

PavanTech Solutions Pvt. Ltd.

Human Resources Policy Manual

Effective Date: January 1, 2025

Version: 1.0

Prepared by: Human Resources Department

1. Company Overview

PavanTech Solutions Pvt. Ltd. is a forward-thinking IT services and product development company committed to delivering exceptional software solutions. We foster a culture of integrity, collaboration, innovation, and respect for every individual. Our HR policies are designed to support a high-performing, inclusive, and positive work environment.

2. Code of Conduct

- Employees are expected to maintain the highest standards of integrity, ethics, and professionalism.
- Discrimination or harassment of any form will not be tolerated.
- Confidential information must be handled with utmost discretion and integrity.

3. Employment Practices

3.1 Work Hours:

- Standard working hours: 9:30 AM – 6:30 PM, Monday to Friday.
- Flexi-timing is available with prior approval from the reporting manager.

3.2 Attendance and Punctuality:

- Employees must log in using the designated attendance system.
- Habitual late arrivals or absenteeism will be addressed through performance management discussions.

3.3 Probation Period:

- All new employees will undergo a probation period of 3 months.
- Successful completion is based on performance and conduct.

4. Leave Policy

4.1 Types of Leave:

- Casual Leave (CL): 8 days per year
- Sick Leave (SL): 8 days per year
- Earned Leave (EL): 15 days per year
- Maternity Leave: 26 weeks for eligible female employees

- Paternity Leave: 5 working days
- Unpaid Leave: Subject to approval

4.2 Leave Application:

- Must be applied at least 2 working days in advance via the HR portal, except in emergencies.

5. Remote Work & Hybrid Policy

- Employees are allowed to work remotely up to 2 days a week.
- Full-time remote work is permitted on a case-by-case basis.
- All remote employees must ensure data security and be available during work hours.

6. Performance Management

- Performance reviews are conducted bi-annually.
- Employees are evaluated on key performance indicators (KPIs), teamwork, innovation, and cultural fit.
- Constructive feedback and training plans will be provided as needed.

7. Compensation & Benefits

7.1 Salary Structure:

- Transparent salary components including Basic, HRA, Special Allowance, and Bonus.
- Salary revisions based on annual performance reviews and market benchmarks.

7.2 Benefits:

- Health insurance for employee and immediate family
- Accidental and life insurance
- Monthly internet reimbursement (for remote workers)
- Learning and development budget
- Referral bonus program

8. Grievance Redressal

- Employees can report grievances to HR via email or the anonymous grievance box.

- All complaints will be treated confidentially and resolved within 15 working days.

9. Exit Policy

- Minimum 30 days' written notice required for resignation.
- Exit interview is mandatory.
- Final settlement will be completed within 45 days post last working day.

10. Disciplinary Actions

- Any breach of policy will result in verbal/written warnings, suspension, or termination depending on the severity.
- Gross misconduct will lead to immediate termination.

Acknowledgment

I hereby acknowledge that I have read, understood, and agreed to abide by the policies and guidelines outlined in the PavanTech Solutions Pvt. Ltd. HR Policy Manual.

Employee Signature: _____

Date: _____