

1. Introduction

- **Welcome Message:** Welcome to Toyama Controls! As an employee here, you are part of an innovative team committed to advancing home automation and guest room technology. We are excited to have you on board and look forward to seeing the unique contributions you will bring to our company.
- **Company History:** Toyama Controls is a proud branch off of Toyama Electric, an industry leader known for manufacturing high-quality modular switches. We are proud of our roots and continue to uphold the same standards of reliability and performance set by our parent company. Toyama Controls branched out in 2004, with the vision of taking the convenience of traditional switches to the next level. We emerged as one of the pioneers in smart switch technology in India, transforming the way users interact with their surroundings.
- **Our Products:** Our journey started with smart switches that stored 'scenes' to change the mood in a room, and evolved into a range of touch switches with the capability to connect to a larger system for centralized control. Today, we have a wide range of devices that come in various configurations, designed to suit different metal box sizes in the Indian market. These devices control a variety of functions from lights to curtains. Our products, like the T18 series, showcase our commitment to providing user-friendly, customizable controls.
- **Company's Verticals:** Our portfolio has expanded to cater to three major verticals: Builders, Hotels, and Distributors.
 - For our **Builder partners**, we have designed cost-effective, scalable, smart home solutions controlled via our app, WizHom.
 - For the **Hospitality sector**, we offer our panels with customized panel designs that enhance guest experience in hotels.
 - Our **Distributor partners** in focus states across India help us to broaden our reach and ensure that our innovative solutions are accessible to as many users as possible.
- **Our Vision:** Our mission is to simplify lives through intelligent and intuitive IoT and automation solutions. We are always at the forefront of innovation, shaping the future of how people interact with their homes and surroundings.
- **Our Mission :** Toyama Controls is on a mission to bridge the gap between technology and everyday life. We engineer home automation solutions that not only simplify lives but also promote energy efficiency and sustainability. As we continue to innovate, we strive to inspire trust in our customers, partners, and employees by prioritizing quality, transparency, and exceptional service.
- **Company Values:** At Toyama Controls, we value innovation, commitment, collaboration, and excellence. We believe in working together as a team to continuously evolve our products and to create value for our customers.

- **Why This Handbook:** This Employee Handbook is designed to introduce you to our company and provide a broad understanding of our policies and procedures. It will act as a guide during your journey with Toyama Controls and provide answers to many of the questions you may have.

Remember, this handbook serves as a guide and does not constitute a contract or guarantee of employment. It is a dynamic document and we reserve the right to modify, rescind, delete, or add to the provisions of this handbook as deemed necessary by the company. Employees will be notified of any major changes as they occur.