

Company HR Policy

1. Office Timings and Attendance Policy :

- All employees must adhere to the official office hours, 8:30 AM to 5:30 PM. unauthorised tardiness will be deemed half-day attendance. A 30 minute buffer time is allowed for late arrivals. Prior authorization is necessary for deviations.
- Login time is on or before 8:30 AM in the morning, however employee may start their day early, it will be management's call to let an employee come early subjected to work requirement.
- Employee needs to keep reporting head & HR informed if leaving in between office hours.
- If the employee fails to log in to the Attendance Login system, they will be marked as absent. Absence will result in disciplinary measures, and no salary will be disbursed for the corresponding period.
- It compulsory to keep updated Attendance System, and you have to Punch In and Punch Out regularly.
- If you are taking break for any reason, Punch out is compulsory.
- If you missed any Punch Out and Punch In, please contact us for update timings in Attendance System.
- For immediate leave of 2 hours, it should be covered as per the employee's flexibility within same week.

2. Late Arrival Policy:

- Maximum grace limit is 30 minutes, 2 late marks in a month will lead to 1 leave and accordingly in multiple.
- This means that if an employee consistently arrives late during the week, it may impact their leave balance.

The importance of punctuality by considering multiple instances of late arrival during the week as a deduction from their leave balance. Such policies are put in place to maintain discipline and ensure that employees adhere to their scheduled work hours.

3. Mobile Usage Policy:

Mobile phone usage is prohibited during work hours; phones should be on silent or vibrate mode. Excessive personal use may lead to disciplinary action.

4. Farewell Policy:

Employees with clean records qualify for a farewell party upon completing a minimum of 3 years of service with the company. If departure occurs before the 3-year mark, relieving letter and experience letter, will be handed over to all employees.

5. Termination & Exit Procedure:

When an employee decides to leave the company, they must submit resignation letter with appropriate documents and return all company property and any equipment issued to them during their tenure. Exit interviews will be conducted to gather feedback and ensure a smooth transition.

Notice Periods:

Position	Notice Period
Non-tech Member	30 Days
Juniors Member	30 Days
Senior Team member	60 Days

- Company has full rights to decrease or extend notice period depending upon requirements.
- In special cases, notice period can be altered.
- In notice period, no facilities will be available for the employee.

FNF settlement:

Full & Final settlement will take 45 working days from the date of reliving.

Property and Access:

Departing employees must promptly return all company-owned properties, such as laptops, access cards, keys, or any other items in their possession.

Access to all company systems and resources will be terminated upon the employee's official departure. This policy ensures a smooth transition during employee departures and compliance with the specified notice periods and property return procedures.

6. Discipline Maintenance:

Maintaining a zero-tolerance policy towards disruptive behaviour is essential. Any form of disruptive or nonsensical conduct will be dealt with seriously.

7. Dress Code

All employees are required to maintain a professional and polished appearance that aligns with the company's image and values. Smart casual attire is the standard dress code for the entire workweek. It is expected that employees exercise good judgment and exhibit courtesy to their colleagues by dressing in a manner that is both presentable and appropriate.

8. No Gossip Policy:

Engaging in gossip or spreading rumours within the workplace is strictly prohibited. Employees should focus on their work and maintain a professional environment.

9. Company Property Damage Policy:

Any damage to company property, whether accidental or deliberate, will result in the cost of repair or replacement being deducted from the responsible employee's salary based on evaluation and cause. However, genuine cases can be considered subject to evaluation. Employees take at most care of assets and amenities provided by the company and use it in the proper manner with care. Before leaving the office put all devices and accessories at the right place and do not forget to switch-off your computer. Put your chair in proper position.

10. Employee Performance Policy:

- a. **Non-Performing Employees:** Employees who are categorised as non-performing are subject to a 7 to 45 day's notice period as per the situation. This notice period likely pertains to termination or separation from the company.
- b. **Performance Evaluation Frequency:** Employee performance is considered or reviewed quarterly. This means that every three months, employees' performance is assessed to determine their effectiveness and contribution to the company.
- c. **Appraisals:** Appraisals, which are likely related to salary increases, are considered after an employee has completed one year of service with the company. This suggests that employees are eligible for performance-based rewards or adjustments to their compensation with effect to each financial year subject to performance assessment of respective employees. Please note if any employee joins after the month of April of the running year will be eligible for the performance assessment from next-to-next financial year only. This policy indicates that the company places a strong emphasis on regular performance assessments and has a structured process for handling non-performing employees.

Additionally, it provides a clear timeline for when employees can expect performance appraisals and potential salary adjustments.

In addition to evaluating work performance, other factors such as behaviour, punctuality, and attendance rate will be taken into account during performance assessments.

11. Non-Violence Expectations:

Team members are expected to maintain a professional demeanour and lead by example. They should not tolerate disruptive or rude behaviour among other team members and should prioritize following senior / management orders over arguments or disagreements.

12. Equal Opportunity Employment:

Penguin Peak Technologies Pvt. Ltd. is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, or any other protected status. We are committed to creating a diverse and inclusive workplace.

13. Recruitment and Selection:

Recruitment and selection processes will be conducted fairly and transparently. All candidates will be assessed based on their qualifications, skills, and experience relevant to the position. Recruitment decisions will be free from bias and based solely on merit.

14. Work Environment:

Penguin Peak Technologies Pvt. Ltd. is committed to providing a safe, comfortable, and inclusive work environment. Harassment, discrimination, and any form of bullying will not be tolerated.

15. Data Security and IT Usage:

Employees are responsible for adhering to data security policies and using company-provided IT resources for work-related purposes only. Unauthorized access or misuse of IT resources is prohibited and breach of data security by any employee will be considered a legal offence.

16. Travel Policy:

Our travel policy ensures streamlined and responsible business travel. Employees must adhere to guidelines outlined herein, promoting efficient and compliant travel practices. Non-compliance may result in appropriate actions per company policy.

17. Work from Home policy:

Remote work options may be available to eligible employees based on their situation and requirements. WFH is only allowed on special cases and it can be different from person to person.

18. Leave Policy :

- Leave year is considered from **1st April to 31st March**.
- **As per the Confirmation Letter (3 Months from date of joining):**
After the issuance of the confirmation letter, employees are entitled to 12 paid leaves, subject to the terms outlined in the confirmation letter.
- **Probationary Period (3 Months from date of joining):**
During the probationary period, employees are expected to refrain from taking any leave. In the event of leave, it will be considered as leave without pay (LWP), adhering to the company's policies.
- Paid leaves cannot be carry forwarded to next year. Any leaves in your leave bucket will automatically collapse on 1st April.
- Any uniformed leaves taken by employees may be considered as LWP in spite of available leave balance on discretion of reporting Head.
- No paid leave(s) will be added in leave balance after resignation. The prior allotted leave balance may be affected on resigning as leaves will be recalculated and allotted as per their work tenure for that leave cycle.
- In case an employee needs to take emergency Leave, she/he needs to inform his/her reporting head as soon as possible.
- Employees are advised to follow the below mentioned chart for applying paid leave:
 - 1 to 3 Day – Apply before 7 days
 - 3 to 7 Day – Apply before 15 days
 - More than 7 Days – Apply before 30 days
- **Marriage Leaves:** All full-time employees are eligible for 15 days marriage leave including weekends and public holidays.
- **“Sandwich Leave”** is applicable in such cases:
 - Taking leave on Friday and Monday – this will consider as 4 days leave including Saturday & Sunday.
 - If we have a public holiday in between of 2 leaves – this will consider as 3 days leave

19. Sexual harassment policy:

Our commitment to a harassment-free workplace prohibits any unwelcome sexual conduct, encompassing advances, comments, or any verbal, non-verbal, or physical behaviour. Prompt reporting of incidents is encouraged. Complaints will be treated confidentially, with sensitivity and a thorough investigation. Violations may lead to disciplinary action, including termination.

Dedicated to fostering a safe, respectful work environment for all. Such incidence to be reported to concern person and management.

20. Employee Engagement Activities::

Employees partake in activities every month and subject to the time schedule, their duration determined by the management. The frequency, whether monthly or every 3 months, is jointly decided by management. These activities aim to foster team building, relaxation, and skill development, contributing to team cohesion, stress relief, and overall employee well-being. The nature and scheduling of these activities vary based on our company's unique culture and objectives.

This policy aims to cultivate a positive work environment, outlining employee responsibilities and consequences for rule violations. Breaches may lead to disciplinary action, including termination. It is imperative for all employees to read, comprehend, and adhere to these policies for a successful and harmonious workplace.

21. Internet Usage Polices

This Internet Usage Policy pertains to all staff members who utilize computers and Internet services as part of their job duties. The use of the Internet by Penguin Peak employees is permitted and encouraged when it aligns with the company's objectives. Employees must comply with the company's policies regarding computer, email, and Internet usage. Breaching these policies may lead to disciplinary or legal action, including termination of employment. Employees may also be held personally responsible for any damages resulting from policy violations. All employees must acknowledge receipt of this policy and confirm their understanding and agreement to abide by its rules.

Computer, email and internet usage

Company employees are expected to use the Internet responsibly and productively.

- Acceptable activities encompass research and educational endeavours via the Internet that contribute to an employee's role.
- All Internet data generated, transmitted, or received through Penguin Peak computer systems is company property and is considered official data, subject to disclosure for legal or other appropriate reasons.
- Penguin Peak owns the equipment, services, and technology used for Internet access and reserves the right to monitor Internet traffic, as well as access and review data transmitted through its online connections.
- Emails sent via the company's email system must refrain from containing offensive content, including but not limited to vulgar or harassing language/images.
- Penguin Peak retains the authority to monitor and/or block sites and downloads deemed harmful or unproductive to business operations.
- The installation of software such as instant messaging technology is strictly prohibited.

Improper internet usage by employees includes, but is not limited to:

- Accessing websites containing obscene, hateful, pornographic, unlawful, violent, or otherwise illicit material.
- Transmitting discriminatory, harassing, or threatening messages or images over the Internet or through Penguin Peak's email service.
- Engaging in computer-based fraud, software piracy, or unauthorized distribution of films or music.
- Unauthorized use, theft, or disclosure of another individual's password.
- Illegally downloading, copying, or distributing copyrighted software or electronic files.
- Disclosing confidential material, trade secrets, or proprietary information externally.
- Unauthorized access to websites through hacking.
- Distributing defamatory information regarding the company, its products/services, colleagues, or customers.
- Introducing malicious software into the company network or compromising the organization's electronic communication systems' security.
- Sending or posting chain letters, solicitations, or non-business-related advertisements.
- Presenting personal opinions as representative of the organization's stance.

Note: The HR policy can be updated periodically, as and when required.