



INTELLIATECH EMPLOYEE HANDBOOK [2023]

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1. Welcome Note

We welcome you to IntelliaTech and wish you great success here. Our Handbook is designed keeping in mind that each Employee contributes directly to the growth and success of the IntelliaTech and we hope that they take pride in being a member of IntelliaTech.

2. About IntelliaTech

We are a leading information technology IntelliaTech providing end-to-end solutions for diversified clients from varied industries.

Founded in 2015, IntelliaTech is a full-service software development IntelliaTech serving clients around the world. We build software because we love it. Being passionate about what we do means that our team of experienced IT professionals is committed to delivering robust, reliable and intuitive software solutions to our customers. The synergy of what IntelliaTech Solutions does come from a blend of passion for success and the skill to help accelerate your organization.

We believe that strong business relationships are built on trust and reliability. We understand that your growth is key to our success, and therefore our mission is to build the most optimal solution for your business.

3. Objective of Policy

This handbook is developed to describe some of the expectations from our Employees and to outline the policies, programs and benefits that are available. This policy sets out how IntelliaTech will work and to promote staff efficiency and integrity, to avoid disruption of care, and to ensure patient privacy and confidentiality. We hope that your experience here would be challenging, enjoyable and rewarding. The information contained in this Handbook is for your general reference. Policies and practices shall keep on updating.

4. Purpose of Policy

Set out a framework for the IntelliaTech to build effective and appropriate working relationships with the Employees.

Inform and advise staff of their main responsibilities when entering into cooperative working. Specifically, it aims to assist IntelliaTech employers and staff in maintaining appropriate ethical standards in the conduct of IntelliaTech business.

Highlight that IntelliaTech staff are accountable for achieving the best possible IT IntelliaTech within the resources available. Member practices of IntelliaTech should adhere to the principles of this policy in any interactions they have with the IT Industry.



5. Vision

Our vision is to be a true Partner to your growth and establish ourselves as a major IT service provider in the competitive global marketplace.

6. Values and Belief

- A. **Our aim is to help our clients succeed by providing simple intuitive software solutions**
- B. **We would be a true partner in your growth.**
- C. We are committed to adhering to the law of the country.
- D. We never discriminate based on caste, community, creed, religion or gender.

7. Core Members Of IntelliaTech / Leadership Team

Mr Praveen Raghuwanshi (CEO)

Mrs Krapali Gangrade (Director)

Mr Sumit Gangrade (Co- Founder)

8. Appointment Policy

Terms and conditions of employment depend upon the nature of the appointment and are mentioned in the appointment related documents. Appointment documents are issued to new Employees as either temporary, trainee, probationary or permanent, or contractual or experienced or fresher depending on various factors like experience, qualifications, skill sets, requirements, and nature of the job, etc.

9. Joining process

After the selection is done, IntelliaTech will send you a confirmation mail containing the list of documents, the candidate will have to complete the documentation process first and give Date of joining to us. After that IntelliaTech will generate the offer letter to the candidate in which CTC will not be mentioned. Candidate will get the offer letter with CTC mention on the day of their joining only.



10. Place/Transfer Policy

Your present place of work will be at Indore (India), but during the course of the service, you shall be liable to be posted / transferred anywhere to serve any of IntelliaTech's projects or any other establishment in India or outside, at the sole discretion of the management.

11. Leave Policy

The following section takes you through the Holiday & Leave policies of Intelliatech.

We take the concept of work–life balance very seriously and are attempting to build a culture based on mutual trust and empowerment. We believe that IntelliaTech team members are all responsible enough to be able to strike a balance between their commitment to their colleagues and to work, as well as to themselves and their families.

We want to ensure that every IntelliaTech team member is an enthusiastic contributor every single day in the office and taking regular leaves is important, to just relax, unwind and rejuvenate.

We know that you are conscientious and are responsible, so we urge you to have an open dialogue with your team about your vacation plans, to ensure that appropriate team planning can be done.

[The Leave eligibility shall be computed and operated on a Calendar/Financial Year basis ie. from January to December.](#)

The holiday calendar for the respective year would be circulated to everyone at the beginning of the year.

Leave Benefit

The following benefit programs are available to Employees:

Leave Type	No of Leave
Casual/Privilege Leaves	12
Sick Leaves	06



Sick Leaves

If you're sick, then we want you to rest and get better. We have no restriction on sick leaves. You would need to communicate with your team to inform them of your need for a sick leave. An email to hr@intelliatech.com message in your team's channel would suffice. The HR team must be looped in. In case there are more than 2 consecutive work-days of sick leave availed, we may ask you to submit a medical certificate / prescription from your doctor, to the HR team.

A reasonable amount of leave will be provided to employees at a time. An employee can take a maximum of 3 days paid leaves in a month. More than 3 leaves in a month will be marked as absent. In certain cases PL/SL can be considered (Subject to the management consideration).

. Employee will get one paid leave each month and if he won't take leave in any month then that PL will be carried forward to next month.

- A. No leaves are allowed in the probation period of 90 Days.
- B. Half days: 1 half days in a month shall be considerable (After 4.5 hours of constant work, without taking any break) and half day shall be intimated in the morning or before.
- C. Exceed of 1 half days, salary will be deducted.
- D. Intimation to HR: Leave without approval or without applying leave shall not be approved (Drop a mail at hr@intelliatech.com for applying leave) also consent shall be taken before applying for leave from client/TL/Immediate manager.
- E. At the time of resignation, if you have 60 or more than 60 leaves left in your account, then you will be paid for 60 days calculated according to your basic salary rest of the leave will lapse.
- F. On resignation if you have less than 60 leaves left then it will be lapsed immediately at the time of resignation and then **you will not be entitled for any paid leave in your notice period** now it will be considered as absent on taking leaves or your notice period days will be extended as per taken leaves.
- G. Leave without notice/Non-filing leave request form is considered as Resignation without Notice. We will deduct 1 working day for each such instance of leave.
- H. A maximum of 4 unutilized leave days can be carried forward at the end of the year. But we recommend you use your leave days every year to ensure a healthy work life balance. We do not permit an encashment of unutilized leave days. Sick leaves cannot be carry forwarded

**Holidays-**

S. No	Holidays
1	New Years Day
2	Republic Day
3	Holi
4	Rangpanchami
5	Independence Day
6	Rakshabandhan
7	Gandhi Jayanti
8	Dussehra
9	Diwali Holidays
10	Christmas

12. Attendance Policy

At IntelliaTech, we believe each of us is responsible for taking ownership of and the completion of their work. We work hard and support our colleagues and our teams.

All our branches would observe core working hours between 10:00 AM TO 7:00 PM (It can be extended depending on work urgency and emergency) with Weekly Off on Saturday & Sunday however you may have to work on Saturday's if needed.

Tea and Lunch break periods:

Lunch Break - 1:30 PM to 2.15 PM

Tea Break - 5.00 PM to 5:20 PM



Note that these are standard break timings but whoever has engaged with some work then they can take a break according to their convenience.

All Employees are required to bear in mind the above timings and discipline themselves to attend office on time. Working hours (In time i.e. excluding your lunch and tea breaks) should be a minimum 8 hours. If not found it will be considered as a halfday and deductions will be made.

Only 1 paid halfday is considerable in a month (i.e. minimum 4.5 hours shall be completed) more than 1 half day is deductible from your salary. Attendance regularization is the Employee's responsibility. We are a growing startup and we need everyone to step up and take ownership of larger and larger pieces and to push themselves and their colleagues to achieve more. We trust you to ensure that you put in the effort and time needed to help propel IntelliaTech forward.

13. Project Policy

Whenever a new project is assigned to an Employee then the Employee cannot resign before six months when they join the new project. If it happens then you have to return 6 months' salary to the INTELLIATECH.

Also if the Employee has a plan of resignation, then the Employee should intimate management prior appearing in any interview to our client or before onboarding process. [Appearing in any interview with client, this policy will come into effect from that day]. But the 6 months will count from the onboard date.

14. Out of state candidates Policy

- A. Joining formalities shall be done in Indore, MP (Headquarter) only.
- B. Police Verification (Residence area police station) is mandatory at the Police Station of your residential area.
- C. Whenever IntelliaTech asks you to join the Headquarter or any of the branch in India, Employee has to relocate to that place.
- D. Assets policy: Employee has to take IntelliaTech assets including laptop, mouse, adaptor, headphone, ID card, Data etc. In case of damage or theft, Employee shall be liable for a strict penalty. If required in future, traveling reimbursement will be provided to the Employee



15. Relocation Policy (Movement, Base Location and Long term Relocation)

All Employees who are required to relocate (move from one city/location to another) because they are being transferred or are joining IntelliaTech, will be eligible for Relocation Benefits. Relocation Benefits refer to reimbursement of expenses, incurred by the Employee and duly recognized by the [Finance and Admin teams](#) at IntelliaTech. It shall be provided as the additional allowance which totally depends on cities/locations

In addition, if an Employee resigns from his/her employment, or is terminated for cause, including for poor performance, within 12 months of having been transferred, the Employee will be required to reimburse IntelliaTech for relocation expenses paid for by the IntelliaTech under this policy.

A. Objective of Relocation Policy

IntelliaTech provides IT Services to our clients, To provide our services, the IntelliaTech has to send some of our resources to onsite(relocation only) and post them at various places throughout the India and maybe out of India. In order to the client requirements the assigned employee has to relocation at client's place, IntelliaTech has to expose its employees to the relocation policies. It is the intent of the IntelliaTech, through the Employee Relocation Policy explain the norms of relocations. The intent is also to minimize the potential detrimental effect on the employee, their family and on departmental operations. and to ensure that these are done in an objective and transparent manner, certain guidelines are hereby laid down.

IntelliaTech Solutions Pvt Ltd may provide monetary assistance and reimbursement for certain expenses associated with the relocation of employees and their families, as part of the Corporation's commitment to attracting and retaining the most qualified candidates It is the intent of the Corporation, through the Employee Relocation Policy, to relocate an employee in the most efficient fashion, at the most reasonable cost to the Corporation and the employee. The intent is also to minimize the potential detrimental effect on the employee, their family and on departmental operations.

B. General Guidance

a. Applicability

These relocation policy guidelines are applicable to all the Employees of IntelliaTech and you may have to travel anywhere within India, Within Indore and out of India according to the client requirement and need.



b. Tenure

The normal tenure of relocation will be dependent on the client requirements. It will be a minimum 06 months to Permanent (Depends). All employees on client demand will be required to go on relocation to the new place whenever required.

Mutual relocation generally may be on an immediate basis then you have to relocate within the asked time period.

c. Relocation Agreement

Whenever a new onsite project/client is assigned to an employee then the employee cannot resign before onsite tenure will be over or minimum 1 year (depends). When they join onsite (relocation only) new projects. Resignation/Relieving will not be acceptable.

d. Resignation

An employee who resigns within Six (6) months will be required to pay compensation of INR-2,00,000/- to IntelliaTech Solution Pvt Ltd.

e. Allowances

The total allowances are depending on locations or it may vary. These fixed allowances include your traveling, food and accommodation and these allowances will be provided under only condition: Relocation

After the Relocation tenure ends your Relocation allowances will be withdrawn immediately that means it will not be applicable on completion of your relocation tenure.

C. Non-Compete and Non-Solicitation (This will be implemented for all the employees whether working onsite, Remote or office)

a. Employee shall not directly or indirectly or consequently solicit or induce any business from client or vendor or service provider or resellers or associates or any person connected therewith to IntelliaTech.

b. Employee shall not be connected directly or indirectly as an officer, director, employee, partner, principal, agent, representative, or consultant of any entity engaged in the Competing business.



- c. Employee shall be restricted from developing, marketing, licensing, providing, or selling business that is similar or identical in function, idea, project, design, or otherwise of the Product of IntelliaTech of which the Employee is a part.
- d. Further, the employee will not take up any other employment or assignment or freelancing or any office, honorary or for any consideration, in cash or in-kind or otherwise, temporary or consultative in nature, failure to which will consider as a violation of the terms of employment mentioned herewith, leading to termination of employment services, without notice or salary and bonus in lieu thereof.
- e. On violation of this clause strict/legal action shall be taken against the employee and employee shall return their 6 months' salary to the Intelliatech.
- f. Employee cannot be a part of our Client /third party or did not make any employment relationship while working on-site (at client location) and afterwards.
- g. Employees can't be a part of a client IntelliaTech or any third party and do not accept any offer from them while working on-site (at client location) and afterwards.
- h. After your resignation or relieving you cannot join any of our client or third party till 2 years.
- i. Employees shall not share their Salary with the client/third party or anyone with his project team. It should be strictly confidential, failing to follow legal action can be taken against the employee.

16. Work In Comfort Policy For Females Policy

In pain, but at the workplace? Not anymore.
Now, you can work in its comfort zone.



‘Work In Comfort Policy’ at IntelliaTech for our female Employees which will allow them to take a ‘1 Day Work From Home’ on the day they need it the most.

Nature has created every living/ non living creature with some specialty. But women are exceptionally special beings. They are the ones always loaded with responsibilities. Either married or not, a student, housewife or a working professional.

They need to be pampered and cared for a while especially when they require it the most. Those creepy cramps, extreme mood swings, lost focus, inability to sit for long hours and many more from that trouble list. While all these are already in action, the added stress of work and long sitting at the workplace make things more tough to go through.

Thus, keeping all the aspects in mind which could affect the wellness of our female team members, we have decided a 1 Day Work from Home policy during the menstruation period.

17. Work Anniversary Perks and Benefits Policy

On your 1st and 2nd Work Anniversary you will be eligible for some exciting gifts.

On 3rd Anniversary: Couple Dinner coupon (in a 3- or 5-star hotel) along with some exciting gifts

On 4th Anniversary: Handsome bonus amount along with some exciting gifts.

On 5th Anniversary: Domestic trip along with some exciting gifts.

18. Incentives Policy

Bonus, Increment falls under Incentives. Incentives will be based on IntelliaTech performance and individual performance.

A. Loyalty bonus (If committed to Employee)

The Loyalty bonus will only be applicable upon completion of the committed time period (excluding the notice period). It will not be granted if you leave IntelliaTech before the agreed-upon duration. To provide an illustration, if IntelliaTech has determined to award a year-ending bonus, you must fulfill your commitment to work with IntelliaTech for the entire 12 months. The bonus will be disbursed in the 13th month. However, if you resign during the 12 months, you will not be eligible to receive any form of bonus. Please note that the Loyalty bonus is contingent upon fulfilling the agreed-upon time period, and premature departure from IntelliaTech will result in forfeiture of the bonus.



B. Employees will broadly be assessed every quarter on the following criteria-

Receipts

Attendance Report

Number and Value of Proposals sent

Value of Work Order Closed

Documents generated

Growth matrix

Clients added

C. Individual performance will be categorized as below:

Category	Narration	Outcome
Deficient Performance	Deficient Performers will be given a notice of 1 month to step up.	No increment or Bonus will be applicable in this category
Satisfactory Performance	Satisfactory Performance in 2 consecutive quarterly appraisals will be given notice of 1 month to step up. Improvement Road map will be discussed at the end of 1st quarter.	No increment or Bonus will be applicable in this category
Superior Performance	Consistent Superior Performance in all 4 quarterly appraisals will be entitled for increment	Your increment cycle or Bonus maybe applicable
Outstanding Performance	Outstanding Performers (not more than 1 Employee in a quarter)	Your increment cycle or Bonus may add



19. Probation/Confirmation Policy

You will be on a probation period for **3 (three) months**. Based on your performance, your services will be confirmed. During the probation period your services can be terminated with **7 (seven) days notice** on either side and without any reasons whatsoever.

If your performances are found satisfactory during the probation period, Employee will be confirmed in the present position and thereafter your services can be terminated on **prior written notice of 30 days on either side**.

Absence for a continuous period of 3 days without prior approval of your manager, (including overstay on leave/training) would result in immediate termination without any notice or intimation.

20. Training Policy

You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at IntelliaTech's expense. Kindly note that refusal to participate in a training program without any extraneous circumstances would lead to automatic termination of your employment.

21. Performance Evaluations and Compensation Policy

Performance evaluations are conducted at the end of an Employee's probationary period (or freshers), to discuss job responsibilities, standards, and performance requirements.

Additional formal performance reviews are conducted to provide both the IntelliaTech and Employees the opportunity to discuss job tasks, identify and correct performance deficiencies, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. The performance of all Employees is generally evaluated according to an ongoing 12-month cycle.

22. General Increment Policy

January Cycle - Those Employees will come in this cycle whose joining is in January or before 2 months & after 3 months of January. [Nov, Dec, Jan, Feb, March, April]

July Cycle - Those Employees will come in this cycle whose joining is in July or before 2 months & after 3 months of July. [May, June, July, Aug, Sept, Oct]



It is strictly forbidden to discuss increments with other Employees to avoid conflict between IntelliaTech and other Employees, if shared then strict action shall be taken against him/her.

23. Notice Period, Relieving, Resignation Policy

If Employee decides to resign, we hope that Employee comes to speak to the management before doing so just to see if there is anything we can do to help and then initiate the resignation procedure. If you still decide to resign, Employees are requested to provide a minimum of 90 days written notice of their intent to resign.

Notice Period is deemed served from the date of formal communication from Employee to IntelliaTech by email and vice versa.

Immediate notice/resignation will not be accepted, you have to serve notice period during in probation period too. IntelliaTech will decide your relieving in your probation period.

If an Employee shared the information about the resignation with the colleagues before disclosing it to the management, then the relieving formalities will be delayed.

Employees are expected to work as per normal hours and times during notice period. It is also the responsibility of the resigning Employee to train their replacement on their works, there should be proper KT (Knowledge transfer) to the Replacing Employee and the Team. A formal handover of all projects should be undertaken so that there is no disruption in workflow.

After resignation the Employee should return all IntelliaTech assets and property to the IntelliaTech and close all expense accounts associated with his/her employment. Employees are entitled to relieving letters, no dues certificates, experience certificates etc only after completing all the legal formalities along with the formalities mentioned above. HR would also like to conduct an exit interview to create lasting contact and networks.



Resignation Policy During Work from Home/Remote Work

Notice period will be served from office only; Resignation shall not be acceptable during WFH period otherwise notice period days will be extended.

Assets: All IntelliaTech property – including desks, storage areas, work areas, lockers, file cabinets, credenzas, computer systems, laptops, office telephones, cellular telephones, modems, facsimile machines, duplicating machines, copying machines and vehicles – must be used properly and maintained in good working order. Employees who lose, steal, or misuse IntelliaTech property may be personally liable for replacing or repairing the item along with other penalties imposed by IntelliaTech.

Full and Final Settlement

Upon resignation, your salary for the current month will be on hold and will be disbursed to you as part of your Full and Final settlement. This hold salary will be paid to you within 45 days after your departure from IntelliaTech, following the completion of your notice period.

Full and final settlement will happen only after depositing all the assets of the IntelliaTech.

Relieving and experience certificates will be released post Employee completes **12** months of employment.

Legal action will be taken against Employees who leave the organization without following the proper procedure. Upon submitting your resignation, your one month's salary will be held for security purposes. It will be credited to you as part of your Full and Final (FNF) settlement.

Once an Employee has submitted a notice of resignation, the Employee may not utilize any paid leave. Please note that to be considered for rehire, Employee must leave IntelliaTech in good standing.



24. Retirement Policy

You shall automatically retire from the services of the IntelliaTech on attaining the age of 60 years on the basis of the age proof submitted by you, subject to your being medically and mentally fit. IntelliaTech accepts the date of birth as it appears in your passport, aadhar card or 10th class certificate as the official date of birth. IntelliaTech will not accept any changes of date of birth from the above document.

25. Intellectual Property Policy

All Intellectual Property including but not limited to, copyrights, moral rights and related rights, all patents, inventions, designs, trademarks, trade and business names and all associated goodwill, rights in databases, topography rights, domain names, rights in information including trade secrets, copyright in computer programs, software programs, rights arising in the course of or as a consequence of work done by you during the tenure of your service with the IntelliaTech shall belong exclusively to the IntelliaTech.

Employee hereby waive all rights and claims on such Intellectual Property and further agree to undertake all necessary actions including execution of relevant documents so as to give effect to the clause hereof.

Also, you recognize that, between the IntelliaTech and you, all of the Proprietary Materials, whether or not developed by you and whether or not expressly marked as proprietary (or with similar words), are the exclusive property of the Intelliatech.

Employees shall not remove from IntelliaTech's premises or transmit by any means, electronic or otherwise, any Proprietary Materials.

Use of IntelliaTech Letterheads, logos and trademarks are only permitted for official uses after taking due written permission via internal processes.



26. Code Policy

Do not store, save or copy the code anywhere in your system. This is strictly instructed to all that once you are done with your project/task you have to delete the code from your system. But ask your TL/BDM/Director before deleting the code/project from your system.

Do not share with anyone and do not store, save or copy the code anywhere in your system. After deleting the code from repository github or your system you have to send a mail to Directors and BDM by acknowledging that you have deleted the code and haven't stored and shared with anyone. IT'S MANDATORY FOR ALL.

Failure to obey the same will result in disciplinary action against the Employee by the IntelliaTech or the Employee has to pay a penalty/companion whatever asked by the client.

27. Asset Policy

You will be provided a suitable laptop by the IntelliaTech for your work requirements. In some instances, there may be other assets/ hardware that is issued to you. All these assets shall be covered under the same policy guidelines.

If your laptop is stolen you will be responsible for filing an FIR with the local police station and providing the IntelliaTech with a copy of the same. In case the laptop is damaged, and the device warranty does not cover this damage, [the cost of repair or replacement needs to be partly borne by you.](#)

28. Office Internet Usage Policy

For the convenience of our team, IntelliaTech has high speed internet (WiFi and LAN) across the office premises. While the office internet should be used primarily for work, we have no restrictions on using the network to surf the web, read news articles/blogs, check out social media etc.

However, we do expect everyone to behave responsibly and not abuse the privilege. For example, downloading movies illegally, torrent files etc. is strictly prohibited. Browsing inappropriate content, visiting pornographic websites, and any Not Safe For Work (NSFW) websites is also strictly prohibited.



29. Confidentiality Policy

As used herein “Confidential Information” shall mean any and all technical and non-technical information provided by the IntelliaTech, including but not limited to: data or other proprietary information relating to products, inventions, plans, methods, processes, know-how, developmental or experimental work, computer programs, databases, authorship, client lists, reports, analyses, business plans, financial information, statistical information, or any other subject matter pertaining to any business of the IntelliaTech.

Employee acknowledges that it will have access to certain of the Disclosing Party’s Confidential Information and agrees that it shall not directly or indirectly divulge, disclose or communicate any of the Confidential Information to any third party, except as may be required in the course of any formal business association or dealings with the Disclosing Party and in any event, only with the prior written approval of the Disclosing Party.

Additionally, the Employee acknowledges that it may only use the Confidential Information in connection with its business dealings with the Disclosing Party and for no other purpose without the prior written consent of the Disclosing Party. The Employee further agrees that all Confidential Information, including without limitation any documents, files, reports, notebooks, samples, lists, correspondence, software, or other written or graphic records provided by the Disclosing Party or produced using the Disclosing Party’s Confidential Information, will be held strictly confidential and returned upon request to the Disclosing Party. Confidentiality shall survive the termination of Employment Agreement.

30. Employee Referral Policy

We value Employees as part of IntelliaTech and whenever we are on lookout for other talented people, we would love to seek references from your professional and personal networks. To help Employees bring friends to be a part of the IntelliaTech family, we have put in place an amazing referral rewards program.

If you refer to a friend and he/she joins us, Employee would be eligible for a referral reward of INR 3000 to 5000/- (or any such amount that IntelliaTech may decide for a specific time period). You would be receiving this payout post 3 months after your referred person joined IntelliaTech. It is important that the referred person is working with us at the time of payout.



To ensure we have no conflict of interest, the hiring manager or anyone in the direct reporting line above the joiner, leadership and the People Services team are not eligible for this referral reward.

31. Monitoring Policy

Please note that emails sent to you and by you may be monitored from time to time for the purpose of identifying any non-compliance with the IntelliaTech policies or applicable laws. These emails along with attachments are considered as property of the IntelliaTech. If such monitoring discloses breach of any law or IntelliaTech policies, disciplinary action may follow including termination of the employment.

32. Access to Information Policy

Information is available on a need to know basis for specific groups and the network file server of IntelliaTech is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by [unit mentors or project mentors](#). You will not use for personal benefit any information, knowledge, privileges (financial information, proposals, work orders, completion, client contacts, vendor contacts, internal databases etc.) trusted to you. If in doubt, ask the management.

Security: Security is an important aspect of our communication and office infrastructure.

Communication security is maintained by controlling physical access to computer systems, disabling all working stations, floppy disk drives and IntelliaTech wide awareness about the need for protection of intellectual property and sensitive customer information.

33. Code of Conduct

Political Talks

Political views are an extremely personal matter and at IntelliaTech, we sincerely respect personal boundaries. Within the office or during office hours, Employees should not indulge in political discussions or post such comments on social media.



Integrity

This is the bedrock of our reputation as IntelliaTech, that our users can trust us, and it is up to all of us to make sure that we continually earn that trust. All of our communications and other interactions with our users should increase their trust in us.

Whistle-Blower

If Employee notices something that is not right, don't keep it to yourself - immediately flag the issue with HR in Intelliatech.

Synergy

We are committed to a supportive work environment, where Employees have the opportunity to reach their fullest potential. Employees are expected to do their utmost to create a workplace culture that is free of harassment, intimidation, bias, and unlawful discrimination.

Anti-bribery Laws

Like all businesses, IntelliaTech is subject to lots of laws that prohibit bribery in virtually every kind of commercial setting. The rule for us at IntelliaTech is simple – don't bribe anybody, anytime, for any reason.

Competitors/Formal Employers

We respect our competitors and want to compete with them fairly. But we don't want their confidential information. The same goes for confidential information belonging to any IntelliaTech's former employers. If an opportunity arises to take advantage of a competitor's or former employer's confidential information, don't do it.

Business Opportunities Found Through Work

Business opportunities discovered through your work here belong first to IntelliaTech, except as otherwise agreed to by IntelliaTech.



Drugs & Alcohol

Our position on substance abuse is simple: It is incompatible with the health and safety of our Employees, and we don't permit it.

Consumption of alcohol is/ is not banned at our offices, but use good judgment and never drink in a way that leads to impaired performance or inappropriate behavior, endangers the safety of others, or violates the law. Illegal drugs in our offices or at sponsored events are strictly prohibited.

34. Anti-Harassment Policy

We are committed to providing a safe and conducive environment for all our team members, which means protecting everyone from any and all sorts of harassment, sexual or otherwise. We would like to make it absolutely clear that there is no place for any behavior, which may be construed as harassment of any sort. Such behavior violates the culture of inclusiveness and warmth that we have tried very hard to build and it will not be tolerated in the slightest degree. We take all forms of harassment very seriously, and if a team member is found guilty of any harassment, then they will face disciplinary action, which could include termination of their employment with IntelliaTech.

Our Anti-Harassment policy has been drafted to comply with the Government of India's Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

The Anti-Harassment Policy also expands in its scope to ensure that we impart a gender-neutral policy which covers all forms of harassment.

We encourage all issues to be reported to any member of the Internal Complaints Committee (IC) no matter how minor. It is your obligation to report any harassment you have experienced or witnessed. As described before, once a complaint is received, from the aggrieved individual, it will be kept strictly confidential, and information will be shared on a need-to-know basis, with anyone beyond the IC, and we will be guided by our external legal counsel through the entire process, if need be.



IntelliaTech's Anti-Sexual Harassment Policy ("hereinafter referred as POSH Policy") takes cognizance of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (The "Act") and the rules framed thereunder. [Here is the Link of the "POSH Policy"](#)

Under the guiding principles of the Act, the Policy has been formulated to educate the Employees about conduct that would constitute sexual harassment, to prohibit, prevent and/or deter the commission of acts of sexual harassment at workplace, and to provide the fair mechanism established by IntelliaTech in dealing with such conduct.

This policy applies to all Employees, apprentices, trainees, directors, consultants, contract labor engaged by IntelliaTech, its subsidiaries and affiliates in India (hereinafter collectively referred to as the "IntelliaTech") for any work on a regular, temporary, ad hoc or daily wages, entered directly or through an agent, including a contractor, with or without the knowledge of the IntelliaTech whether for remuneration or not, whether the terms of employment are express or implied and any third parties over which Intelliatech has control.

IntelliaTech encourages reporting of all incidents of sexual harassment, regardless of the identity of the offender to IC.

Nothing contained in this Policy shall prejudice any right available to or prevent any person from seeking any legal remedy under applicable law for the time being in force in relation to the harassment faced by him/her.

A copy of this POSH Policy shall be given to all Employees and they shall sign a statement acknowledging that they have received, read, understood and will abide by the Policy.

35. Concluding Note

We welcome your inputs on making the process even better!

Your views will help us improve our working environment. [Please mail your suggestions, feedback & grievances to **hr@intelliatech.com**](#)



Your views are important to us and will be taken into full consideration. We will ensure that all your emails will be kept in strict confidentiality and will only be shared with others on your consent.

The policy will be updated from time to time and Employee needs to be updated by the same.

Prepared by HR

Annexure 1 - Acknowledgement & Acceptance

I have read and received the Handbook. I understand the rules, regulations and set standards, policies contained in the Handbook and understand that there may be additional policies or laws specific to my job and/or the location of my posting.

I further agree to follow the values of the IntelliaTech in all that I do and comply with the Code of Conduct of IntelliaTech.

In case of any queries in relation with understanding or application of the Handbook, Ethics, any IntelliaTech policies, or the legal and regulatory requirements applicable to my job, I will consult my manager, the Human Resources Department or the Legal Department, knowing that my questions or reports to these sources will be maintained in confidence.

Employee Signature



Annexure 2 - Revision of Policy

S.No.	Revised Topics - Update	Date of Update
1	Updated Policies [All topics are covered]	1-JULY-2021
2	From 90 working days to 90 days (3 months) [Pg. no 6]	02-JULY-2021
3	Project Policy [Pg. no 3]	02-JULY-2021
4	Non-Solicit/Non-Compete Clause [Pg. 7]	19-JANUARY-2022
5	Work Anniversary Perks and Benefits [Pg. 5]	24-MAY-2022
6	POLICY- "WORK IN COMFORT" for Females	16-JUNE-2022
7	Resignation Policy During Work from Home/Remote Work: [Pg. 6]	17-October-2022
8	Code/Project Policy	17-October-2022
9	Project Policy [Pg. 2]	16-December-2022
10.	Leave Benefit [Pg. 4]	19-January-2023
11.	Working Hours [Pg.3]	14-March-2023
12.	Project Policy [Pg.6]	21-Nov-2023
	Updated Policies [All topics are covered]	