbers, names of dependents, and individuals to be contacted in the even to an emergency.

It's responsibility of each employee to inform HR regarding any changes and updating of documents at proper time in order to maintain your records. Tampering, altering, or falsifying time records or recording time on another employee's time record may result in disciplinary action, including separation from employment with VKAPS IT Solutions Pvt. Ltd.

IT, Internet, Email & Social Media Policies:

In the event of separation from employment, or immediately upon request by the CEO or his or her designee, Employees must return all VKAPS IT Solutions Pvt. Ltd. property that is in their possession or control.

Where permitted by applicable law(s), VKAPS IT Solutions Pvt. Ltd. may withhold from the employees final paycheck the cost of any property, including intellectual property, which is not returned when required.

VKAPS IT Solutions Pvt. Ltd. also may take any action deemed appropriate to recover or protect its property.

Internet Use:

The internet is provided by VKAPS IT Solutions Pvt. Ltd. for business use. Limited private use is permitted during lunch time if the private use does not interfere with a person's work and that inappropriate sites are not accessed e.g. Pornographic, gambling.

Management has the right to access the system to check if private use is excessive or inappropriate.

The policy on cell phone usage should be:

- Phone must be kept on silent or vibrate.
- Not permitted to text or play games while on the floor.
- Not permitted to use cell phone on floor.

You may use your phone on your break or lunch break and only in the cafeteria, break room or outside the building. You are not permitted to go to the bathroom as an excuse to use your phone.

While this is inconvenient for some, it seems to be the best way. We had a HUGE problem with people texting while at their desk or playing games in between phone calls and taking 15 bathroom breaks in an 8 hour shift. Our company also has allowance for making personal calls from your desk during working hours as long as it doesn't become excessive and the work at hand is not jeopardized.

We also have a progressive action policy if it is violated.

A memo is distributed to all employees

A verbal warning is issued

A written warning is issued

A suspension is issued for 3rd offense

4 times will end in termination

That may be a little harsh in some eyes, and while the company understands of employees who utilize their phone as a way to communicate with children and the like, I think that the company allowing you to use the company phone is more than adequate. For instance, if your child calls your cell when he/she gets home from school to let you know they are home, you can check to see who the message is from, then call on the company phone to make sure homework gets done, etc. There is no need to use the cell during working hours in our company's type of environment.

Other Employment and Personal Activity:

Individuals employed by VKAPS IT Solutions Pvt. Ltd. cannot hold outside jobs. If VKAPS IT Solutions Pvt. Ltd. determines that an employee is conducting outside work the employee may be asked to terminate the outside employment if he or she wishes to remain employed with VKAPS IT Solutions Pvt. Ltd.

Outside employment that constitutes a conflict of interest is strictly prohibited. Employees may not receive any income or material gain from individuals or organizations for materials produced or services rendered while performing their jobs with VKAPS IT Solutions Pvt. Ltd. Any activity of personal nature and not in interest of company is strictly prohibited. If found disciplinary action will be taken.

Computer and Information Security:

this section sets forth some important rules relating to the use of VKAPS IT Solutions Pvt. Ltd.'s computer and communications systems. These systems include individual pcs provided to employees, centralized computer equipment, all associated software, and VKAPS IT Solutions Pvt. Ltd.'s telephone, voice mail and electronic mail systems.

VKAPS IT Solutions Pvt. Ltd. has provided these systems to support its mission. Although limited personal use of VKAPS IT Solutions Pvt. Ltd.'s systems is allowed, subject to the restrictions outlined below, no use of these systems should ever conflict with the primary purpose for which they have been provided, VKAPS IT Solutions Pvt. Ltd.'s ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed.

All data in VKAPS IT Solutions Pvt. Ltd.'s computer and communication systems (including documents, other electronic files, e-mail and recorded voicemail messages) are the property of VKAPS IT Solutions Pvt. Ltd.

VKAPS IT Solutions Pvt. Ltd. may inspect and monitor such data at any time. No individual should have any expectation of privacy for messages or other data recorded in VKAPS IT Solutions Pvt. Ltd.'s systems.

This includes documents or messages marked "private," which may be accessible to most users but remain available to VKAPS IT Solutions Pvt. Ltd. Likewise, the deletion of a document or message may not prevent access to the item completely eliminate the item from the system.

VKAPS IT Solutions Pvt. Ltd. systems must not be used to create or transmit material that is derogatory, defamatory, obscene or offensive, such as slurs, epithets or anything that might be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or religious or political beliefs. Similarly, VKAPS IT Solutions Pvt. Ltd.'s systems must not be used to solicit or proselytize there for commercial purposes, causes, outside organizations, chain messages or other non-job-related purposes.

Security procedures in the form of unique user sign-on identification and passwords have been provided to control access to VKAPS IT Solutions Pvt. Ltd. host computer system, networks and voice mail system. In addition, security facilities have been provided to restrict access to certain documents and files for the purpose of safeguarding information. The following activities, which present security risks, should be avoided.

Attempts should not be made to bypass, or render ineffective, security facilities provided by the company.

Passwords should not be shared between users. If written down, password should be kept in locked drawers or other places not easily accessible.

Document libraries of other users should not be browsed unless there is a legitimate business reason to do so.

Individual users should never make changes or modifications to the Hardware configuration of computer equipment, requests for such changes should be directed to computer support or the CEO.

Additions to or modifications of the standard software configuration provided.

On VKAPS IT Solutions Pvt. Ltd. PCs should never be tempted by individual users (e.g., autoexec.bat and configuration System files). Requests for such changes should be directed to computer support or the CEO.

Individual users should never load personal software (including outside email services) to company computers. This practice risks the introduction of a computer virus into the system. Requests for loading such software should be directed to computer support or the CEO.

Programs should never be downloaded from bulletin board systems or copied from other computers outside the company onto company computers. Downloading or copying such programs also risks the introduction of a computer virus. If there is a need for such programs, a request for assistance should be directed to computer support or management. Downloading or copying documents from outside the company may be performed not to present a security risk.

Users should not attempt to boot pcs from cds/Pen Drives. This practice also risks the introduction of a computer virus.

VKAPS IT Solutions Pvt. Ltd.'s computer facilities should not be used to attempt unauthorized access to or use of other organizations' computer systems and data.

Computer games should not be loaded on VKAPS IT Solutions Pvt. Ltd. pcs.

Unlicensed software's should not be loaded or executed on VKAPS IT Solutions Pvt. Ltd. pcs.

Company software (whether developed internally or licensed) should not be copied onto cds/Pen Drives or other media other than for the purpose of backing up your hard drive. Software documentation for programs Developed and/or licensed by the company should not be removed from the company's offices.

Individual users should not change the location or installation of computer equipment in offices and work areas. Requests for such changes should be directed to computer support or management.

There are a number of practices that individual users should adopt that will foster a higher level of security. Among them are the following:

Turn off your personal computer when you are leaving your work area or office for an extended period of time.

Exercise judgment in assigning an appropriate level of security to documents stored on the company's networks, based on a realistic appraisal of the need for confidentiality or privacy.&