



PEOPLE AND CULTURE POLICY

ADEX INTERNATIONAL PVT. LTD.

EFFECTIVE DATE: 1ST SHRAWAN, 2081

VERSION: 1.1

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1. INTRODUCTION

The purpose of this guide, known as "People and Culture Policies", henceforth is to serve several crucial purposes for employees within an organization. Firstly, to provide clarity and guidance on acceptable behavior, procedures, and expectations, fostering a fair and consistent work environment. These policies also ensure compliance with legal and regulatory requirements, safeguarding both the organization and its employees. Moreover, they promote transparency in areas such as compensation, benefits, and career development, enhancing trust and morale among employees. By outlining the rules and protocols governing various aspects of employment, People and Culture policies help mitigate conflicts, promote a safe & positive workplace culture, and contribute to overall organizational effectiveness and employee satisfaction. It governs all employees of Adex and reflects on the service conditions, duties, and obligations of all employees, and provides a clear structure, control, consistency, and fairness. **This Policies comes in effect from Shrawan 1, 2081.**

1.1. Objective of the Policy

The objectives of this People and Culture policy are to:

- i To ensure adherence to legal requirements and organizational standards, promoting a fair and safe workplace.
- ii To provide frameworks for consistent decision-making in areas like recruitment, compensation, performance management, and employee conduct.
- iii Aim to treat employees fairly, ensuring equal opportunities and addressing issues like discrimination or harassment.
- iv They outline procedures for training, career development, and performance feedback to help employees grow professionally.
- v To improve communication and trust between management and employees, fostering a positive work environment.



- vi To mitigate risks by setting guidelines for handling disciplinary actions, grievances, safety protocols, and crisis management.
- vii To streamline people and culture processes, reducing ambiguity and ensuring operations run smoothly.
- viii To They reflect the company's values and culture, guiding behaviors that align with organizational goals.
- ix Provide detailed information about Adex people and culture policies and procedures as well as conditions of employment for its staff.
- x Set out and communicate the policies and procedures formulated to assist management in making people management decisions and form the basis upon which Adex work culture and environment is developed.
- xi Outline the basic rules, regulations and procedures that bind the employee as part of their contract of employment.
- xii Serve as an operating guide for the People and Culture staff to manage employee's affair fairly and consistently.
- xiii Act as a reference document for the management and staff in handling human resource issues.

1.2. Scope

The policy prescribes policies and procedures to be followed by the Adex employees as approved by the Co-founder, Managing Director and Co-founder, Director. The Manual has been designed to provide clear and precise guidelines in respect of People and Culture activities.

- i. Ensuring adherence to labor laws, anti-discrimination laws, health and safety regulations, etc.
- ii. Defining procedures for grievance handling, disciplinary actions, and conflict resolution.
- iii. Guidelines for hiring, including job postings, interviews, background checks, and selection criteria.



- iv. Policies on salary structure, bonuses, benefits packages, and allowances.
- v. Procedures for performance appraisals, feedback mechanisms, and career development plans.
- vi. Programs for skill enhancement, career growth, and training reimbursements.
- vii. Rules on attendance, leave management, dress code, and workplace conduct.
- viii. Guidelines for data protection, IT usage policies, and confidentiality agreements.
- ix. Standards for ethical behavior, conflicts of interest, and professional conduct.
- x. Procedures for resignations, layoffs, and exit interviews.
- xi. Policies on internal communication channels, feedback mechanisms, and transparency.
- xii. Maintaining appropriate controls on utilization of approved budgets for human resource functions and activities
- xiii. Advise managers on policies like equal employment and sexual harassment.
- xiv. Creating and maintaining positive and inclusive work environment for all the members in the Adex.
- xv. Any other duties assigned by the Board, people and culture department or managing director, co-founders.



2. PEOPLE AND CULTURE MANAGEMENT: RECRUITMENT, SELECTION AND EMPLOYMENT CLASSIFICATION

People and Culture Management encompasses the recruitment of employees, assignment of job responsibilities, determination of compensation, development of skills and abilities, fostering an environment conducive to employee needs, and appropriate reward mechanisms for their contributions.

2.1 Recruitment and Selection

Recruitment and selection are pivotal processes within any organization, serving as the gateway to acquiring talent that not only meets but also enhances the company's objectives and culture. At Adex, we uphold the principle of equal employment opportunity (EEO), recognizing and valuing diversity in our workforce. Our commitment to EEO ensures that all individuals, regardless of race, gender, age, disability, religion, or any other characteristic protected by law, have an equal chance to contribute and thrive within our organization. By embracing EEO principles in our recruitment and selection practices, we aim to foster a workplace that is inclusive, innovative, and reflective of the diverse world in which we operate. The recruitment, selection, and hiring processes involve recruiting, screening, interviewing, selecting, and hiring candidates based on their qualifications, job knowledge, skills, work experience as specified in the job description.

2.2 Classification of Employment

The recruitment will be for the following categories of employees:

- i. **Regular/Permanent Full-Time Employee:** An employee whose contract is renewed automatically unless otherwise decided by the Company or whose contract has no expiry date is regarded as a Regular Employee. A full-time regular employee is eligible for all benefits described in this manual. The employment of a Regular Employee shall also be subject to termination as per the terms of the employment agreement or the provisions of this manual.



- ii. **Contractual/Temporary Employee:** A contractual/temporary employee is defined as an employee who works either full-time or part-time for a specified and limited period of 3-12 months on a contract basis. This may be to meet needs that regular employees cannot handle or manage routine work due to regular employee sickness, resignation, or other unanticipated circumstances. The terms and conditions of the contract as agreed between the company and the contractual/temporary employee, such as the scope of work, working period, contract duration, hire rate/salary and holidays, etc., are clearly stated in the contract. Therefore, the contractual/temporary employee is not eligible for benefits. The hours worked by contract/temporary employees are reported in the Adex attendance system.
- iii. **Work-Based Employment:** An employee whose service ends/terminates along with the completion/cancellation/withdrawal/close or end of the project/work in any manner to which s/he is engaged. The service of the employee shall be subject to the availability of the work to which s/he is engaged.
- iv. **Time-Bound Employment:** Time-Bound Employee is the employee appointed for a certain time as defined in the employment contract. The employee hired for below [one (1)] year shall be treated as Short Term Employee and the employee who is hired for a period more than [one (1) year] is regarded as Long-Term Employee. The service of such an employee ends on the date of expiry of the employment contract.
- v. **Casual Employment:** An employee who works on a daily salary basis shall be treated as a Casual Employee. The employment of such an employee shall terminate upon the completion of the work assigned to him/her.
- vi. **Part-time Employment:** The employee who works for 35 hours or less in a week is regarded as a Part-Time Employee.



- vii. **Interns:** Interns are typically students or recent graduates who work for an organization for a limited period to gain practical experience in a particular field. Internships can be paid or unpaid, and they may be part of an academic program.
- viii. **Trainee:** Trainees are individuals who undergo training within an organization to learn the skills and competencies required for a particular job or profession. Trainee positions are often entry-level roles and can be part of a structured training program.
- ix. **Consultant:** A consultant is not an employee but is independently engaged to provide services on a short-term or irregular basis. They might generally be paid hourly, daily, per piece, or per job for work performed and are not eligible for benefits. Adex shall evaluate the performance of a consultant once the assignment has been completed and future consultant recruitment will be based on this evaluation.
- x. **Freelancer:** Adex International shall hire a freelancer based on the requirement. When hiring Freelance Adex shall be referred to as Client. A freelancer is an independent contractor who offers services to the Client on a project or task basis. The freelancer is not an employee of the Client and does not receive the same benefits or compensation as an employee. The freelancer is responsible for their own taxes, insurance, and other personal employment obligations. The scope of work, payment terms, and deadlines are mutually agreed upon by the freelancer and the Client

2.3 Referral Scheme

A referral scheme is a structured program that encourages existing employees or customers to refer new candidates or customers to a company, often in exchange for rewards or incentives.

This initiative is designed to incentivize our employees to refer qualified candidates for mid-level and senior-level positions within our organization. Here's a guideline:

2.3.1 Scheme Outline

1. Mid-Level Positions Referral Scheme:



- Referral Amount: Rs. 10,000

2. Senior-Level Positions Referral Scheme:

- Referral Amount: Rs. 20,000

2.3.2 Disbursement schedule for both levels

- 50% of the amount will be disbursed upon the referred candidate's successful completion of probation period.
- The remaining 50% will be provided upon completion of one year of service by the referred employee.
- If the preferred candidate leaves the company before completing one year of service, the employee must refund the disbursed amount to the company at the time that candidate leaves the company.

2.3.3 This scheme aims to

- Encourage current employees to participate in recruitment.
- Promote a sense of ownership and engagement.
- Attract high-quality candidates through trusted referrals.
- This scheme will provide employees with a source of passive income.

2.3.4 Process for referring

Employees must email their referred candidate's resume to People and Culture when there is a vacancy for mid and senior-level positions. Employees have to fill up the Employee Referral Form ([Annex 16](#)) if the candidate that they have referred has been selected.



2.4 Recruitment types and sources

The primary considerations in the recruitment of staff shall be competence, Behavioral factors and integrity. Recruitment is conducted in an open and competitive manner, and it could be internal or external. Efforts are geared towards employing talented and qualified staff who have the potential to expand their skills and knowledge. The People and Culture Department will first evaluate current employees who are interested if possible and caliber in the open position through consultation with the concerned HOD. If there are no suitable candidates, the People and Culture Department shall outsource the candidate through different methods.

- i. Existing Database
- ii. Recruitment Portals
- iii. Referrals
- iv. Head Hunting Portals and Agency
- v. Job Fairs/ College Visit

2.5 Procedures

Adex shall follow the below-stated processes for Recruitment and Selection:

Step 1: Workforce Planning

- i. The company believes in Equal Employment Opportunity (EEO). The main considerations in the recruitment of staff shall be competence, behavioral factors and integrity. Hod shall plan, analyze and describe the new employee needs within their department for the period of one year at the beginning of each fiscal year to the People and culture department. The yearly employee needs details will be verified by the Business Development Director for the Business Development department and the Technical Lead for the Technical department and approved by the Co-founders, Managing Director (MD). For other departments, they will be directly verified and approved by the MD and Co-founders.



- ii. Prior to any new recruitment for an employee, a Pre-requisition Form shall be raised by the concerned Head of Department (HOD) whereas the People and Culture Department will facilitate the requirement with the consultation of the Business Development Director and Technical Leader and take approval from the Co-Founders.
- iii. Replacement on any vacant position shall be decided on a need basis in coordination with HOD. Recruitment is conducted in an open and competitive manner, and it could be internal or external.
- iv. The request for additional headcount is to be justified by the supervisor followed by HOD.
- v. It is not essential that a replacement is needed whenever there is a separation. There might be some cases where the vacant position may not be required to be filled up, which will be addressed by the People and Culture Department in consultation with HOD.
- vi. The company shall not hire a member from the same family or close relatives unless in exceptional cases which shall be decided by the top management. If in case, they are hired then the employee shall not be working in the same department and have the family member as direct supervisor.

Step 2: Vacancy Announcement

- i The recruitment process shall commence with the announcement of an internal vacancy if there is potential to select from internal employees. Once the pre-requisition form, as specified in [Annex 2](#), is approved by HoD, Co-founder, Directors. People and Culture shall share the vacancy announcement via email with all employees within two (2) working days in applicable cases. Otherwise, vacancies will generally be posted directly on external platforms.
- ii Priority shall be given to internal employees as an opportunity for career growth and development if the position can be filled internally.
- iii Similarly, People and Culture shall post these vacancies on the company's career page and on various social media platforms with appropriate graphic content on the same day as the

internal vacancy announcement. People and Culture will also share vacancies with external recruitment agencies and job sites if necessary.

Step 3: Employment Application

- i. The Company relies upon the accuracy of the information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment.
- ii. In relation to already hired employees, this will constitute a just cause for termination, and the Company could terminate the employee immediately without any severance pay.

Step 4: Selection and Recruitment

- i. Selection and recruitment of employees shall be made on an open competitive basis in accordance with the needs of the company.
- ii. People and Culture Department shall screen the following basic selection criteria of candidates interviewing the applicant:
 - a. Academic Qualification and Experience: Minimum qualification and experience for all positions as per the vacancy announcement.
 - b. Technical Test: All the short-listed candidates shall sit for a Technical Test as per the nature of the job. Successful candidates will qualify for the next round of tests and interviews.
- iii. Interview Process: Final interviews will be done by People and Culture and Supervisors and Head of Departments
- iv. Reference check:

People and Culture shall ensure that a reference check is done before extending the offer to a selected candidate when required. Candidates selected after rounds of tests/Interviews can be asked to provide the name and contact details of at least 2 Professional References. The references must be from the direct Line Managers. People and Culture shall contact these references in case of any doubt in the profile of the candidates as well as according to the post they have applied for. Comments and remarks from these references will be documented and preserved for future records.

Table 1. Recruitment Process of Adex International Pvt. Ltd.

| Recruitment Process | | |
|----------------------------|---|--|
| Recruitment Stages | Recruitment Process/ Flow/Documentation | Responsibility |
| Request via JIRA | Must include: Pre- Requisition Form 30-days Work Plan Form | Concerned HoD |
| Approval | Take the approval for vacancy from Co-founders and Directors | Designated People and Culture Personnel |
| Advertisement | Vacancy Posting: Internal vacancy announcement/ Job portals/ Headhunting companies/ Company website/ LinkedIn | Designated People and Culture Personnel /Marketing |
| Selection Process | Prepare folder to accumulate CVs | Designated People and Culture Personnel |

| | | |
|-----------------------|---|--|
| | CV Screening | Designated People and Culture Professional with concerned department personnel |
| | In the case of Technical Department Prepare questions for: Online MCQ Test Scenario based assessment | Designated Tech Personnel |
| First Level | Assessment of shortlisted applicant done through Phone interview | Designated People and Culture Personnel |
| Second Level | Invite the selected applicant for: Online MCQ Test Scenario based assessment | Designated People and Culture Personnel |
| Third level | After the assessment, the finalized applicant will be invited for interview (date and time will be decided) | Recruitment Panel/ People and Culture |
| Post Interview | Decision to be provided on the same day or within 2 working days (written form - excel file will be shared for the comment section.) Interview Assessment Form is attached in Annex 4. | Recruitment Panel |
| | Prepare recruitment decision | HoD and People & Culture |
| | People and Culture to collect at least 2 | Designated People and |

| | | |
|--|---|---|
| | references for their candidates | Culture Professional |
| | If it is an internal candidate, 1 reference should be their last line manager (If line manager has left then Performance Appraisal should be accessed.) | Designated People and Culture Personnel |
| | Ensure new employee members' salary is in accordance with existing salary scales and budgets. And Hiring Approval from co-founders | Designated People and Culture Personnel |
| | People and Culture draws an offer letter and sends pre-arrival information or first day Itinerary for successful candidates. | Designated People and Culture Personnel |
| | Raise JIRA Ticket for onboarding process | Designated People and Culture Personnel |
| | The People and Culture Team organizes an orientation program in coordination with the Head of the Department. | Designated People and Culture Personnel |

2.6 Employment of Relatives

In our company, hiring, recognition, and promotions are solely based on skills, character, and work ethic, and we actively prevent nepotism, favoritism, or conflicts of interest. We have restrictions on hiring employees' relatives, defined as those related by blood or marriage within the third degree, which includes parents, grandparents, in-laws, spouses or domestic partners, children,



grandchildren, siblings, uncles, aunts, nieces, nephews, stepparents, stepchildren, and adopted children. Employees can refer their relatives, but with these restrictions:

- i. No supervisory/reporting relationship with a relative.
- ii. No transfers, promotions, or hiring within a reporting relationship with a relative.
- iii. No participation in the hiring process if your relative is a candidate.
- iv. If you become related to a manager or direct report after employment, one of you may be transferred.
- v. Relatives cannot work in the same area.

2.7 Standard Operating Procedure for Induction/Orientation

i. Issue of Offer Letter

- a) People and Culture issue offer letter to selected candidates after the decision of hiring is done. And for the Internship, Internship Offer Email shall be sent to selected candidates after the decision of hiring is done.
- b) The People and Culture personnel shall provide an offer letter mentioning the confirmation of the employment. The offer letter shall include designation, department, reporting line manager, salary and location of the job.
- c) The People and Culture Personnel will inform the concerned department/ Person regarding the date of joining of the new recruits.
- d) The People and Culture Personnel will inform the concerned department/ Person regarding the date of joining of the new recruits

ii. Email First day Itinerary

- a) Prepare an itinerary for the onboarding session and email the itinerary to the new hire, Line Manager.

iii. JIRA Ticket

The People and Culture Department shall raise a JIRA ticket for the onboarding process to the System Admin and inform the Designated Finance & Administration Personnel about



the onboarding kit. The System Admin is responsible for preparing and performing a pre-delivery inspection of gadgets and accessories for new joiners. The Finance & Administration Personnel are responsible for preparing the onboarding kit for the new joiners.

iv. Joining Formalities

- a) The selected candidate shall submit the following papers at the time of joining and shall report to People and Culture Department of the Company:
- Citizenship copy
 - All Academic transcript and documents
 - Experience letter of previous companies
 - 2 passport-sized photos taken within the last 6 months, in both hard and soft copy
 - PAN Card and SSF Number (if applicable)

v. Date of Joining Practice

The Date-of-Joining Practices shall focus primarily on three aspects, (i) documentation, (ii) familiarization, and (iii) initial Organization orientation; consequently, the following shall have to be ensured by the designated People and Culture:

- a) Meet and greet the new hire in the meeting room.
- b) The People and Culture team shall ensure that the items/enrollments listed below are provisioned to the new hire on the joining day of the new hires. Items are listed below:
- Official email ID
 - Log-in details to HRIS for attendance
 - SSF card or CIT card
 - Enrollment communication channels/portals as appropriate depending on the business unit the new hire has been hired



- CUG number (if applicable)
 - Non-Disclosure Agreement (NDA), needs to be signed on the first day
 - An official employee agreement was signed by both the Co-founders and the new employee.
 - Employees will receive an initial set of job descriptions, which may be revised based on their position and company needs through mutual discussions with their supervisor.
- c) Provide the new hire with an onboarding kit.
- d) Employee needs to fill out the Personal Information Form prescribed in [Annex 5](#)
- e) The People and Culture Personnel will induct the new hire with a company standard presentation. The presentation will include:
- Introduction to the company, vision, mission and values of the company, company structure, company culture
 - People and Culture and other company policies.
 - Working Hours Policy, Leave Policy
 - Open-door policy that exists in the company
 - Any kind of offense or Sexual Harassment Policies
 - Code of conducts
 - Work from Home Policy
 - Office Romance Policy
- f) Provide information regarding the opening of a Bank account in Machhapuchhre Bank Ltd (Company Salary Account).
- g) Tour of the facility including an introduction to all other employees.
- h) A session with the Finance team to brief on the financial policies, SSF, and CIT (If required).



- i) After all documents are completed and signed and session with the finance team, the people and culture personnel shall personally hand over the new hire to the Department Head/Supervisor. The Department Head shall brief the new hire on their role and related expectations.
- j) The People and Culture shall provide the 30 days' work plan ([Annex 3](#)). It is to be noted that it is the responsibility of the line manager to provide the necessary training to the new hire.
- k) At the time of joining, employees will receive an initial set of job descriptions, which may be revised based on their position and company needs through mutual discussions with their supervisor.

i. Integration and People and Culture Practice

- a) People and Culture will do the “Onboarding Checklist” on the first day of joining. Then, People and Culture will meet the employee subsequently during the interval of 7 days and 30 days to take feedback on the process and the new hire's experiences, helping address any bottlenecks that may arise.
 - The 7th-day meeting is for reviewing the joining process. The responsible People and Culture personnel shall check to understand if there are any administrative or settling down issues that the new employee is facing. This will be done using a set of a predefined set of questionnaires. This shall be one-on-one interaction where feedback shall be taken on the initial experience of the new hire.
 - The 30 days meeting shall focus post-induction program feedback along with the 30 days plan provided by the Line Manager as well as overall experience in the company. The People and Culture personnel will ascertain the employee's satisfaction levels and obtain feedback on team membership issues (if any), and the performance of the employee as well.

Through these one-on-one interactions, the People and Culture person should obtain feedback, spot potential issues/ areas of concern, and take pre-emptive steps to resolve the potential disconnect between the employee and her/ his work environment. It is the responsibility of the



designated People and Culture professional to document all the processes in the respective new hires' files.

ii. Appointment Letter/ Employment Agreement

Selected employees will be issued a letter of appointment/ Employment agreement by the People and Culture team who will clearly state out the terms and conditions of employment and the benefits applicable to the position. The appointment letter to the minimum should contain the following information regarding the name of staff, permanent address, appointment date; position offered; work location; Type of employment; Probation period; Basic salary; Allowances and benefits; Terms of termination; Other terms and conditions of employment. The appointment letter/ employee agreement will be formalized and will be circulated to the relevant Finance & Administration Department. A copy of the letter will be kept in the employee's file as well. For the Internship, The Internship Agreement letter is the short term work experience for the candidates to the minimum should contain the following information regarding the name of staff, permanent address, appointment date; position offered; work location; Internship duration; Mentioned that they are not the employees, Basic salary; Allowances and benefits; Terms of termination; Generally they should not be allowed to continue the work if the cessation date is ended. The Internship Agreement letter will be formalized and will be circulated to the relevant Finance & Administration Department. A copy of the letter will be kept in the Intern's file as well.

iii. Staff Identify Cards

At the commencement of employment with the Company, new staff members will be issued an identity card, and they must wear it during office hours.

iv. Personnel Files

Employee personnel files include the following: Curriculum Vitae (CV), offer letter/ employment agreement, educational certificates, a record of disciplinary action, document related to employee performance reviews, insurance policy, CIT account info, SSF A/c number, PAN & Bank A/c numbers. Personnel files are the property of the company, and



access to the information is restricted. Only concerned employees and management personnel of the company who have a legitimate reason to review the file will be able to access them. An employee documentation checklist prescribed will be used to check the list of documents of an employee.

2.8 Employment Conditions – Probation, Confirmation, and Extension

- i. All new and rehired employees work on a probationary basis generally for the first 3 months after their date of hire or 6 months for special cases. Any significant absence/Leave will automatically extend a probationary period by the length of the absence/Leave.
- ii. Probation period can also be extended upon unsatisfactory performance and other evaluation criteria. A probation evaluation form shall be provided to the HOD by the People and Culture Department 7-15 days prior to the end of their probation period respectively and HOD shall submit the filled-out Probation period form within 2 working days. People and Culture shall conduct one-on-one meetings with the employee and Supervisor, to reach a final decision. This probation review form would be taken as the basis for decision-making. Details are attached in ([Annex 8](#)).
- iii. In the case of extension, the probation shall be extended on a case-to-case basis and the People and Culture Department shall, at the end of the month, request an evaluation from the HOD in the prescribed format. Based on the performance evaluation, the employee must be either confirmed or terminated.
- iv. Either the employee or the Company may end the employment relationship at will at any time during or after the probationary period. Probation Completion Letter.

2.9 Internship Conditions

- i. All new Interns work on a Time bound basis generally for the 3 months after their date of hire. Only special cases shall require 6 months of period of probation period. Any



significant absence/leave will automatically extend an internship period by the length of the absence/leave.

- ii. A probation evaluation form shall be provided to the HOD by the People and Culture Department 7-15 days prior to the end of their Internship period respectively and HOD shall submit the filled-out Internship period form within 2 working days. People and Culture shall conduct one-on-one meetings with the employee and Supervisor, to reach a final decision. This evaluation would be taken as the basis for decision-making. Details are attached in [Annex 9](#).
- iii. Based on the performance evaluation, the employee must either hire the interns as employees or end the internship if the initial intention of the internship was to convert it into employment.
- iv. Either the Internee or the Company may end the employment relationship at will at any time during the Internship period.
- v. At the end of Internship period, Company shall issue the Internship Experience Letter to the Internee.



3. WORK HOUR, PUBLIC HOLIDAYS, AND LEAVE PROVISIONS

3.1 Work Hour

- i. Working hours are 09:30 am to 5:30 p.m. Monday to Friday. This is 8 hours of work per day including 30 minutes of lunch break.
- ii. Employees are entitled to a total of 30 minutes of break from 11:30 to 12:00 PM.
- iii. Adex office remains closed on Saturday and Sunday.
- iv. Employees may be required to work extra hours on evenings and weekends as per project requirements, or if political strikes (bandha) become a problem.

3.2 Attendance

- i. Regular attendance and punctuality are vital attributes for all employees. It is essential for employees to attend work regularly and to arrive at work on time because failure to do so detrimentally affects employee morale and productivity. Excessive and unauthorized absenteeism or tardiness is zero tolerance and is subject to disciplinary action.
- ii. Every employee must do a biometric or web/electronic (if applicable) attendance at the time of arrival and departure.
- iii. All employees should report to the office on the assigned time regularly /in a timely manner and absence in the office without leave approval is forbidden/ unacceptable.
- iv. The system permits up to three hours of pre-approved late attendance each month. If an employee exceeds this allotted time in a month, the system will deduct half a day of leave. This three-hour flexibility is intended solely for emergencies and does not imply regular permission for lateness.
- v. Emergency cases (Hospital, Occasional events) - 2hrs - 1 time (or else take leave)
- vi. Employees should inform the HOD or the People and Culture department for the late entry with genuine reason.
- vii. If incase employees need to leave early, employees can leave early only after the approval of the HOD.

- viii. In the absence of the HOD, employees can approach the People and Culture Department for early leave.
- ix. For all the late entries and early exit, necessary disciplinary action/ penalty shall be applicable by the management.
- x. People and Culture will send a notification via email or discord or any applicable communication channel to all staff to check/verify and submit any missing Check In/Out details on the 25th of every Nepali month. The staff must submit their missed punch(es), Work from home notices from HRIS by the 27th of every Nepali month.

3.3 Public Holidays

The company will apply a minimum of 13 working days and 1 additional day *Hartalika Teej* for female employees as public holidays. At the beginning of each Nepali calendar year, the People and Culture will compile a list of public holidays and submit and get approved of the holiday lists by the Co-Founders/Directors.

3.4 Leave Policy

Leave is a privilege and not a right. This Policy encourages the employees to take a break from work as this provides for a healthy and efficient staff. It sets out the various types of leaves that an employee is eligible for and outlines the procedure for taking leave. No leave can be availed till it has been sanctioned formally, or approval taken verbally from the sanctioning authority. All the leaves will be calculated according to the Nepalese Calendar starting from Shrawan 1 of every fiscal year.

For half day leave 1:30 PM is set as benchmark, exceeding the time limit will result as full day leave. And for the 2nd half leave, employees should leave office only after 1:30pm.

3.4.1 Annual Leave

- i. Only regular employees are eligible to avail themselves of 18 days of annual leave for a period of one fiscal year. If they join on the first day of the fiscal year, they are entitled to the full 18 days; otherwise, the leave will be generated on a prorated basis.



- ii. Annual leave comprises half-day leaves; two half day leave will equal to 1 full day leave if it occurs in the same month.
- iii. Any staff applying for more than 3 days of annual leave should request leave a week in advance and must be approved by their reporting line manager. Failure to follow this practice will result in the leave being treated as Leave without Pay (LWOP). Long leave of a week or more should be approved in advance of 3 or 4 weeks prior by the reporting line manager and the Co-founders, Directors. One month of leave should be approved in advance of 5 weeks prior by the reporting line manager and the Co-founders, Directors
- iv. An employee can take continuous Annual leave, if the leave exceeds seven days an employee is expected to attend office (If possible) in case of any urgent work to avoid hassle in the process of any operations.
- v. Each year the Annual leave shall be carried forward which shall be accumulated up to 54 days. If the leave exceeds 54 days, then the exceeding leave shall be reimbursed at the end of the fiscal year. Leave shall be reimbursed on per day total basic salary at the end of the fiscal year.
- vi. If the leave taken by employees exceeds the eligible leave days, then they must compensate for the extra leave taken by adjusting from the salary.

3.4.2 Sick Leave

- vii. Only regular employees are eligible to avail themselves of 12 days of annual leave for a period of one fiscal year. If they join on the first day of the fiscal year, they are entitled to the full 12 days; otherwise, the leave will be generated on a prorated basis.
 - i. If sick leave is exceeded, it can be adjusted with the remaining annual leave.
 - ii. Each year remaining sick leave shall be carried forward which can be accumulated up to 36 days. If the leave exceeds 36 days, then the exceeding leave shall be reimbursed at the end of the fiscal year.
 - iii. If the leave taken by employees exceeds the eligible leave days, then they must compensate for the extra leave taken by adjusting from the salary.



3.4.3 Period Leave

- i. Female employees who are regular employees receive 6 days of leave per year if they join at the beginning of the fiscal year; otherwise, it will be prorated.

3.4.4 Probation Leave

- i. During the probation period, employees are facilitating to a total of 3 days of paid leave for a 3-month probation and 6 days of paid leave for a 6-month probation. Any additional leave taken within this period will be unpaid. Unused paid leaves by the end of the probationary period will be forfeited and cannot be carried forward nor converted into cash.

3.4.5 Intern Leave

- i. Interns are eligible for a total of 3 days of paid leave. Any additional leave taken within this period will be unpaid. Unused paid leaves by the end of the probationary period will be forfeited and cannot be carried forward nor converted into cash.

3.4.6 Compassionate Leave

- i. This leave is applicable to probationary and regular employees.
- ii. The Company will allow up to 13 days of 'kiriya' leave at the time of demise of immediate family member (spouse, child, parents, or parent-in law).
- iii. Any extension to this period would normally be taken as annual leave or leave without pay.
- iv. Any employee on compassionate leave will remain on full salary for the leave period for up to 13 calendar days. Staff requiring additional days should use the annual or sick leave days.
- v. All public holidays and weekends falling in between leaves shall be counted as a part of the leave.
- vi. Notification must be given to the employee's immediate supervisor and People and Culture.

3.4.7 Maternity Leave

- i. This leave is applicable to probationary and regular employees.



- ii. A pregnant female employee shall be entitled to maternity leave up until 98 days where 98 days are paid leave with full Gross pay.
- iii. Pregnant employees may take two weeks leave before delivery date and six weeks leave after delivery.
- iv. If the maternity leave is exceeded, it can be adjusted with remaining sick, annual, and compensatory leave. In case of exceeding all leaves then the extra leaves would be an unpaid leave.
- v. All the public holidays and weekends occurring during the leave shall be counted.
- vi. If childbirth occurs before the employee intended her entitlement to start, the maternity leave will start automatically from the day after the date of childbirth.
- vii. These leaves cannot be carried forward nor converted into cash.

3.4.8 Paternity Leave

- i. A male employee may be granted a leave of 15 days of full paid paternity leave.
- ii. Employees can utilize leave before the delivery of a child and after delivery within three months.
- iii. If the paternity leave is exceeded, it can be adjusted with the annual leave and sick leave.
- iv. All the public holidays and weekends occurring during the leave shall be counted.
- v. These leaves cannot be carried forward nor converted into cash

3.4.9 Epidemic and Pandemic Leave

- i. Employees are provided as a benefit to 7 days of Epidemic and Pandemic Leave.
- ii. The Line Manager and People and Culture needs to be notified if an employee is suffering from disease having epidemic or pandemic recognition in National level.
- iii. Relevant reports need to be presented for the approval of Leave.



3.4.10 Substitute Leave

Employees who have worked in public holidays and weekly holidays are eligible for this leave. Substitute leave for all employees must be planned and agreed in advance by HOD. It shall be claimed within 1 month and these leaves cannot be carried forward nor converted into cash. This leave is also eligible for probation period employees.

3.4.11 Unpaid Leave of Absence (Leave without Pay-LWOP)

- i. Under unusual circumstances, if employee requests leave without pay (LWOP), then it will be dealt with on a case-by-case basis. People and Culture in consultation with line manager/department head reviews and recommends to Co-founders, Directors for final decision.
- ii. During the LWOP period, the employee will not receive salary, SSF and any other allowance for the period of LWOP.
- iii. Time spent on LWOP does not count towards length of service; therefore, no annual leave will accrue during the leave period.
- iv. LWOP will be approved once all annual leave is used. The approved LWOP leave will be counted in calendar days (i.e., continuously during holidays and weekends).
- v. At the end of LWOP, an employee must return to his/her original job.
- vi. Failure to return to work upon completion of LWOP within one week shall constitute the employee's voluntary resignation from employment with Adex or the service will be terminated.
- vii. Severance pays will not be added for the LWOP period.
- viii. In case a staff resigns after coming back from LWOP, then the staff two months' salary will be forfeited. However, in exceptional cases such as chronic health problems, the co-founders and directors can waive off the salary.

3.4.12 Absence without prior notification and/or leave approval is not allowed:

- i. Without the approval of respective HOD, the employees shall not take leave, be absent, and fail to show at work on the said/assigned time or take an early leave. But in case of an emergency, employees can approach the People and Culture department.



- ii. If the employee is absent continuously for 30 days without prior notice, then it shall automatically lead toward termination if the reason is not valid.
- iii. The number of days that the employee takes a leave without prior notice or exceeds the day of their leave, then their pay will be deducted from their total salary. The employee may be asked to quit his/her job immediately if she/he is unable to come up with a satisfactory reason/explanation for their absence in the office to the People and Culture Department. But if the explanation is satisfactory, full salary will be granted without any deduction.
- iv. If the employee stays on leave without the approval from the concerned authority, then the leave shall be counted as Leave without pay. HOD has the authority to take decisions in coordination with the People and Culture Department and communicate the same to the employee.

4. WORKPLACE TOOLS AND PROTOCOLS:

This section describes policies that apply to everyone at our company: employees, contractors, consultants, volunteers, vendors and stakeholders alike. These policies help us build a productive, lawful and pleasant workplace. Confidentiality and data protection are paramount to our organization. We want to ensure that private information about clients, employees, partners and our company is well-protected to maintain trust, compliance with regulations, and safeguard sensitive data from unauthorized access or disclosure.

Examples of confidential information are:

- Employee records
- Unpublished financial information
- Data of customers/partners/vendors
- Customer lists (existing and prospective)
- Unpublished goals, forecasts and initiatives marked as confidential

You must:



- Always lock or secure confidential information
- Shred confidential documents when they're no longer needed
- Make sure you view confidential information on secure devices only
- Only disclose information to other employees when it's necessary and authorized
- Keep confidential documents inside our company's premises unless it's absolutely necessary to move them

You must not:

- Use confidential information for your personal benefit or profit
- Disclose confidential information to anyone outside of our company
- Replicate confidential documents and files and store them on insecure devices

This policy is vital for our legal standing and reputation. Breaching it for personal gain leads to termination, with unintentional breaches subject to disciplinary action based on severity and frequency. Repeated disregard, even if unintentional, results in termination or other applicable consequences.

4.1 Project Management Tools

At Adex, we use JIRA to enhance efficiency and collaboration. It's a powerful project management tool that streamlines our work and ensures outstanding results.

JIRA serves as a central hub for Adex teams, improving efficiency, progress tracking, and communication, making tasks and projects organized and transparent.

Key JIRA features at Adex:

- i. P&C Support Portal: Handles People & Culture matters like recruitment, WFH requests, leaves, and more.
- ii. IT Support Portal: For technical issues, courses, hardware, and technical incident reporting.



- iii. Marketing Support: Manages marketing campaigns, creative projects, and promotions.
- iv. Account Management and customer success Support: Keeps track of client accounts and interactions.

Key Uses of JIRA:

- i. Task and Issue Tracking: Organizes tasks and projects for efficient collaboration.
- ii. Agile Development: Supports agile methodologies for software development.
- iii. Custom Workflows: Tailors workflows to our unique processes. Real-time Collaboration: Enables real-time communication and task assignments.
- iv. Reporting and Analytics: Offers insights into project progress and team performance.
- v. Integration: Seamlessly integrates with Confluence, Slack, and third-party plugins.
- vi. Knowledge Sharing: Allows documentation and knowledge sharing via Confluence.

4.2 Adex Library

At Adex, we believe in the power of knowledge and continuous learning. To support our employees, we have a collection of books in the office covering various topics.

Employees can request books via Library Bot in Discord.

- They must confirm with People and Culture and complete a Book Responsibility Form, committing to responsible borrowing.
- For more details we have Adex Library Policy and guidelines, please refer to that.

4.3 Dress Code and Discipline

- Employees are required to wear semi formal outfit (Joggers, casual slippers and crop top are prohibited).
- Any misconduct, misbehavior or negligence will be regarded as a serious indiscipline compelling the management to initiate appropriate disciplinary actions against them as per the rules and regulations mentioned in “Code of Conduct”.



- Employees are required not to derive any personal benefits on grounds of position/status by Adex.
- Employees are required not to share or give out any internal information/ documents of Adex in any form. If it is found that the information is shared, it will be considered as Misconduct.

4.4 Disciplinary Actions

We've outlined steps to address employee misconduct, aiming to offer corrective opportunities, conduct thorough investigations, and implement a six-step disciplinary process for serious offenses.

- i. Verbal warning
- ii. Formal meeting with supervisor
- iii. Written Show cause letter
- iv. Formal disciplinary meeting
- v. Final Warning with possible penalties
- vi. Suspension or Termination

Different offenses correspond to different steps in our disciplinary process.

5. COMPENSATION AND BENEFITS

A Compensation and Benefits policy is a set of guidelines and practices established by an organization to manage how it rewards and supports its employees. It is a critical component of the overall People and Culture strategy and plays a significant role in attracting, retaining, and motivating talent within the company.

The policy typically includes information on various aspects related to employee compensation and benefits, such as:



5.1 Salary

- i. Employees' salaries shall be subject to change upon management discretion in a time interval generally at the end of fiscal year. Salary and allowances shall not be lower than the minimum salary allocated by prevailing government rules.
- ii. Employees shall be eligible for salary and allowances as mentioned in this policy from the date of joining.

5.2 Income Taxes

Adex shall withhold income taxes from regular employees, part-time or contract employees, and consultants, Time-bound, freelancer as per the Income Tax Act of Nepal.

5.2.1 Guidelines

- i. This guideline, henceforth, sets the beginning 7 working days of every Nepali month as the payroll date, on which Adex shall run Payroll. In case there is any holiday or weekly off or any other event resulting in the closure of the Office for the day, payroll shall be run the day before on the 6th day of that month.
- ii. The People and Culture shall ensure a new hire profile is created in HRIS one day before the Date of Joining (DOJ) and changes due to any other personnel actions taken are promptly recorded into the Payroll System module of HRIS, by the 28th of every Nepal Month.
- iii. On the 25th of every Nepali Month, the People and culture professional will forward a monthly notification email to all staff to check/verify their attendance mentioning to check/verify attendance.
- iv. By the 27th of every Nepali Month, the People and culture professional will ensure that all staff attendance/ leaves are managed, and missing attendances are treated as leave and Employee shall email the details of work from home in the particular month.



- v. Finance & Administration Staffs shall ensure all the salary-related details such as new hires' salary breakdown, increments, incentives, advance deductions, loan settlement, and any other events resulting in a change in the final payout of the employee are properly updated into the payroll module of the HRIS by 2nd day of the following month.
- vi. During payroll calculation, Nonattendance/ Absent employees will be marked as unpaid leave and therefore, automatic salary deduction will be done by the system.
- vii. A copy of the final payroll report shall be shared by the Finance & Administration Department with People and Culture Department, monthly.

5.2.2 The procedure of handling queries and errors

- i. For any salary-related queries/ email, the People and Culture shall be notified who will liaise the employee with the Finance Personnel. The Finance Personnel shall respond to the query within 3 working days.
- ii. Further adjustments will be done next month by the Finance Personnel.
- iii. Details of any adjustments need to be shared with the People and Culture Team.

5.2.3 Benefits Package

i. Social Security Fund

The company will follow the Social Security Fund prescribed in the Labor Act which covers medical and accidental insurance.

ii. Citizen Investment Trust (CIT)

All regular employees (including the probationary period) can invest in "Citizen Investment Trust (CIT)" from their salary, or it will be used as per income tax rules. But it will be optional to employees because it is a personal investment of every employee. CIT deduction amounts will be deposited in their CIT accounts by the finance department. This account is ensured by the Finance Department.



iii. **Annual Festival Allowance**

Employees will be paid an annual festival allowance equivalent to one month's basic salary. Staff completing less than a year with the company will be paid on a pro-rata basis by dividing one month's basic salary by a year and multiplied by the number of months and days with the company. Only regular employees (those who have completed probation period) are eligible for festival bonus.

iv. **Bonus**

An employee who has worked for a half period in a fiscal year, shall be entitled to bonus. The company shall have to allocate an amount equivalent to ten percent of its net income for one fiscal year for bonuses to employees. Employees will not be entitled to a bonus if they commit gross misconduct or is terminated in case of gross misconduct. It shall be governed by bonus laws of the country.

v. **Refreshment Activities**

Company events are much more than just a chance for employees to gather. It would rather promote creativity, renew our visions as a company, boost morale and create a better, more focused team. Thus, to achieve these goals refreshment activities the board shall decide from time to time as per the necessity of the company.

vi. **Transportation Allowance**

The company will not provide staff pick-up and drop-off services. As such, staff should make their own arrangements to come to the office and go back home. In consideration of this, the company will pay a transport allowance that is integrated into the salary structure based on the present days of the employees. Employees in the Business Development Sales and Business Development Accounts of the Business Development Department shall receive an additional transportation allowance equivalent to 10 liters of fuel on a monthly



basis if they have their own vehicle. If they do not have their own vehicle, they may claim the amount based on their official meeting travel.

vii. **Lunch Facility**

The company shall provide lunch at the office premises and if an employee goes to an event or has work from home scheduled, the company shall not provide lunch allowances.

Adex recognizes that employees may occasionally experience unexpected financial challenges. To support our employees during such times, the company offers a Salary Advance Program. This program allows employees to request a one-month advance on their salary under certain conditions outlined in this policy. This policy comes into effect from 18th October 2023 (1st Kartik 2080).

6. SALARY ADVANCE GUIDELINES

6.1 Brief & purpose

Our Salary advance policy describes our terms for advancing pay to our employees as an emergency.

6.2 Scope

This policy applies to all our Regular, full-time employees regardless of position.

6.3 Policy elements

“Salary advance” refers to employees receiving a portion of their pay before their next normal payday. This doesn’t include any money paid to the employee for relocation or work-related expenses.

- **Company reserves the right to accept or reject the advance salary request**



6.4 Conditions for requesting a salary advance

Employees can ask for a salary advance if they:

- i. Have completed their probation period.
- ii. Have no due payments

These conditions apply to all eligible employees without discrimination against protected characteristics, or position.

Employees should have a legitimate reason to ask for advance pay, usually an unexpected or unavoidable occurrence. Examples of such reasons are having to pay for:

- Family or personal emergencies
- Medical emergency

6.5 Advance Salary terms

- The maximum advance is equivalent to the employee's one month's net pay. We will deduct the amount of advance pay from an employee's following month paychecks. This may mean:
 - Deducting the full amount from their next paycheck.
- i. If an employee resigns or is terminated before they repay their salary advance, employees are liable to repay the salary advance amount within 3 days before their last working day at office.

6.6 Salary advance agreements

- i. Employees who want to request a salary advance should take a salary advance form from the People and Culture Department and fill out the necessary information. They must:
 - Indicate their reasons for filing the form.
 - State the amount of money they want to receive in advance.



- Sign to accept this policy's terms.
- ii. This procedure must be followed:
- Employees should submit the fill out form to the People & Culture.
 - People & Culture must review the form and decide whether to grant the employee's request based on the criteria mentioned above within 2 working days of receiving the form. If all the criteria are met, People & Culture will sign the form.
 - People & Culture must then forward the signed form to the Finance & Administration (F&A) department. The F&A department will provide employees with their advanced pay through bank transfer within two days of receiving the form.

Please also note that company reserves the right to accept or reject the advance salary request

If the request is denied, the People & Culture must inform that employee within 3 working days after receiving the form from the employees.

6.7 Confidentiality:

All salary advance requests and related information will be treated confidentially and shared only with individuals involved in the approval and administration of the advance.

6.8 Policy Review:

This policy may be reviewed and updated periodically by the company to ensure its effectiveness and alignment with company goals and regulations.

By requesting and accepting a salary advance, employees acknowledge their understanding and agreement with the terms and conditions outlined in this policy.

Adex is committed to supporting its employees during times of financial need while maintaining the integrity and sustainability of the Salary Advance Program. For any questions or clarification regarding this policy, please contact the Human Resources Department.



7. LEARNING AND DEVELOPMENT

The Company is committed to developing and retaining high-quality employees who are dedicated to its vision, mission, and principles. The Company will provide ongoing support to staff to help them perform their duties and responsibilities, grow professionally, and pursue their career development aspirations.

7.1 Types of Learning and Development

- i. Online Courses and Certifications
- ii. External workshops or Training
- iii. International Workshops or Training
- iv. Inhouse trainings

Approval Criteria

- a) Employees who have completed the probation period will be eligible to apply for courses, certifications, workshops, and training.
- b) The learning must be relevant to the employees' specific work, company objectives, and present and future roles/developmental needs. It should meet an identified need and link with the person's job description and responsibilities.
- c) Cost-effectiveness of the proposed workshop, training, certification or learning course.

Approval Process:

i Online Courses and Certifications

- Employees interested in taking online courses or certifications need to raise an P&C Support JIRA ticket.
- The ticket is discussed between the Head of Department (HOD) and the P&C department to determine necessity.
- The HOD recommends the course, and P&C discusses it with the product manager. If the cost is justifiable, P&C approves it through the ticket.

ii External Workshops or Trainings

- If an employee wants to attend training relevant to their work role, they need to raise an P&C Support JIRA ticket.
- The necessity and cost are analyzed, and if it is within budget, People & Culture approves it.
- If the cost exceeds the budget, approval from the co-founders is required.

iii International Workshops or Trainings

a. Initial Proposal Submission:

- Employees must submit a detailed proposal outlining the training program's relevance, objectives, duration, cost, and anticipated benefits.
- The employee is responsible for all visa processes and related matter

b. Review and Approval from Head of Department:

- The HoD assesses the proposal's alignment with the employee's role and company objectives.
- Evaluates the workshop or training's impact on the employee's performance and department goals
- The HoD evaluates the proposed workshop or training's feasibility regarding departmental resources and operations.

c. Approval from Co-founders or Directors:

- It is at the sole discretion of the co-founders or directors to approve or reject the proposal. The proposal must be justified and aligned with the company budget.

d. Evaluation by People & Culture:

- Once approved by the co-founders or directors, People & Culture evaluates the proposal once again and provides a recommendation letter endorsing the employee's participation.



- The letter highlights the workshop or training's benefits for professional development and its alignment with company goals.
- e. Workshop or Training Execution:
 - The employee attends the workshop or training as per the agreed schedule and completes the required activities.
 - The employee remains in communication with the supervisor and People & Culture regarding progress and applicable learnings.

iv In-house training

This refers to educational sessions and programs conducted within an organization by its own employees. These training courses are designed to promote a culture of continuous learning and development among the workforces. In-house training can cover a wide range of topics relevant to the organization's needs, including job-specific skills, compliance requirements, soft skills, and new technologies or processes. By leveraging the knowledge and expertise of internal staff, in-house training can be more cost-effective and tailored to the specific context and goals of the organization.

7.2 Commitment Agreement

This Commitment Agreement is designed to ensure mutual investment in your professional development and the success of our organization.

Any employee who is interested in participating in company-sponsored in-country or international training, workshops, courses, or certifications must express their written commitment to the company. By agreeing to pursue such learning and development opportunities, the employee will be required to sign a commitment agreement. This agreement will specify a commitment period of n years of service following the completion of the cost-incurred learning and development provided by the company. The exact duration of the commitment period shall be specified in the agreement.

If you choose to resign, or your employment is terminated for any reason within that commitment period, you will be responsible for reimbursing the company for a prorated portion of the examination expenses or any costs incurred from the trainings, courses, certifications or workshops.

7.3 Staff Review of Lesson Learnt

After the workshop or training, the participants must submit a complete report and any course handouts to the head of department with a copy of the training report to People & Culture. The participants will be asked to report on how they will use what they have learned and how they will share the information from the training with other colleagues. People & Culture and Head of Department evaluate the training's impact on performance and identify areas for further development.

i. Other types of Internal learning and development

The Company will provide the following internal learning and development opportunities to its employees:

- a) Induction and Orientation
- b) On-the-job training
- c) Coaching and mentoring
- d) Creating opportunities to learn lessons and share amongst colleagues
- e) Arranging job-related training courses in-house
- f) Arranging relevant training courses for employee career development
- g) Employee learning and development needs should be part of their performance management and development process within their line management chain.

ii. On-the-job training

The Company will ensure that employees are continuously provided on-the-job training and support to help them perform well. On-the-job training will normally be provided by

the line manager or his/her supervisor or the Executive Committee members and other general members of the Company as relevant.

iii. Coaching and mentoring

The Company will also arrange for coaching and mentoring approaches to the training and development of its staff. While coaching will be more around specific aspects of job-related development needs and can be organized through both internal and external resource persons, mentoring is developing a more informal relationship with the staff and helping them develop professionally and ethically in line with the principles of the Company. In other words, coaching can help improve the delivery of strategic action plans and mentoring can help with principles and quality of work. Mentoring can be arranged from within the Company including the members of the Board but should normally be outside the line management chain. And that this should have been discussed with the line manager and should be part of the staff performance and development plan.

iv. Learning, sharing, and improving

The Company intends to help develop a learning, sharing, and continuous development culture. Organizational learning and sharing will encourage and facilitate knowledge sharing amongst the staff and potentially help develop a positive working relationship that is expected to contribute to improved organizational performance. As such ED along with the department head will ensure a positive learning and sharing culture within the Company.

v. Job-relevant training courses

From time to time, the Company will organize in-house training on topics relevant to the work of Adex and its strategic action plans. The training will be open to all staff, as relevant. When training is deemed necessary or important for enhancing office capacity, and based on budget availability,



vi. Career development

In addition to helping staff with job mastering skills, the Company is principally committed to supporting the professional development skills for their career advancement. However, as the Company is in the early process of its development, Adex's priorities to sustain itself will be paramount. Since the career advancement process is an evolving and dynamic process, staff will be supported in reviewing and assessing their career goals and activities and as possible.

8. PERSONNEL ACTION

A Personnel Action policy, also known as Human Resources (HR) or People and Culture Policy (P&C) or Employee Action policy, is a set of guidelines and procedures that govern the management of personnel changes within an organization. This policy outlines the various actions related to employees, such as promotion, transfer, termination, and other employment-related processes. It ensures that these actions are carried out consistently, fairly, and in compliance with applicable laws and regulations. A Personnel Action Form (PAF) is a document to manage and track various human resources-related activities and changes within the workforce. The purpose of using a Personnel Action Form is to maintain accurate and up-to-date records of employee-related transactions, ensure compliance with internal policies and legal requirements, and streamline communication between various departments involved in the human resources management process. These forms also serve as an essential part of an employee's personnel file, which can be referred to in the future for audits, performance evaluations, and decision-making processes. The Personnel Action Form is prescribed as [Annex 12](#).

The primary purpose of a Personnel Action Form is to facilitate and document personnel-related actions, including:

- i. Change in Salary & Designation: If there are changes to an employee's salary or compensation, & Designation a PAF is used to record the new details and the effective date of the change.



- ii. Promotion: When an employee is promoted to a higher position or given additional responsibilities, a PAF is used to record the promotion details, such as the new job title, salary changes, and effective date.
- iii. Transfer: In cases where an employee is moved from one department to another, a PAF is used to document the transfer, including any relevant changes to job responsibilities or compensation.
- iv. Termination: When an employee leaves the organization, either voluntarily or involuntarily, a PAF is used to document the reason for termination, the final date of employment, and any pertinent details related to the separation.

i. In case of change in salary and designation:

- a) Department head/manager/supervisor shall fill in the 'Personnel Action Form' and submit it to People and Culture if there needs to be change in salary and designation prior 7 to 15 days from the effective date.
- a) Forms submitted without clearly mentioning the reason and prior email for requested change shall not be accepted.

ii. In case of promotion:

- a) Department head/manager/supervisor shall initiate the process for promotion, fill in 'Personnel Action Form' and submit it to the People and Culture designation prior 7 to 15 days from the effective date.

iii. In case of transfer to different department/company:

- a) Current department head/manager/supervisor shall send an email to the People and Culture to initiate the process.
- b) Current department head/manager/supervisor shall fill 'Personnel Action Form' and receive signature of employee that they are transferring and a new department head/manager/supervisor as Signature of both parties will indicate their acceptance of the transfer of employee.



- c) Forms must be submitted to People & Culture no later than the 7 to 15 days prior from the effective date.
- d) The transfer date of employees shall come to effect only after the submission of forms. In case of transfers done verbally, department heads/managers/supervisors must submit the forms to People & Culture within 7 working days.

iv. In case of termination:

- a) Department head/manager/supervisor shall fill 'Personnel Action Form' and submit it to People and Culture. Reason for termination must be clearly mentioned. Any form submitted to People & Culture without clearly mentioning the reason behind termination shall not be accepted.
- b) Procedure of termination laid out by existing Labor Law of Nepal will be the governing procedure of termination of any staff.



9. PERFORMANCE MANAGEMENT

The purpose of this Performance Management Policy is to establish guidelines and procedures for effectively managing employee performance within the organization. It aims to promote a culture of continuous improvement, accountability, and employee development.

It outlines the processes, procedures, and expectations related to employee performance evaluation, feedback, improvement, and recognition. The primary objective of a performance management policy is to align individual performance with organizational goals and objectives to enhance overall productivity and achieve success.

9.1 Performance Reviews

At Adex, we conduct performance reviews twice a year to ensure continuous feedback and development for our employees. The two types of performance reviews are:

- i Annual Performance Review (Annual Appraisal): This review occurs once a year and typically includes an evaluation of the employee's overall performance throughout the year. It may also involve monetary aspects such as salary increments and promotion although these are not guaranteed.
- ii Mid-Year Performance Review: This review takes place in the middle of the fiscal year and focuses on assessing the employees' progress towards their goals, their performance, and any areas for improvement. Unlike the annual review, the mid-year review does not involve monetary considerations. It serves as an opportunity for constructive feedback and goal setting for the remaining half of the year.

Eligibility Criteria

- i. Employees who have successfully concluded their probationary period are eligible for promotion and a salary increase and midyear performance reviews, effective from the upcoming fiscal year.



- ii. Employees who have completed one full fiscal year will have their salary increase determined by the co-founders. Other employees who have not completed a full fiscal year will receive a prorated salary increase.
- iii. Employees who have been subject to disciplinary action are not eligible for a salary increase.
- iv. Promotion iv. Promotion is determined solely based on performance evaluations conducted by the Head of Department and the Co-founders, rather than on seniority or years of experience.
- v. Salary increments and promotions shall be done once a year, i.e., at the end of every fiscal year. There will be no provision for any changes in terms of salary and designation, except in special cases determined by the directors.

9.2 Mid-Year Performance Review

The Mid-Year Performance Review at Adex is a crucial part of our performance management process. It aims to provide employees with feedback on their performance, help them understand how they are progressing towards their goals, and identify any areas that need improvement. This review is purely developmental and does not include any monetary rewards or adjustments. It allows both the employee and their manager to discuss achievements, challenges, and set actionable plans for continued growth and success in the second half of the fiscal year.

9.3 Annual Appraisal

The aim of the Annual Appraisal is to enable staff to perform at their highest level by helping them turn organizational strategies into action and understand how their work aligns and contributes to Adex's mission, culture, values, people strategies, and human resource systems. It is the duty of the supervisor of each staff and People & culture to perform performance appraisals and evaluations. The yearly personal objective of employees shall be set by each of the employees.



Formal performance reviews will be conducted annually every Asadh - Shrawan although informal performance discussions will take place on a continuous basis through monthly one-on-one meetings. To make this process holistic, performance reviews will include

- Self-Evaluation Form ([Annex 10](#))
- Supervisor Review by a direct line manager ([Annex 10](#))
- Subordinate Review to direct line manager ([Annex 10](#))
- Peer review ([Annex 10](#))

Employees are highly encouraged to engage in this process proactively and openly ask for clarifications as and when needed. Employee's performance and value addition to the Company will have a direct impact on the level of compensation paid out, but it is not necessary that an employee receive a raise after each performance review. It is important to prepare for these reviews carefully and participate in them fully.

Employees' performance will be graded on five rating scale: Outstanding, Good, Satisfactory, Unsatisfactory, and Poor. The supervisor and People & Culture shall provide feedback to the employee and shall provide their recommendation to the Co-founders, to retain, terminate, orient, or promote the staff. All the set objectives and performance evaluations shall be recorded in the employees' records. Supervisor Review Form, Self-Evaluation Form, Peer Review form and Subordinate Review form will be followed for annual performance appraisal.

Rating Scale:

| RATING SCALE | |
|-----------------------|---|
| Rating | Definition |
| Outstanding | Exceptional performance and surpassing expectation |
| Good | Remarkable performance and exceeds expectations |
| Satisfactory | Acceptable performance. Meets the standard requirements of the job |
| Unsatisfactory | Inconsistent performance. Does not meet the requirements of the job |
| Poor | Subpar performance, signifying unmet expectations and necessitating substantial improvement |



10. REWARDS AND RECOGNITION

Rewards and recognition programs are designed to acknowledge and reward employees for their contributions and achievements within an organization.

These programs are designed to boost employee morale, increase motivation, and foster a positive work environment. They also contribute to employee retention by showing appreciation for hard work and dedication.

10.1 Promotions

Adex's rewards and recognition program includes promotions based on merit, performance, and contributions to the company's goals. Employees who consistently exceed expectations and demonstrate leadership qualities are considered for advancement opportunities.

- Promotions are done annually only during the annual review period which falls on Ashad-Shrawan.

The following eligibility criteria are applicable for promotions:

- i Employees must have completed their probationary period.
- ii There should be sufficient grounds to believe that the employee has met all job specifications and can fulfill the responsibilities of the new role.
- iii No employee can claim a promotion to any specific post/grade based solely on seniority.
- iv Employees against whom disciplinary actions regarding compliance, regulatory issues, or breaches of the code of conduct have been taken shall not be entitled to promotion until one year has passed since the penalty was executed.

10.2 Performance based Awards

Adex will identify one employee as the "Employee of the Year" who has demonstrated a profound commitment to creating lasting, positive change within the company. Additionally, there will be several other awards or rewards for outstanding performance of employees. The selected



employees will receive an award, which may also include a cash prize. The amount of the cash prize will be determined solely by the co-founders. The decision to give any vouchers or awards will depend solely on the available funds and the co-founder.

Selection Criteria and Process:

- i The employee must have successfully completed the probation period.
- ii The employee has demonstrated all Adex's core values throughout the year.
- iii The employee has gone above and beyond the call of duty in designing, implementing, and/or supporting the department and company, resulting in positive outcomes for the company.
- iv The directors of the company will select the "Employee of the Year."

Recognition Awards

Recognition awards differ from annual performance-based awards as they are given for different contributions. The selection of employees will be done by the decision committee, and they might receive gift vouchers. The decision to give any vouchers or awards will depend solely on the available funds and the co-founder.

Quarterly Best Performers

Believing in the learning, development, and growth of employees,

- Adex conducts self-nominations for this reward. Employees can nominate themselves, and a decision committee will select the best performers.
- Typically, two best performers are chosen: one from the Tech department and another from the non-tech department.
- They will be announced and provided with rewards, which will be based on the available funds and by the co-founders.

10.3 Performance Management Process

A Performance Management process is a strategic approach that an organization implements to ensure that its employees' performance aligns with the organization's objectives and goals. It involves setting clear expectations, providing regular feedback, and recognizing and rewarding achievements. The policy aims to improve individual and overall organizational performance, foster employee growth and development, and create a positive work environment.

10.4 Performance Expectations

The head of departments will define clear performance expectations for each role and communicate them to employees. These expectations will align with the organization's goals, values, and objectives. Performance expectations may include quality of work, productivity, customer service, teamwork, and adherence to policies and procedures.

10.5 Performance Planning

At the beginning of each performance cycle or employment period, employees will participate in performance planning discussions with their supervisors. The purpose of these discussions is to set performance goals and objectives that are specific, measurable, achievable, relevant, and time-bound (SMART). The goals will be aligned with the employee's role and the overall organizational goals.

10.6 Performance Monitoring and Feedback

Supervisors will regularly monitor employee performance and provide timely feedback. This feedback can be informal, such as regular check-ins and discussions, as well as formal, such as performance reviews. Feedback should be constructive, specific, and focused on both strengths and areas for improvement. It should also be recognized.



11. RECREATIONAL ACTIVITIES

Engaging in recreational activities among employees nurtures a livelier workplace culture, fostering stronger team bonds and camaraderie. These activities offer a valuable opportunity for stress relief and mental rejuvenation, ultimately elevating employee morale and productivity. These activities decision will be based on the available funds and by the co-founders.

Below, we've outlined some of the recreational activities we offer at Adex:

- i. **Alternative Fridays:** We alternate between "Fun Fridays" and "Learning Fridays" each Friday to inject enjoyment into our work environment. Our commitment to a culture of continuous learning is reflected in our "Learning Fridays."
- ii. **Adex Retreat Program:** This annual event, held once a year, typically occurs around the month of November. It offers our employees a night to unwind and strengthen their bonds.
- iii. **Annual Day:** Every year, we organize a semi-formal celebration that brings together all Adex employees to commemorate the company's anniversary.
- iv. **Festival Celebrations:** We joyfully observe the major festivals through in-house celebration programs that include music, dance, food, and fun games. These activities are designed to foster camaraderie and provide a refreshing experience.
- v. **Hiking:** Once a year, usually on weekends, we embark on hiking trips to breathe in fresh air and soak in beautiful scenery. These outings serve as opportunities to rejuvenate and enjoy quality time with the team.



12. WORKPLACE SAFETY AND HEALTH

Our company is committed to creating a hazard-free workplace. To this end, we will ensure workplace safety through preventive action.

12.1 First Aid Box:

A first aid box will be maintained by Finance and Administration Department for Immediate first aid needs of the employees during working hours.

12.2 Accidents

If you are involved in an accident, then contact our People and Culture Department immediately.

12.3 Smoking

You can smoke in designated smoking areas, Rooftop and outer premises. Any other area in our workplace (like restrooms, inside offices, staircases) is strictly smoke-free to protect non-smokers.

We also advise you to:

- Extinguish your cigarettes and discard them.
- Avoid smoking when you have scheduled meetings with clients or vendors.
- Avoid smoking near flammable objects and areas.

If you are found responsible for starting fire due to carelessness, you may face disciplinary action up to and including termination or suspension.

12.4 Drug-free workplace

Adex is a drug-free workplace. You must not bring, use, give away or sell any drugs on company premises. If you are caught with illegal drugs or show that you are under the influence of substances, you will face disciplinary action up to and including termination.



A list of prohibited drugs and substances includes, but isn't limited to:

- Heroin/cocaine/methamphetamine in any form
- Marijuana

12.5 Alcohol

We prohibit employees from consuming alcohol during working hours, but they may consume alcoholic drinks in moderation at company events. If your reporting line suspects substance abuse, you may face disciplinary action.

12.6 Conflict of interest

When facing a conflict of interest, ensure your personal interests align with our responsibilities. For instance, accepting bribes is illegal and violates our ethics code. Discovery of such actions may lead to job loss and legal consequences. Hence, conflicts of interest are a serious concern. Stay vigilant, follow our policies, prioritize our company's well-being, and seek guidance from your manager or People and Culture in ethical dilemmas.

12.7 Solicitation and distribution

Solicitation, such as seeking funds or support for unrelated causes, and distribution for commercial or political purposes by employees, is prohibited in our workplace.

As an employee, you may solicit from your colleagues only when you want to:

- Invite colleagues to employee activities for an authorized non-business purpose (e.g. recreation, volunteering.)
- Ask colleagues to participate in employment-related activities or groups protected by law (e.g. trade unions.)
- In all cases, we ask that you do not disturb or distract colleagues from their work.



12.8 Police Charge

- An employee must inform the People and Culture Department and the respective Department Head of any charge or summons against them for the violation of any laws other than Traffic Offences within three (3) working days of the charge of the summons.
- Should an employee be convicted of the offence, depending on the seriousness of the crime, the company reserves the right to dismiss the employee from his/her employment without notice and without payment in lieu.

13. WORKPLACE ENVIRONMENT

To build a positive and productive work environment, we need everyone to treat others well and help them feel safe. Each of us should do our part to prevent harassment, bullying and workplace violence.

13.1 Workplace Harassment and Bullying

Workplace harassment and bullying are serious issues that can create a toxic and unproductive environment. Harassment is a broad term encompassing various behaviors that can harm an individual emotionally, mentally, or physically. It's important to understand that harassment doesn't always involve overtly aggressive actions; it can also include seemingly harmless behaviors that are just as damaging in the long run.

- Sabotaging someone's work on purpose
- Engaging in frequent or unwanted advances of any nature
- Commenting derogatorily or negatively on a person's ethnic heritage, religious beliefs
- Starting or spreading rumors about a person's personal life
- Humiliating someone in front of everyone in the office



13.2 Sexual Harassment

Sexual harassment is illegal, and we will seriously investigate relevant reports. If an employee is found guilty of sexual harassment, it will be considered Gross Misconduct, they will be terminated immediately.

If you're being harassed, whether by a colleague, supervisors, customer or vendor, in any case of harassment no matter how minor it may seem feel free to reach out to the People & Culture department. Anything you disclose will remain confidential.

13.3 Workplace violence

Workplace violence is a severe form of harassment, encompassing physical and sexual assault, property damage, threats, and psychological abuse. To prevent and address such incidents, we urge you to:

- i. Report any suspicions or knowledge of violence to People & Culture; your report will remain confidential, and we'll handle it discreetly.
- ii. Verbal threats will be treated as high-risk behavior with appropriate penalties.
- iii. Physical violence may lead to immediate termination without severance and potential criminal charges.
- iv. Deliberate property damage requires full financial responsibility.



14. WORKPLACE RELATIONSHIP CONDUCTS AND GUIDELINES

14.1 Purpose

This office romance policy is established to provide guidelines and expectations regarding workplace relationships, ensuring a professional and respectful work environment while acknowledging the reality of interpersonal connections among employees.

14.2 Scope

This policy applies to all employees, including full-time, part-time, temporary, and contract workers.

14.3 Permissible Relationships

- i Relationships between employees are allowed but should not interfere with job performance or create conflicts of interest.

14.4 Public Display of Affection (PDA)

- i Employees engaged in a romantic relationship are expected to maintain a professional demeanor in the workplace.
- ii Public displays of affection (PDA), including but not limited to embracing, or other intimate behaviors, are strictly prohibited within the office premises.

14.5 Professional Conduct

- i Employees involved in a romantic relationship are expected to always conduct themselves professionally.
- ii Behaviors such as favoritism, bias, or special treatment towards the romantic partner are strictly prohibited.
- iii Employees are not allowed to let relationships affect work dynamics.
- iv Personal relationships should not interfere with work responsibilities. Employees are expected to prioritize their job duties and ensure that their personal lives do not disrupt the workflow or productivity of the team.



14.6 Disclosure

- i Employees involved in a romantic relationship within the internal employee structure are encouraged to voluntarily disclose the relationship to the People & Culture department for transparency, address any potential conflicts of interest.

14.7 Conflict of Interest Management

- i Employees in a romantic relationship should avoid situations where their personal relationship could create a conflict of interest or compromise the integrity of decision-making processes. This might include refraining from participating in decisions involving promotions, salary adjustments, or assignments directly affecting the partner.

14.8 Professionalism in Communication

- i All communications within the workplace, including emails, instant messages, and other forms of correspondence, should remain professional and respectful, regardless of personal relationships.

14.9 Recourse for Disputes

- i In the event of conflicts arising from personal relationships, employees are encouraged to resolve them in a mature and professional manner. People & Culture or management may intervene if necessary to address issues that affect the work environment.

14.10 Workplace Harassment and Discrimination

- i Harassment or discrimination based on a romantic relationship status, whether consensual or not, will not be tolerated. Employees are encouraged to report any instances of harassment or discrimination promptly.

14.11 No Retaliation

- i Retaliation against employees who report violations of this policy or participate in investigations regarding such violations is strictly prohibited and will result in disciplinary action.



14.12 Consensual Relationships Acknowledgement

- i Employees involved in a romantic relationship must sign an acknowledgment form indicating their understanding and agreement to comply with the office romance policy.

14.13 Disciplinary Action

- i Violations of this policy, including public displays of affection and engaging in favoritism or biasness, and not disclosing the relationships will result in disciplinary action.
- ii Disciplinary measures may include verbal warnings, written warnings, suspension, or termination, depending on the severity and recurrence of the violation.

14.14 Amendments and Updates

Adex reserves the right to modify, amend, or update this office romance policy to ensure its effectiveness and relevance to the company's culture and values. Any changes will be communicated to employees in a timely manner.



15. WORK FROM HOME STANDARDS, GUIDELINES AND PROTOCOLS

15.1 Purpose

The purpose of this Work from Home (WFH) Protocols is to establish guidelines and procedures for employees of Adex International Pvt. Ltd. (hereinafter referred as “Adex” or “organization” or “company”) to work remotely, ensuring productivity, collaboration, and maintaining the company's standards and expectations.

15.2 Eligibility

- i All full-time employees of Adex are eligible to participate in the WFH program, subject to the approval of their immediate supervisors and compliance with this policy.
- ii Employees must have completed their probationary period and have a satisfactory performance record to be eligible for WFH.
- iii Interns are not eligible for taking Work from home.

15.3 Privilege and not an entitlement

These Guidelines do not in any way imply an employee prerogative or entitlement or right. It is strictly up to the discretion of the organization to award/ withdraw the flexibility as per its convenience. The organization is not obligated to issue any reasons or explanations therein.

As a privilege, it does not in any way imply or suggest any lower workload, lesser working hours, lower expected standard or performance or expected decorum. The expected outcome does not change: The work output & efficiency will be measured & the employee will be held accountable for the expected delivery.

It merely gives the locational flexibility to operate from home instead of office.



15.4 Work Arrangements

- i Employees may be allowed to work remotely in compliance with this policy and subject to the discretion of their supervisors and the nature of their job responsibilities.
- ii Employees working remotely must maintain regular working hours consistent with their position and to be available for communication and collaboration during those hours.

15.5 Facilities and Resources

- i Employees working remotely are responsible for arranging their own suitable facilities such as internet connection, lunch facilities and travel cost if required to perform their job duties.
- ii Employees may be eligible to receive reimbursement for necessary work-related expenses incurred while working remotely, subject to prior approval and in accordance with company policies.

15.6 Not to be taken in lieu of sick leave

- i Work from home is not to be taken in lieu of sick leave. It is encouraged that employees take sick leave and rest when not feeling well.

15.7 Conditions for requesting WFH

- i Public health emergencies: During outbreaks of contagious diseases or pandemics, such as the COVID-19 pandemic, staff may request to work from home to minimize the risk of exposure and transmission of the disease.
- ii Personal health issues: If an employee has a medical condition that makes it challenging or unsafe for them to work in the office environment, they may request to work from home as reasonable accommodation.
- iii Family or caregiving responsibilities: Staff members may request to work from home to take care of family members, such as young children, elderly parents, or individuals with disabilities, who require their attention and support.



- iv Commuting challenges: In cases where employees face long and exhausting commutes, they may request work from home to reduce travel time and improve work-life balance.
- v Inclement weather or natural disasters: During severe weather conditions, such as snowstorms, hurricanes, or floods, staff may request to work from home to ensure their safety and avoid commuting difficulties.
- vi Workplace renovations or repairs: When the physical workplace undergoes renovations or repairs that may disrupt normal operations, employees may request to work from home until the workplace is ready for occupancy.
- vii Transportation disruptions: In cases where there are transportation strikes, closures, or major disruptions, employees may request work from home as an alternative to being unable to commute to the office.
- viii Examination outside the valley: In case an employee must go out of the valley to take an exam and has alternative exam days, they may request to work from Work From home on those alternative days. However, it's necessary to obtain approval one week in advance.

15.8 Employee Responsibility

- i Prior approval: In all possible cases, employee must apply to work from home at least 24 hours prior to the start of the shift of the WFH day in JIRA or if something unexpected happens, then the Supervisor and People and Culture may consider the prior approval time based on the specific case.
- ii Tagging in HRIS: The employee must tag the HRIS as WFH in the comments section. People and Culture will tally the approval Jira with the comments & will publish noncompliance reports by the end of every month. Three non-compliances will result in the facility being withdrawn from the employee.
- iii Workspace Sanctity: The employee is expected to create clear workspace & is expected to maintain the correct professional behaviors including sound settings, no disturbance, schedule adherence for meetings & task deliveries as well as professional appearances as may be required to be expected at work.



- iv Technical Requirements: The employee working from home must ensure proper connectivity & a backup system in place to ensure seamless delivery of work, factoring in the electrical breakage while working from home.
- v Schedule Adherence: Timely log in & log out in the HRIS system as well as schedule adherence in meetings, calls & work/ task delivery. Also, one should update in a common communication Platform/ channel while going for lunch break, on premise meeting, etc.
- vi Status updates on Channels: Employee must update their work from home status on Discord and Calendar to inform their Adex team.

15.9 Manager Responsibility

- i Work specification & Monitoring: Manager is expected to assign the work, which is defined, modular & monitored by the manager to ensure that the work is of the required standard.
- ii Prior Approval: One should note that working from home should be pre-informed with a valid reason and recommended by the line manager and approved by the People and Culture.

15.10 Team Management

- i The manager must outline the WFH team to other team members.
- ii The team must not have more than 15% of the team on WFH at any point in time except in case of any significant event, for which it will need to be approved by the People and Culture.
- iii Team shrinkage / absenteeism- If it is noticed that some team members are habitually asking for WFH multiple times, the manager will have a clear discussion to understand the underlying factors & see whether WFH is the right solution, or any other form of support is required.
- iv Communication: Managers or supervisors should clearly communicate the expectations of the work that needs to be accomplished.



- v Recurrence: Work from home facilities will be allowed on a case-to-case basis unless exceptionally approved by the People and Culture & Directors. This is not a given entitlement and will not be carried forward or accumulated.

15.11 Process

- i Employee sends a WFH request on JIRA to supervisor/ Manager 24 hours prior to the start of shift.
- ii Supervisor recommends and Final approval by People and Culture looking at the feasibility and find reason valid enough for WFH.
- iii In case of a WFH request with conditions not enlisted in predefined categories, the supervisor sends an email of the exception approval to the Directors, 24 hours prior approval to the start of shift.
- iv At the time of log in, the employee mentions WFH in the common official communication platform & updates HRIS attendance as present with comment sections marked as WFH.

15.12 Security and Data Protection

- i Employees working remotely must adhere to all company policies and procedures regarding the security and protection of company information, data, and systems.
- ii
- iii Employees must ensure that their home workspace is secure, with limited access to sensitive information, and that any company-provided devices or data are protected from unauthorized access.

15.13 Communication and Collaboration

- i Employees working remotely are expected to maintain regular and effective communication with their supervisors, colleagues, and clients using approved communication channels (e.g., email, video conferencing, collaboration tools).
- ii Employees must respond promptly to work-related communications during working hours and notify their supervisors or team members of any unavailability or schedule changes



15.14 Performance and Productivity

- i Employees working from home are expected to meet the same performance standards and goals as employees working on-site.
- ii Performance evaluations and assessments will be conducted regularly, considering remote work arrangements and the employee's ability to meet job expectations and deadlines.

15.15 Health and Safety

- i Employees working remotely are responsible for ensuring their home workspace is safe, comfortable, and free from hazards.
- ii Employees must comply with all applicable health and safety regulations, guidelines, and best practices while working remotely.

15.16 Policy Violation

- i Failure to comply with this WFH policy may result in disciplinary action, up to and including termination of employment.
- ii Any violations of company policies, confidentiality, security, or ethical guidelines while working remotely will be subject to appropriate action.

15.17 Amendments and Updates

Adex reserves the right to modify, amend, or update this WFH policy as necessary. Any changes will be communicated to employees in a timely manner



16. COMPANY ASSETS

16.1 Company-issued equipment

As an employee, you will be provided with company assets such as laptops, earphones, (monitor & headphone in case of technical department), mouse, mousepads, and other essential devices. Unless explicitly mentioned otherwise in your contract, these assets are considered company-owned and should not be sold or given to others. It is also your responsibility to maintain them, and if any issues arise, please notify us for necessary repairs. However, you will be held responsible for any costs associated with physical damage or negligence.

You are also required to sign **the Asset Responsibility Form** that outlines an acknowledgment and acceptance of responsibility for assets entrusted by Adex International. The key points are:

- i. Identification of the assets, including descriptions, serial numbers, and initial conditions.
- ii. Acknowledgment of responsibilities:
 - Custody: Ensuring safekeeping and security of the assets, with potential liability for negligence or unauthorized use.
 - Reporting: Promptly reporting any loss, damage, theft, or incidents involving the assets.
 - Proper Use: Commitment to using the assets only for authorized purposes and following Adex International's guidelines.
 - Return: Returning the assets in their original condition upon termination of responsibility or as requested by Adex International.

16.2 Theft and damage of company equipment

We kindly request that you inform us within 24 hours in the event your equipment is stolen or damaged. Additionally, please file a theft report with the police and provide us with a copy. In cases of theft or damage to company equipment, employees will be held liable and must reimburse the equivalent value of the equipment.



17. CYBER SECURITY AND DIGITAL DEVICES

This section deals with all things digital at work. We want to set some guidelines for using computers, phones, our internet connection and social media to ensure security and protect our assets.

17.1 Security of company issued devices

We advise you to keep your Smart phone, and company-issued computer secure. You can do this if you:

- Keep all devices password protected.
- Ensure you do not leave your devices unattended.
- Install security updates for browsers and other systems as soon as updates are available.
- Log into company accounts and systems through secure and private networks only.

17.2 Password Management

At Adex, we use Zoho Vault, a password management and security solution primarily for securely managing and storing passwords and sensitive data. Key features include:

- Password Management: Simplifies secure password storage and tracking for various services.
- Security: Ensures robust security with encryption, 2FA, and access controls.
- Ease of Use: User-friendly with browser extensions and mobile apps for easy access.
- Password Sharing: Facilitates secure password sharing without revealing passwords.
- Password Generation: Creates strong, complex passwords.
- Access Control: Administrators manage user access to sensitive data.

17.3 Internet usage

Our corporate internet connection is primarily for business. But you can occasionally use our connection for personal purposes if they don't interfere with your job responsibilities.



You must not use our internet connection to:

- Download or upload obscene, offensive or illegal material.
- Send confidential information to unauthorized recipients.
- Invade another person's privacy and gain access to sensitive information.
- Download or upload pirated movies, music, material or software.
- Visit potentially dangerous websites that can compromise our network and computers' safety.
- Perform unauthorized or illegal actions, like hacking, fraud or buying/selling illegal goods.

17.4 Cell phone

We allow use of cell phones at work. But we also want to ensure that your devices won't distract you from your work or disrupt our workplace. We ask you to follow a few simple rules:

- Use your cell phone in a manner that benefits your work (business calls, productivity apps, calendars).
- Keep personal calls brief and use an empty meeting room or common area so as not to disturb your colleagues.
- Avoid playing games on your phone or texting excessively.
- Don't use your phone to record confidential information.
- Don't download or upload inappropriate, illegal or obscene material using our corporate internet connection.

17.5 Corporate email

Email is essential to our work. You should use your company email for work.

Work-related use, you can use your corporate email for work-related purposes without limitations. For example, you can sign up for newsletters and online services that will help you in your job or professional growth.



Our general expectations

No matter how you use your corporate email, we expect you to avoid:

- Signing up for illegal, unreliable, disreputable or suspect websites and services.
- Sending unauthorized marketing content or emails.
- Sending insulting or discriminatory messages and content.
- Intentionally spamming other people's emails, including your coworkers.
- In general, use strong passwords and be vigilant in catching emails that carry malware or phishing attempts. If you are not sure that an email you received is safe, report the email on JIRA IT Support Portal.

17.6 Social media

We want to provide practical advice to prevent careless use of social media in our workplace.

We address two types of social media uses: using personal social media at work and representing our company through social media.

Using Personal social media at work

You are permitted to access your personal accounts at work. But we expect you to act responsibly, according to our policies and ensure that you stay productive. Specifically, we ask you to:

- Discipline yourself, avoid getting sidetracked by your social platforms.
- Avoid sharing intellectual property (e.g trademarks) or confidential information.
- Avoid any defamatory, offensive or derogatory content. You may violate our company's anti-harassment policy if you direct such content towards colleagues, clients or partners.

Representing our company through social media

If you handle our social media accounts or speak on our company's behalf, we expect you to protect our company's image and reputation. Specifically, you should:



- Be respectful, polite and patient.
- Avoid speaking on matters outside your field of expertise when possible.
- Follow our confidentiality and data protection policies and observe laws governing copyrights, trademarks, plagiarism and fair use.
- Coordinate with our Marketing department when you're about to share any major-impact content.
- Avoid deleting or ignoring comments for no reason.
- Correct or remove any misleading or false content as quickly as possible.



18. TERMINATION OF EMPLOYMENT

18.1 Separation of Service

The continued employment of employees is subject to certain conditions, but termination of employment is an inevitable part of personnel activity within a company, and many of the reasons for termination are routine.

Below are a few examples of some of the most common circumstances under which employment is terminated.

i. Voluntary Resignation

Voluntary resignation refers to the situation where an employee chooses to leave their job by their own decision. This can occur for various reasons, such as pursuing better career opportunities, personal reasons, dissatisfaction with the current job, or further education. The process typically involves the employee providing a resignation letter or notice to their employer, stating their intention to leave the company and often specifying the last working day.

ii. Termination

Warnings

Employee may receive written warnings for certain kinds of negligence or misconduct on the job, which will be documented in their personnel files. Such negligence or misconduct includes in [List1](#)

A staff that has received two written warnings will automatically be terminated when a third written warning is issued.

Immediate Termination

Staff's employment contract can be terminated immediately for the following reasons:



- Giving or accepting bribes, kickbacks, or commissions in the form of money, services, gifts, etc.
- Misuse of the company's authority or property for personal benefit
- Physical violence or negligence which may endanger the employee or others while on duty
- Insubordination
- Sexual Harassment
- Any other action which may result in or create a situation detrimental to the company's work and reputation, as determined by the Co-founder and Directors.
- Inability to perform which might lead to business loss of current and future business opportunities.

The Board retains the right to terminate employees for any of the above reasons. Any employee whose

action warrants termination as described above will first have an opportunity to explain their actions to the Board as arranged by the People and Culture.

Termination Due to Poor Performance or Lack of Funds

Employees that are to be terminated because of poor performance, or because of lack of funds at the company, shall be given notice in writing as per the labor law, or cash in lieu thereof, at the discretion of the Board.

Terminated employees may receive the following benefits:

- Final payment for days worked
- Social Security Fund balance

For an employee who is terminated and has outstanding financial liability to the Company, the amount of that liability will be deducted from the final payment.

Termination Due to Unsatisfactory Completion of the Probationary Period

Employees terminated due to unsatisfactory completion of the probationary period is not eligible for benefits except for salary due to the date of termination.

Employee Clearance Checklist ([Annex 13](#)), Handover Takeover Form ([Annex 14](#)) and Exit Interview form.

18.2 Process for Employee Exit

The purpose of an employee exit policy is to have a process in place when an employee is leaving employment, for example: resignation, retirement, end of contract, etc. There are certain procedures that need to be followed in the employee exit:

- i. When an employee resigns from their position, they should submit an email of resignation and email to their immediate supervisor, CC'ed to People and Culture.
- ii. Resigned staff must serve notice period, notice period differs for regular and probationary employees and by designation, which is mentioned in below Notice Period Clause.
- iii. During the employee notice period, they must continue with their normal responsibilities and should assist with the handover to the existing team or their replacement if in place.
- iv. The notice period also depends on the criticality of the role, and the Head of Department will decide how much of the notice period must be served, regardless of the notice period list. It may be shorter or longer depending on the criticality, workload, and responsibilities of the resigned employees.
- v. People and Culture will send the resigned staff a Handover Takeover form to list all necessary documents and pending work. It is also the responsibility of the resigned staff to train their replacement, if hired.
- vi. People and Culture along with the immediate line manager needs to complete the compliances of the exit interview process.



18.3 Notice Period Clause:

- i Regular employees below Manager level, they would be required to give one month's advance written notice or one month's gross salary in lieu. Similarly, notice of one month from the company's side would be required for the termination of service by the firm, or a payment equal to one-month's gross salary will be applicable.
- ii For probationary period employees, you would be required to give one week's advance written notice or one week's gross salary in lieu. Additionally, a notice of one week from the company's side would be required for the termination of service by the firm, or a payment equal to one-week's gross salary will be applicable.
- iii For senior-level regular employees at the Manager level and above, a three-month advance written notice or an amount equivalent to three months of gross salary in lieu of notice is required. If the company terminates the employee, the company would be obligated to provide a termination notice from their side or make a payment equal to three months of gross salary.
- iv However, the provision of notice does not apply in the event of negligence in the discharge of duties or acts of misconduct on your part; in such cases, the firm may terminate the service at any time without severance pay.

18.4 Exit Interview Process

- i. Arrange for the employee to do a formal handover to someone within the team/organization or at least document the procedures of their role explaining any complicated/important elements
- ii. Supervisor or People and Culture will conduct an exit interview
- iii. Notify other employees that they are leaving on their last working day
- iv. Collect any company property including their company laptop, Smartphone, company credit card, keys, security passes, parking pass, name badges, and business identification,



a uniform, CUG sim card, accessories if the business owns it, any tools, electronic devices or other business property they have

- v. Process all outstanding payroll, leave accrued and expenses
- vi. Sysadmin's responsibility is to revoke all their computer access, have their files in network folders copied to the network, cancel their accounts.
- vii. Remove them from the company intranet
- viii. Disable their building or property access
- ix. Remind them of confidentiality clauses in their letter of engagement
- x. Ensure People and Culture have their current address and phone number is on file in case they need to be contacted after they leave
- xi. In the end, it is always nice to part on good terms, and you never know the person leaving your employment may become a client or refer business to you in the future

18.5 Responsibilities of employee

The exiting employee shall have the following responsibilities in any of the above-mentioned kind of exit:

- i. Employees should hand over all Adex assigned tasks, projects to respective Line Managers and should get clearance.
- ii. The employee will be responsible for handing over all tasks, files, folders, and assets assigned by the company.

18.6 Responsibilities of Company

Company shall perform the following responsibilities after the employee completes his/her exit responsibilities:



- i. People and Culture team shall initiate the clearance process 3 to 5 days prior to the expected last working day of the employee for the scheduled exit. People and culture shall provide clearance letters to the left staff on their last working days. Clearance Letters include Release Letter (This is provided upon the request of resigned/Left Staff), Experience Letter, CIT Closing Letter (If resigned/left staff has been allotted amount in CIT) and SSF Closing Letter.

In case of Termination of Service due to misconduct or disciplinary action, Adex reserves the right to withhold all compensation.

19. CODE OF CONDUCT

The work rules and code of conduct are very important, and the company takes them seriously. All employees are urged to become familiar with these rules and code of conduct. People and Culture department shall ensure that every employee is informed about the employee handbook at the time of joining. In addition, Employees are expected to follow the rules and code of conduct faithfully in doing their jobs and conducting the company's business. Any employee who deviates from these rules and conduct could be subject to corrective action, up to and including termination of employment (See Section **9.13.2**, Disciplinary Action).

19.1 Conflict of Interest

- i. Each employee shall be free of any personal interest that could influence his or her judgment or action in the conduct of services or affect his or her responsibility in managing the affairs of Adex. An employee must not only avoid situations that give rise or could give rise to a conflict of interest, but also situations that create the appearance of Conflict of Interest.
- ii. Employees shall immediately communicate with the immediate supervisor in any circumstances others may believe the existence of a conflict of interest.



- iii. A form for commitment to declare any source of conflict of interest shall be filled by employees at the time of joining the organization.

19.2 Non-discrimination policy

- i. Any discrimination against any employee at any level is not acceptable. The organization considers a zero-tolerance policy for discrimination on the basis of ethnicity, caste, gender, religion, and disability.
- ii. Notwithstanding anything mentioned above, the company may follow positive discrimination for social transformation.

19.3 Confidentiality

- i. All employees must protect confidential information and prevent such information from being improperly disclosed to others inside or outside Adex.
- ii. During the employment tenure or even after the employee is terminated, the employee must never disclose or request disclosure of proprietary or confidential information about Adex or its beneficiaries to anyone.

19.4 Gifts and entertainment

- i. It is the policy of Adex that gifts are not to be accepted by any person including vendors, suppliers, and customers.
- ii. Non-cash gifts with non-material value may be accepted, but a declaration of such shall be made.

19.5 Fiscal Improprieties

19.5.1 Instances of Fiscal Improprieties

- i. Unauthorized or unethical use of Adex funds.



- ii. Fraudulent accounting or reporting of expenditures.
- iii. Illegal or unethical fiscal activity (e.g., theft, embezzlement, etc.).
- iv. Improperly gaining or potentially gaining financial benefit from vendors, suppliers, customers and
- v. Aiding and abetting another's fiscal impropriety.

19.5.2 Consequence of Fiscal Improprieties

A willful failure to report fiscal impropriety may be construed as aiding and abetting the wrongdoer. In addition to disciplinary action and/or termination of employment, fiscal impropriety may result in personal liabilities to the wrongdoer and criminal prosecution in accordance with the applicable laws and regulations.

19.6 Nepotism

Adex has zero tolerance for anti-nepotism policy. None of the organization activities shall be performed to favor a certain person over others only based on personal relationship. Disciplinary action shall be taken on instances of nepotism.

19.7 Loss and theft of the property of the Company

Company expects employees to treat company property with utmost care. The Company will not bear responsibility for loss or damage of property due to staff negligence. The Company will however consider cases of abandonment under duress (riots, accidents, natural disasters, etc.) or loss in criminal acts (fraud, burglary, thefts, etc.).

19.8 Reporting Violation of the policy

It is expected that the implementation of the policy acts for the benefit of both company and employees. Therefore, Adex staff has the responsibility to report any known, reported, or suspected



cases of alleged violations of these policies by any employee, supervisor, customer, and management.

19.9 Breach of the code

A breach of the code leads to action under the disciplinary procedure applicable in the Company rule. A breach will be investigated before formal disciplinary action is taken. The investigation will take account of all circumstances that have led to the breach and the employee will be made aware of the action.

19.10 Employee Misconduct/ Gross Misconduct

At Adex breach of the disciplinary code is classified into the following categories:

19.10.1 Misconduct List

- i. Staff performance does not meet satisfactory standards
- ii. In case he remains absent from work frequently without obtaining permission or comes late after the regular time.
- iii. In case abuses any items, which have been kept for the interest, Health, and safety of the workers or employees or cause damage to them intentionally.
- iv. Failure to abide by Adex's policies, procedures, and Code of Conduct, including Health and Safety regulations (except where these would be considered Gross Misconduct)
- v. Misuse of resources and property.
- vi. In case participates in a strike or compels other staff to participate
- vii. Absence without leave or over-staying beyond the sanctioned leave
- viii. Damaging any property of Adex
- ix. Failure to comply with reasonable management instructions
- x. Damaging any property of Adex



19.10.2 Gross Misconduct

- i. Workplace harassment and discrimination on the basis of sex, race, disability, sexual orientation, ethnicity, religion, or caste.
- ii. Sexual harassment or misconduct with employees, beneficiaries, and stakeholders.
- iii. Socially unacceptable conduct in the community and within the company.
- iv. Theft, fraud, or dishonesty in connection with the activities or property of Adex or with the property of any person within the premises of Adex.
- v. Taking or giving bribes or any illegal gratification.
- vi. Unauthorized collection or attempt to collect records or documents of Adex.
- vii. Interfering with, tampering, altering, or fabricating records of Adex.
- viii. Threatening, intimidating, or manhandling any employee within the premises of Adex or elsewhere if it is related to the work of Adex.
- ix. Abetting or attempting to abet any act which amounts to misconduct.
- x. Serious incapability through alcohol or being under the influence of illegal drugs.
- xi. In case imprisoned on being convicted of a criminal offense involving moral turpitude.

19.10.3 Corrective Actions/Disciplinary Procedure

Employees are expected to adhere strictly to the work rules and code of conduct. When an employee deviates from these rules and standards, People and Culture Department shall take corrective action. Corrective action shall be progressive in that the action was taken in response to a rule infraction or violation of standards typically follows a pattern increasing in seriousness until the infraction or violation is corrected or the employee is terminated.

In deciding which initial corrective action would be appropriate, People and Culture Department will consider the seriousness of the infraction, the circumstances surrounding the matter, and the employee's previous disciplinary records. It is to be noted that an employee can be directly terminated upon the very first infraction depending on the severity and other circumstances



surrounding the matter. Top management will have the final authority in deciding the administration of corrective action.

Depending on the severity of the negligence the following disciplinary actions may be taken. Normally the sequence of disciplinary action will be as follows.

- i. Verbal warning if negligence constitutes a lapse in standards that is not serious.
- ii. Show cause letter for the first case of negligence that includes a serious lapse in standards or in cases where a verbal warning has already been issued. This letter is issued demanding an explanation from the employee for the deed. Show Cause Letter.
- iii. Written warning for the second case of negligence or that includes a serious lapse in standards or in cases where a show cause letter has already been issued. Warning Letter is Prescribed.
- iv. In case of a second serious lapse within one year, a second final warning letter will be issued.
- v. Together with the second letter, the company may suspend the staff based on the severity of the cases or if it sees that the staff may destroy the evidence and attempt to block the process of investigation.
- vi. Together with the second letter, or with the third case of negligence, the staff's employment contract may be terminated according to the provisions of this Policy.

In cases of gross misconduct, the above sequencing will not apply. Staff found to be in serious violation of this policy and other relevant company policies and procedures will be terminated with immediate effect. In such cases, the employee will be paid their salary up to the last day of employment. Payment of other benefits will be as per GoN regulations. In cases of gross misconduct, there shall be no severance pay.



19.10.4 Suspension

If the Company has grounds to believe that an employee will be found guilty based on sufficient evidence and that there is a documented case of violation of the code of conduct or other policy and procedures of the Company, the Company may suspend the employee from duty without pay pending the outcome of the case. However, if the Company has good evidence through its internal investigation into gross misconduct that the employee in question is guilty, it will terminate the employee with immediate effect without following through a suspension process.

19.11 Grievance handling Procedure

At Adex, we hold our employees, customers, and stakeholders in high regard, and we are dedicated to fostering a supportive and inclusive work environment while delivering exceptional services. Nevertheless, we recognize that issues and concerns may occasionally arise.

This grievance handling policy aims to ensure that grievances are handled with sensitivity, confidentiality, and in a manner that promotes fairness and resolution. This policy applies to all employees and stakeholders of Adex.

19.11.1 Definition

A grievance is defined as a formal or informal complaint or concern raised by an employee regarding any aspect of our business operations, including but not limited to:

- a) Employment-related issues (e.g., discrimination, harassment, working conditions).
- b) Ethical or compliance-related matters.
- c) Any other issues affecting the interests of employees or stakeholders.

19.11.2 Responsibilities for Grievance Handling:

People and Culture Department (P&C):

- a) Coordinate the grievance handling process.



- b) Investigate the grievances
- c) Provide resolutions
- d) Maintaining records of grievances and resolutions.

Supervisors and Managers:

- a) Encourage open communication with employees.
- b) Promptly address and resolve minor grievances at the departmental level when possible.

Employees:

- a) Report grievances promptly, following the designated procedure.
- b) Provide accurate and complete information regarding the grievance.

19.11.3 Grievance Handling Procedure

i. Informal Resolution

- a) Employees are encouraged to first attempt an informal resolution of the grievance by discussing it with the relevant person(s) involved, their immediate supervisor, or the relevant department.
- b) If the issue remains unresolved or if discussing it with the involved parties is not possible or appropriate, the grievant may proceed to the formal grievance process or they may directly proceed to the formal grievance process, skipping the Informal Grievance procedure.

ii. Formal Grievance Submission

- a) To initiate the formal grievance process, the grievant must submit a written complaint to the Human Resources Department, or, if they feel comfortable, they may share with the supervisor or directly with the directors via email.



b) If the staff has grievances with People & Culture, they may communicate to their supervisor and Directors.

The written grievance should include:

- a) A clear description of the grievance.
- b) Relevant details, including dates, times, locations, and individuals involved.
- c) Any supporting evidence or documentation. d) The desired outcome or resolution sought.

iii. Grievance Investigation

a) Upon receiving a formal grievance, the People & Culture or Supervisor or Directors, whoever has received the formal grievances will conduct a thorough and confidential investigation.

b) The People & Culture /Supervisor/Directors, whoever has received the formal grievances may interview all relevant parties and review relevant documents.

c) Any person who has witnessed the case of grieving staff can volunteer to be a whistleblower and report the case to People & Culture /Supervisor/Directors.

d) People & Culture/Supervisor/Director shall maintain confidentiality of the issue as appropriate to ensure privacy of those involved.

e) Investigation shall be done in a confidential way and the parties involved may be asked to stay on leave depending on the severity of the case.

f) The People & Culture/Supervisor/Director will make every effort to complete the investigation in a timely manner, preferably within 10 working days from the time of lodged grievances and will communicate the progress to the grievant.

g) People & Culture shall prepare a case summary based on the discussion with the staff and present the same to directors. After internal consultation, Directors and People & Culture shall



arrange for a confidential hearing with the staff and others involved (as necessary) to come to the resolution in case the grievances have been shared with People & Culture)

H) In case the grievance is towards People & Culture then Supervisors/Directors shall arrange for a confidential hearing with the staff and others involved (as necessary) to come to the resolution.

iv. Resolution and Communication

a) The decision or resolution option shall be provided to the grievant and involved staff via email. The employee against whom the grievance is lodged shall be provided with the opportunity to respond.

b) If the result of the investigation proves any member of staff to be guilty as charged, they shall be subject to necessary actions as per the People and Culture Policy of the company.

c) If the grievance is found to be fake/baseless and only to tamper with the reputation of the other party, the staff submitting the grievance application shall be subject to necessary actions in accordance with the company's People and Culture Policy

d) People and Culture shall create a case summary for formal documentation of the case, discussion, hearing and final resolution as a precedent and record in personnel file of the concerned staff.

Note: If the employee's grievance is a counter claim against someone who has raised a grievance against them, or a reaction to any other disciplinary actions, then the two may be dealt with together if appropriate. Any counter claim shall not stop the original proceedings.

v. Appeals:

If the grievant is not satisfied with the resolution, they may appeal the decision through an email to People and Culture/Supervisor/Directors, providing reasoning for their appeal.

vi. Confidentiality:



All information related to the grievance will be handled with the utmost confidentiality, except when required by law or necessary for the resolution process.

vii. Non-retaliation:

Adex is committed to ensuring that individuals reporting grievances are protected from any form of retaliation

viii. Review and Revision:

This Grievance Handling Policy will undergo periodic review and updates as necessary to ensure effectiveness.

ix. Contact Information:

For any questions or concerns regarding this policy or to initiate the grievance process, please contact People and Culture.

x. Acknowledgment:

By continuing to work with Adex, all employees and stakeholders acknowledge their understanding and acceptance of the Grievance Handling Policy.



20. PERFORMANCE IMPROVEMENT PLAN

This is a set of guidelines and procedures established by an organization to address instances where an employee's performance falls below the expected standards. This policy outlines the steps that the organization will take to address the performance issues and help the employees improve.

i. Performance expectations:

- a. Supervisors will provide the performance expectations from the week of joining through the 30 days' work plan, after that during the probation period. Supervisor and Employee will have meeting preferably quarterly for the goal setting and performance expectations.

ii. Performance evaluation:

- a. There will be frequent performance reviews and feedback sessions to evaluate performance.

iii. Identification of poor performance:

- a. In case an employee is performing poorly, this issue must be informed to People and Culture. Then, People and Culture department will conduct a one-on-one meeting with the supervisor and the employee and combined meeting to come to a decision regarding the Performance Improvement Plan (PIP)

iv. Performance improvement plan (PIP):

- a. A PIP (Performance Improvement Plan) is a common component of a poor performance policy. It is a structured plan that outlines the steps an employee must take to improve their performance within a specified timeframe. A PIP letter will be issued to employees, providing them with the expectations or targets they need to meet within a fixed timeline, typically 2-3 months. The PIP also includes the consequences of poor performance, which may involve disciplinary actions, demotion, or termination.



v. Support and resources:

- a. The support and resources will be provided to help the employees improve their performance. This may include training, mentoring, coaching, or additional resources to address specific skill gaps or deficiencies.

vi. Confidentiality and privacy:

- a. The policy address confidentiality and privacy considerations to protect the employee's rights and maintain a fair process.



21. LAYOFF AND WORKFORCE REDUCTION

The guidelines and procedures for implementing layoffs and workforce reduction process within the organization. The is to ensure a fair, transparent, and respectful approach to managing layoffs while minimizing the impact on employees and maintaining the overall well-being of the organization.

Applicable:

This applies to all regular, full-time, probationary period and part-time employees of the organization who may be affected by a layoff or workforce reduction.

21.1 Justification

- i. Layoffs may be necessary due to factors such as economic downturn, technological advancements, reorganization, or any other legitimate business reasons.
- ii. Layoffs will be considered as a last resort after exploring all possible alternatives, such as attrition, hiring freeze, reduction in work hours, and reassignment of employees.

21.2 Communication

- i. Affected employees will be notified in a timely and sensitive manner, with consideration given to privacy and confidentiality.
- ii. Managers and People and Culture will conduct individual meetings with affected employees to communicate the layoff decision, explain the rationale, and answer any questions.
- iii. Efforts will be made to provide as much notice as possible, considering legal requirements and business circumstances.



21.3 Selection Criteria

- i. Employees selected for layoff will be based on objective criteria, such as performance, skills, qualifications, experience, and business needs.
- ii. Discrimination based on race, gender, age, religion, disability, or any other protected characteristic will not be considered in the layoff decision-making process.

21.4 Layoff Benefits and Support

- i. Affected employees will be provided with information regarding severance packages, including any applicable benefits and entitlements.
- ii. Assistance will be offered to help employees navigate the transition, such as career counseling, job placement services, and access to training opportunities.
- iii. Eligibility for rehire or recall, if applicable, will be clearly communicated.

21.5 Retention of Talent

- i. Efforts will be made to identify opportunities for retaining talent within the organization, such as offering alternative positions or reassignment of affected employees.
- ii. Consideration will be given to providing affected employees with priority consideration for internal job postings.

21.6 Compliance with Laws and Regulations

Layoffs will be carried out in compliance with all applicable employment laws, regulations, and contractual obligations.

21.7 Evaluation and Review

The layoff process will be periodically evaluated and reviewed to assess its effectiveness and make necessary improvements.

22. ANNEXURES

Annex 1: Designation

| Levels | Technical Designation | Non-Technical Designation |
|----------------|--------------------------------|-------------------------------|
| Intern/Trainee | Apprentice | Apprentice |
| | Intern | Intern |
| | Trainee | Trainee |
| Support | N/A | Driver/ Support Staff |
| | N/A | Sr. Support |
| Associate | Associate | Associate |
| | Sr. Associate | Sr. Associate |
| Officer | Junior Engineer / Developer | Junior Officer |
| | Mid Engineer / Developer | Officer |
| | Senior Engineer / Developer | Senior Officer |
| Manager | Assistant Manager | Assistant Manager |
| | Manager | Manager |
| | Senior Manager | Senior Manager |
| Executive | Chief Manager | Chief Manager |
| | Director | Director |
| | Senior Director | Senior Director |
| | Chief Technology Officer (CTO) | Chief Operating Officer (COO) |
| | Chief Executive Officer (CEO) | Chief Executive Officer (CEO) |
| | Founder/Board of Directors | Founder/Board of Directors |

Annex 2: Pre-Requisition Form

| PRE - REQUISITION FORM | | | | | |
|---|---|--|----------------------|---|--|
| <p><i>This form must be filled, signed and submitted to HRD indicating the department's workforce planning for the Fiscal Year 20081/82 by HOD.</i></p> | | | | | |
| Functional Title | : | | Department | : | |
| Corporate Level | : | | Required no of staff | : | |
| New Position | : | Yes <input type="checkbox"/> No <input type="checkbox"/> | Replacement | : | Yes <input type="checkbox"/> No <input type="checkbox"/> If replacement, Replacement of: |
| Justification: | | | | | |
| Employment Type | | <input type="checkbox"/> Full Time/ Regular employee | | | |
| | | <input type="checkbox"/> Part Time/ Contract (If checked Initial Duration) _____ Possibilities of Extension: <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| | : | <input type="checkbox"/> Internship (Duration) _____ | | | |
| | | | | | |
| Salary Range | : | NPR _ _ Per Month (Gross) | Job Location | : | Ekantakuna, Lalitpur |
| Reports to | : | | | | |
| Job Description | | | | | |
| | | | | | |
| Minimum Education and Required Experience in Years. (Please specify industry) | | | | | |
| | | | | | |
| Required Skills: | | | | | |
| | | | | | |
| Other Requirements (If any): | | | | | |
| | | | | | |



| | |
|-----------------|----------------|
| | |
| Requested By | Approved By |
| HOD | Co-founders |
| Requested date: | Approved Date: |

Annex 3: 30 Days Work Plan

ADEX INTERNATIONAL PVT. LTD.

30 Days Work Plan

| | |
|--------------------------------|--|
| Name of the Employee: | |
| Designation: | |
| Department: | |
| Reporting Line Manager: | |

Work Details

WEEK 1

| | |
|-------|--|
| Day 1 | |
| Day 2 | |
| Day 3 | |
| Day 4 | |
| Day 5 | |

Summary of Week 1

| S. No | Work Details | Status | |
|-------|--------------|-----------|---------------|
| | | Completed | Not Completed |
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |

WEEK 2

| | |
|-------|--|
| Day 1 | |
|-------|--|

| | |
|--------------|--|
| Day 2 | |
| Day 3 | |
| Day 4 | |
| Day 5 | |

Summary of Week 2

| S. No | Work Details | Status | |
|----------|--------------|-----------|---------------|
| | | Completed | Not Completed |
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |

WEEK 3

| | |
|--------------|--|
| Day 1 | |
| Day 2 | |
| Day 3 | |
| Day 4 | |
| Day 5 | |

Summary of Week 3

| S. No | Work Details | Status | |
|----------|--------------|-----------|---------------|
| | | Completed | Not Completed |
| 1 | | | |
| 2 | | | |



| | | | |
|---|--|--|--|
| 3 | | | |
| 4 | | | |
| 5 | | | |

WEEK 4

| | |
|-------|--|
| Day 1 | |
| Day 2 | |
| Day 3 | |
| Day 4 | |
| Day 5 | |

Summary of Week 4

| S. No | Work Details | Status | |
|-------|--------------|-----------|---------------|
| | | Completed | Not Completed |
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |

I have received the 30 days plan and intend to work on the mentioned topic for the next 30 days.

Received

Employee Signature and Name: _____

Annex 4: Interview Assessment Form

| Interview Assessment Form | | | | | |
|--|---|------------------|---|---|---|
| <i>Vacancy Code:</i> | | | | | |
| Candidate Name | | Date | | | |
| Interviewer 1 | | Position applied | | | |
| Interviewer 2 | | Referred by | | | |
| Interviewer 3 | | | | | |
| Expected Salary | | | | | |
| Interviewers should rate candidates on the below listed parameters. Functional skills are to be listed by functional interviewer themselves. Scale : 5 - Excellent, 4 - Good, 3 - Acceptable, 2 - Poor, 1- Unacceptable | | | | | |
| Parameters | 5 | 4 | 3 | 2 | 1 |
| Communication: | | | | | |
| Confidence: | | | | | |
| Educational background: | | | | | |
| Relevant prior work experience: | | | | | |
| Candidate's interest: | | | | | |
| Career vision: | | | | | |
| Personal grooming: | | | | | |
| Stability in Job: | | | | | |
| Team work: | | | | | |
| Technical Skills | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | 0 | 0 | 0 | 0 | 0 |
| Scoring | 0 | | | | |
| Declaration of Relatives in Adex International: <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | |



| | | | | |
|--|------------|--------------------|--|---------------|
| Name | Department | Relationship | | |
| Declaration of Dual Job if any: <input type="checkbox"/> Yes <input type="checkbox"/> No <u>1) Name of the Organization:</u> <u>Position title:</u> <u>Years of experience:</u> <u>Shift/ Job Time:</u> | | | | |
| Any other future commitments: (HOD/ Team Lead/ Hiring Manager) <u>(e.g: promise of salary increment, extra benefits, role expansion)</u> | | | | |
| Reference Check: <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| If yes, Contact details: | | If no, Why? | | |
| Comments: Lack of required technical qualifications and Cloud expertise and doesnot meet requirements for devops engineer | | | | |
| Recommended Action: To be Hired : To be Kept of Hold : To be Rejected : Yes | | | | |
| | | Remarks : DOJ : | | |
| | | | | |
| | | | | |
| Interviewer 1 | | Interviewer 2 | | Interviewer 3 |



Annex 5: Personal Information Form

Personal Information Form

Adex International Pvt. Ltd.

Kusunti, Lalitpur

| | |
|---------------------------------|-----------------|
| Name: | |
| Date of Birth: AD: | BS: |
| Sex: | Blood Type: |
| Citizenship No: | PAN No: |
| Passport No: | SSF No: |
| Permanent Address (Full): | |
| Current Address (Full): | |
| Contact No (Home): | Mobile: |
| Email ID: | Marital Status: |
| Education Qualification: | |
| | |
| | |
| | |
| Family Member Details | |
| Father's Name: | Contact No: |
| Mother's Name: | Contact No: |
| Sibling's Name: | Contact No: |
| Grandfather's Name: | Contact No: |



| | |
|--|-------------|
| Spouse Name: | Contact No: |
| Emergency Contact Details | |
| Emergency Contact Person Name: | |
| Relation: | Contact No: |
| Previous Organization Details | |
| Company Name: | |
| Duration of Employment: | |
| Previous Organization Details | |
| Company Name: | |
| Duration of Employment: | |
| <u>To be Filled by People and Culture Department:</u> | |
| Designation: | |
| Department/Unit: | |
| Line Manager/Supervisor: | |
| Date of Joining: | |

Signature:

Date:



Annex 6: Non-Disclosure & Non-Solicitation Agreement (NDA & NSA)

NON-DISCLOSURE & NON-SOLICITATION AGREEMENT (NDA & NSA)

THIS AGREEMENT (hereinafter referred to as the “**Agreement**”) is entered into as of the date «Date_of_Joining», by and between

Adex International Pvt. Ltd., IT consulting provider company incorporated under Companies Act, 2063 and having its registered office at **Kusunti, Lalitpur, Nepal**, (hereinafter referred to as “**Company or Employer**”) which expression shall, where the context so admits, mean and include its successors, representatives, executors, administrators and assigns);

AND

«**Title**» «**First_Name**» «**Last_Name**» «**SonDaughter_**» of Mr. «**Fathers_Name**» (hereinafter referred to as the “**Employee or you or your or yourself**”) having Nepalese Citizenship No./ Passport No. «**Citizenship_Number__Passport**» and having permanent address «**Permanent_Address**».

Each of the aforesaid shall hereinafter be referred to individually as a “**Party**” and collectively as “**Parties**”.

Whatsoever written on this agreement will not make any effect on the matter of NON-DISCLOSURE written in the Employment Agreement by and between COMPANY and Employee before. This agreement will be considered as a supplementary and additional to the Employment Agreement.

In consideration of the mutual promises and covenants contained in this Agreement and for other good and valuable consideration, receipt of which is hereby acknowledged, the parties hereto agree as follows:

1. CONFIDENTIAL INFORMATION AND CONFIDENTIAL REPORTS



1.1 **“Confidential Information”** as defined and mentioned Clause 4 of this agreement, includes any trade/business secret, technical knowledge or know-how, financial information, plans, customer lists, pricing policies and procedures, marketing data, product data, any formula pattern or compilation of information used in the business of the Company or any company of its Group or any clients thereof or their affairs. “Confidential information” also means nonpublic information that COMPANY designates as being confidential or which, under the circumstances surrounding disclosure, ought to be treated as confidential. “Confidential information” more includes, without limitation, information relating to released or unreleased COMPANY activities, COMPANY policies or practices, financial information, and information received from others that COMPANY is obligated to treat as confidential.

1.2 “Confidential information” shall not include:

- (i) Any information that is or subsequently becomes available to the public without DISCLOSEE's breach of any obligation owed ADEX INTERNATIONAL PVT. LTD; or
- (ii) Any non-confidential information that became known to DISCLOSEE from a source other than by breach of an obligation of confidentiality owed to ADEX INTERNATIONAL PVT. LTD.

8.1 “Confidential Reports” means all tangible reports containing Confidential Information, including written or printed documents, electronic copies, and promotional items without limitation.

2. DISCLOSEE’S PROMISE OF SECRECY

2.1 DISCLOSEE agrees to keep strictly confidential all Confidential information and Confidential Reports governed by this Agreement. DISCLOSEE agrees not to disclose such confidential information and Material to any person, Company, representative, or corporation other than those individuals reasonably necessary for the purpose COMPANY is using DISCLOSEE.



2.2 DISCLOSEE agrees it does not intend nor will it, directly or indirectly, export any Confidential information or Reports to any person, entity, or Company who DISCLOSEE knows or has reason to know will utilize them against the Company.

2.3 DISCLOSEE shall not disclose or through knowing inaction fail to prevent disclosure of any confidential information to third parties during the later of: -

- i) The course of any resulting contractual relationship and for two year following the date of its termination, or
- ii) For two years following the date of disclosure from COMPANY to DISCLOSEE. However, DISCLOSEE may disclose Confidential information in accordance with judicial or other governmental orders, provided DISCLOSEE shall give COMPANY reasonable notice prior to such disclosure and shall comply with any applicable protective order or equivalent issued on behalf of ADEX INTERNATIONAL PVT. LTD.

3. SECURITY OF CONFIDENTIAL INFORMATION AND REPORTS

3.1 DISCLOSEE shall take reasonable security precautions to keep confidential the Confidential Information. DISCLOSEE may disclose confidential information or Confidential Reports only to DISCLOSEE's consultants on a need-to-know basis. DISCLOSEE shall execute appropriate written agreements with its consultants sufficient to enable it to comply with this Agreement's provisions.

3.2 Confidential information and Confidential Reports may be disclosed, reproduced, summarized, or distributed only in pursuance of DISCLOSEE's actual use of such information or material.

4. CONFIDENTIALITY

4.1 Consequences of Entrustment with Sensitive Information:

Employee should recognize that his/her position with the Employer requires considerable responsibility and trust. Relying on employee ethical responsibility and undivided loyalty, the



Employer expects to entrust employee with highly sensitive confidential, restricted, and proprietary information involving Trade Secrets (as defined in Section 4.2) and Confidential Information (as defined in Section 4.4). Employee are legally and ethically responsible for protecting and preserving Employer's proprietary rights for use only for Employer's benefit, and these responsibilities may impose unavoidable limitations on employee's ability to pursue some kinds of business opportunities that might interest employee during or after employee's employment.

4.2 Trade Secrets Defined:

- i) For purposes of this Agreement, a "Trade Secret" is any information, including, but not limited to, technical or nontechnical data, techniques relating to the preparation and production of illustrations for use in Employer's computer software products, source codes, flow charts, diagrams, technical documentation, scripts, algorithms, file structures, metadata, data definitions and principles of operation relating to or reflected in Employer's computer software products, formulas, patterns, compilations, programs, devices, methods, techniques, drawings, processes, or other information similar to the foregoing, that:
 - a. Derive economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from their disclosure or use; and
 - b. Are the subjects of efforts that are reasonable under the circumstances to maintain their secrecy. The term "Trade Secret" will not include any information which constitutes Confidential Information (as defined in Section 4.4).
- ii) The term Trade Secret will not include information that employee can show by competent proof:
 - a) Was known to employee prior to disclosure by Employer;



- b) Was generally known to the public at the time Employer disclosed the information to employee;
- c) Became generally known to the public after disclosure to employee by the Employer through no act or omission of employee's; or
- d) Was disclosed to employee by a third party having a bona fide right both to possess the information and to disclose the information to employee.

4.3 Restrictions on Use and Disclosure of Trade Secrets:

Employee shall hold in confidence at all times after the date hereof all Trade Secrets of Employer and shall not disclose, publish or make use at any time after the date hereof of Trade Secrets without the prior consent of Employer.

4.4 Confidential Information Defined:

For purposes of this Agreement, "Confidential Information" is any financial information, financial data, financial plans, information concerning the relationship between the Company and its customers or suppliers, or product plans or strategies of Employer which are valuable to Employer and not generally known or available to competitors of Employer.

4.5 Use or Disclosure of Confidential Information:

Employee agree that during the term of his/her employment by Employer, and for a period of two year following termination of employee employment, employee will hold in confidence all Confidential Information and will not disclose, publish or make use of Confidential Information without the prior written consent of Employer.

4.6 Screening of Public Releases of Information:

- i) In addition, and without any intention of limiting his/her other obligations under this Agreement in any way, employee should not, during his/her employment, reveal any non-public



information concerning the technology pertaining to the proprietary products and manufacturing processes of Employer (particularly technology under current development or improvement), unless employee have obtained approval from Employer in advance.

ii) In that connection, the employee should submit to the Employer for review any proposed scientific and technical articles and the text of any public speeches relating to work done for the Employer before they are released or delivered. The employer has the right to disapprove and prohibit, or delete any parts of, such articles or speeches that might disclose Employer's Trade Secrets or other Confidential Information or otherwise be contrary to Employer's business interests.

iii) Such restriction shall apply to any statement to any representative of television, radio, film or other similar media and to the writing of any article for the press or otherwise for publication on any matter connected with or relating to the business of the Company or any company of the Group.

4.7 Return of Confidential Information:

i) Upon termination of employee's employment, all documents, art or office supplies, records, computer hard drive, diskettes, or tape, notebooks and similar repositories of or containing Confidential Information, including copies thereof, then in the Employee's possession, whether prepared by employee or others, will be left with the Employer.

ii) In the event of a breach or threatened breach by employee of the provisions of this clause 9, the Employer shall be entitled to an injunction restraining employee from disclosing, in whole or in part, the Confidential Information, or from rendering any services to any person, firm, corporation, association or other entity to whom Confidential Information, in whole or in part, has been disclosed or is threatened to be disclosed. Nothing herein shall be construed as prohibiting the Employer from pursuing any other remedies available to the Employer for such breach or threatened breach, including the recovery of damages from employee and compensation as well.



4.8 The obligations under this Clause shall survive for two years after the termination or expiration of this Agreement.

5. NON – SOLICITATION

5.1 Non-Solicitation of Customers:

The Employee agrees to refrain, during his/her employment and for a period of 2 (two) years following his/her termination, from soliciting or accepting, or attempting to solicit or accept, directly or by assisting others, any business from any of the Employer's customers, including actively sought prospective customers, with whom the employee had material contact during his/her employment for purposes of providing products or services that are competitive with those provided by the employer's business.

5.2 Non-Solicitation of Employees:

Employee also covenant and agree that during the term of employee's employment with the Company and for 2 (two) years after the termination thereof, regardless of the reason for the employment termination, employee will not, directly or indirectly, on employee's own behalf or on behalf of or in conjunction with any person or legal entity, recruit, solicit, or induce, or attempt to recruit, solicit, or induce, any employee of the Company with whom employee had personal contact or supervised while performing his/her Job Duties, to terminate their employment relationship with the Company. Employee further agree to refrain, during his/her employment and for 2 (two) years following his/her termination, employee further agree to refrain from recruiting or hiring, or attempting to recruit or hire, directly or by assisting other, any other employee of the Employer or its affiliates.

6. NONCOMPETITION

6.1 In consideration of the training to be provided by Employer to the Employee, Employee will not, either during employment with Employer directly or indirectly, for himself/herself or any



third party, accept employment or engage in any business or activity which is directly or indirectly in competition with Employer.

6.2 Employee will not solicit any current customer or potential customers of Employer identified or work with during the course of employment with Employer, or otherwise divert or attempt to divert any existing business of Employer.

6.3 Employee will not, either during employment with Employer or for a period of 2 (two) years thereafter, either directly or indirectly, for Employee or any third party, solicit, induce, recruit, or cause another person in the employ of Employer to terminate his/her employment for the purpose of joining, associating or becoming employed with any business or activity which is in competition with any products and/or services sold, marketed, or provided by Employer.

6.4 Both parties agree that the time and scope of this Non-Competition agreement are reasonable. If a court finds the time and/or scope of this Non-Competition agreement unreasonable, it should reasonably modify the agreement to protect the Employer to the maximum permitted by law of Nepal.

7. DATA PROTECTION

7.1 Employee consent to the Company holding and processing, both electronically and manually, the data it collects in relation to employee, in the course of his/her employment, for the purpose of the Company's administration and management of its employees, its business, and for compliance with applicable procedures, laws, and regulations.

7.2 Employee also consent to the transfer, storage, and processing of such data outside Nepal, where the Company may have its contact and liaison offices.

8. RULES AND REGULATIONS

Employee shall, in addition to the terms and conditions of employment specifically stated herein, also be governed by the rules, regulations, and such other practices, systems, procedures, and policies (collectively, “the Policies”) as may be framed, amended or modified by the Company



from time to time. In the event of any conflict between the terms and conditions of employment, as specifically stated herein and the Policies, the terms, and conditions specifically stated herein shall prevail.

9. RIGHTS AND REMEDIES

9.1 DISCLOSEE shall notify COMPANY immediately upon discovery of any unauthorized use or disclosure of confidential information and/or Reports, or any other breach of this Agreement by DISCLOSEE, and will cooperate with COMPANY in every reasonable way to help COMPANY regain possession of the confidential information and/or Reports and prevent its further unauthorized use.

9.2 DISCLOSEE acknowledges that monetary damages may not be a sufficient remedy for unauthorized disclosure of Confidential information and that COMPANY shall be entitled, without waiving any other rights or remedies, to such injunctive or equitable relief as may be deemed proper by a court of competent jurisdiction.

10. MISCELLANEOUS

10.1 All Confidential information and Reports are and shall remain the property of COMPANY.

By disclosing information to DISCLOSEE, COMPANY does not grant any express or implied right to DISCLOSEE to or under COMPANY copyrights, or Company's secret information. Further, the delivery and disclosure of confidential information and Reports do not constitute a License permitting DISCLOSEE to use said information and/or Reports.

10.2 This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and merges all prior discussions between them as Confidential Information. It shall not be modified except by a written agreement dated subsequent to the date of this Agreement date and signed by DISCLOSEE.

10.3 None of the provisions of this Agreement shall be deemed to have been waived by any act or acquiescence on the part of ADEX INTERNATIONAL PVT. LTD., its agents, or employees, but



only by an instrument in writing signed by ADEX INTERNATIONAL PVT. LTD. No waiver of any provision of this Agreement shall constitute a waiver of any other provision(s) or of the same provision on another occasion.

10.4 If either COMPANY or DISCLOSEE employs attorneys to enforce any rights arising out of or relating to this Agreement, the prevailing party shall be entitled to recover reasonable attorneys' fees. This Agreement shall be constructed and controlled by the laws of Nepal, and DISCLOSEE further consents to jurisdiction by the District Court in Kathmandu.

10.5 Subject to the limitations set forth in this Agreement, this Agreement will insure to the benefit of and be binding upon the parties, their successors, and assignees.

10.6 If any provisions of this Agreement shall be held null by a court of competent jurisdiction to be illegal, invalid, or unenforceable, the remaining provisions shall remain in full force and effect.

10.7 All obligations created by this Agreement shall survive change or termination of the parties' business relationship.

11. SUBMISSIONS AND FEEDBACK

COMPANY may from time-to-time request suggestions, feedback, or other information from DISCLOSEE concerning confidential information or concerning released COMPANY activities. Any suggestions, feedback, or other disclosures made by DISCLOSEE are and shall be entirely voluntary on DISCLOSEE's part and shall not create either any obligations on the part of COMPANY or a confidential relationship between DISCLOSEE and COMPANY. COMPANY shall be free to disclose and use DISCLOSEE's suggestions, feedback, or other information as COMPANY sees fit, entirely without obligation of any kind to DISCLOSEE.

12. RETURN OF THE PROPRIETY INFORMATION

Upon termination of any business discussion or relationship between the Participant and the Company, or at the Company's request, the Participant shall deliver all files, documents, and other



media (and all copies and reproductions of any of the foregoing) in its possession or control which contains or pertains to Proprietary Information.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

ADEX INTERNATIONAL PVT.LTD:

Name: Projwal Sharma

Signature: _____

Designation: Managing Director (MD)

Date: «Date_of_Joining»

DISCLOSEE:

I have read these terms and agree with them.

Disclosee Name: «First_Name» «Last_Name»

Disclosee Signature: _____

Citizenship No.: «Citizenship_Number__Passport»

Address: _____

Date: _____



Annex 7: Non-Disclosure & Non-Solicitation Agreement (NDA & NSA) - Internship

NON-DISCLOSURE & NON-SOLICITATION AGREEMENT (NDA & NSA)

THIS INTERNSHIP AGREEMENT (hereinafter referred to as the “**Agreement**”) is entered into as of the date <**Date**>, by and between

Adex International Pvt. Ltd., IT consulting provider company incorporated under Companies Act, 2063 and having its registered office at **Kusunti, Lalitpur, Nepal**, (hereinafter referred to as “**Company or Employer**”) which expression shall, where the context so admits, mean and include its successors, representatives, executors, administrators and assigns);

AND

<**Name**> daughter of <**Father’s Name**> (hereinafter referred to as the “**Intern or you or your or yourself**”) having Nepalese Citizenship No. <**Number**> and having permanent address <**Address**>.

Each of the aforesaid shall hereinafter be referred to individually as a “**Party**” and collectively as “**Parties**”.

Whatsoever written on this agreement will not make any effect on the matter of NON-DISCLOSURE written in the Internship Agreement by and between COMPANY and Intern before. This agreement will be considered as a supplementary and additional to the Internship Agreement.

In consideration of the mutual promises and covenants contained in this agreement and for other good and valuable consideration, receipt of which is hereby acknowledged, the parties hereto agree as follows:

1. CONFIDENTIAL INFORMATION AND CONFIDENTIAL REPORTS



1.1 **“Confidential Information”** as defined and mentioned Clause 4 of this agreement, includes any trade/business secret, technical knowledge or know-how, financial information, plans, customer lists, pricing policies and procedures, marketing data, product data, any formula pattern or compilation of information used in the business of the Company or any company of its Group or any clients thereof or their affairs. “Confidential information” also means nonpublic information that COMPANY designates as being confidential or which, under the circumstances surrounding disclosure, ought to be treated as confidential. “Confidential information” more includes, without limitation, information relating to released or unreleased COMPANY activities, COMPANY policies or practices, financial information, and information received from others that COMPANY is obligated to treat as confidential.

1.2 “Confidential information” shall not include:

- (i) Any information that is or subsequently becomes available to the public without DISCLOSEE's breach of any obligation owed ADEX INTERNATIONAL PVT. LTD; or
- (ii) Any non-confidential information that became known to DISCLOSEE from a source other than by breach of an obligation of confidentiality owed to ADEX INTERNATIONAL PVT. LTD.

1.3 “Confidential Reports” means all tangible reports containing Confidential Information, including written or printed documents, electronic copies, and promotional items without limitation.

2. DISCLOSEE'S PROMISE OF SECRECY

2.1 DISCLOSEE agrees to keep strictly confidential all Confidential information and Confidential Reports governed by this Agreement. DISCLOSEE agrees not to disclose such confidential information and Material to any person, Company, representative, or corporation other than those individuals reasonably necessary for the purpose COMPANY is using DISCLOSEE.



2.2 DISCLOSEE agrees it does not intend nor will it, directly or indirectly, export any Confidential information or Reports to any person, entity, or Company who DISCLOSEE knows or has reason to know will utilize them against the Company.

2.3 DISCLOSEE shall not disclose or through knowing inaction fail to prevent disclosure of any confidential information to third parties during the later of: -

- i) The course of any resulting contractual relationship and for two years following the date of its termination, or
- ii) For two years following the date of disclosure from COMPANY to DISCLOSEE. However, DISCLOSEE may disclose Confidential information in accordance with judicial or other governmental orders, provided DISCLOSEE shall give COMPANY reasonable notice prior to such disclosure and shall comply with any applicable protective order or equivalent issued on behalf of ADEX INTERNATIONAL PVT. LTD.

3. SECURITY OF CONFIDENTIAL INFORMATION AND REPORTS

3.1 DISCLOSEE shall take reasonable security precautions to keep confidential the Confidential Information. DISCLOSEE may disclose confidential information or Confidential Reports only to DISCLOSEE's consultants on a need-to-know basis. DISCLOSEE shall execute appropriate written agreements with its consultants sufficient to enable it to comply with this Agreement's provisions.

3.2 Confidential information and Confidential Reports may be disclosed, reproduced, summarized, or distributed only in pursuance of DISCLOSEE's actual use of such information or material.

4. CONFIDENTIALITY

4.1 *Consequences of Entrustment with Sensitive Information:*



Intern should recognize that his/her position with the Employer requires considerable responsibility and trust. Relying on Intern ethical responsibility and undivided loyalty, the Employer expects to entrust Intern with highly sensitive confidential, restricted, and proprietary information involving Trade Secrets (as defined in Section 4.2) and Confidential Information (as defined in Section 4.4). Intern are legally and ethically responsible for protecting and preserving Employer's proprietary rights for use only for Employer's benefit, and these responsibilities may impose unavoidable limitations on Intern's ability to pursue some kinds of business opportunities that might interest Intern during or after Intern's internship.

4.2 Trade Secrets Defined:

- i) For purposes of this Agreement, a "Trade Secret" is any information, including, but not limited to, technical or nontechnical data, techniques relating to the preparation and production of illustrations for use in Employer's computer software products, source codes, flow charts, diagrams, technical documentation, scripts, algorithms, file structures, metadata, data definitions and principles of operation relating to or reflected in Employer's computer software products, formulas, patterns, compilations, programs, devices, methods, techniques, drawings, processes, or other information similar to the foregoing, that:
 - a) Derive economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from their disclosure or use; and
 - b) Are the subjects of efforts that are reasonable under the circumstances to maintain their secrecy. The term "Trade Secret" will not include any information which constitutes Confidential Information (as defined in Section 4.4).
- ii) The term Trade Secret will not include information that Intern can show by competent proof:
 - a) Was known to Intern prior to disclosure by Employer.



- b) Was generally known to the public at the time Employer disclosed the information to Intern;
- c) Became generally known to the public after disclosure to Intern by the Employer through no act or omission of Intern's; or
- d) Was disclosed to Intern by a third party having a bona fide right both to possess the information and to disclose the information to Intern.

4.3 Restrictions on Use and Disclosure of Trade Secrets:

Intern shall hold in confidence at all times after the date hereof all Trade Secrets of Employer and shall not disclose, publish or make use at any time after the date hereof of Trade Secrets without the prior consent of Employer.

4.4 Confidential Information Defined:

For purposes of this Agreement, "Confidential Information" is any financial information, financial data, financial plans, information concerning the relationship between the Company and its customers or suppliers, or product plans or strategies of Employer which are valuable to Employer and not generally known or available to competitors of Employer.

4.5 Use or Disclosure of Confidential Information:

Intern agrees that during the term of his/her internship by Employer, and for a period of two year following termination of Intern internship, Intern will hold in confidence all Confidential Information and will not disclose, publish or make use of Confidential Information without the prior written consent of Employer.

4.6 Screening of Public Releases of Information:

- i) In addition, and without any intention of limiting his/her other obligations under this Agreement in any way, Intern should not, during his/her internship, reveal any non-



public information concerning the technology pertaining to the proprietary products and manufacturing processes of Employer (particularly technology under current development or improvement), unless Intern have obtained approval from Employer in advance.

ii) In that connection, Intern should submit to the Employer for review any proposed scientific and technical articles and the text of any public speeches relating to work done for the Employer before they are released or delivered. The employer has the right to disapprove and prohibit, or delete any parts of, such articles or speeches that might disclose Employer's Trade Secrets or other Confidential Information or otherwise be contrary to Employer's business interests.

iii) Such restriction shall apply to any statement to any representative of television, radio, film or other similar media and to the writing of any article for the press or otherwise for publication on any matter connected with or relating to the business of the Company or any company of the Group.

4.7 Return of Confidential Information:

i) Upon termination of Intern's internship, all documents, art or office supplies, records, computer hard drive, diskettes, or tape, notebooks and similar repositories of or containing Confidential Information, including copies thereof, then in the Intern's possession, whether prepared by Intern or others, will be left with the Employer.

ii) In the event of a breach or threatened breach by Intern of the provisions of this clause 9, the Employer shall be entitled to an injunction restraining Intern from disclosing, in whole or in part, the Confidential Information, or from rendering any services to any person, firm, corporation, association or other entity to whom Confidential Information, in whole or in part, has been disclosed or is threatened to be disclosed. Nothing herein shall be construed as prohibiting the Employer from pursuing any other remedies available to the Employer for such breach or threatened breach, including the recovery of damages from Intern and compensation as well.



4.8 The obligations under this Clause *shall survive* for two years after the termination or expiration of this Agreement.

5. NON-SOLICITATION

5.1 Non-Solicitation of Customers:

The Intern agrees to refrain, during his/her internship and for a period of 2 (two) years following his/her termination, from soliciting or accepting, or attempting to solicit or accept, directly or by assisting others, any business from any of the Employer's customers, including actively sought prospective customers, with whom the Intern had material contact during his/her internship for purposes of providing products or services that are competitive with those provided by the employer's business.

5.2 Non-Solicitation of Interns:

Intern also covenant and agree that during the term of Intern's internship with the Company and for 2 (two) years after the termination thereof, regardless of the reason for the internship termination, Intern will not, directly or indirectly, on Intern's own behalf or on behalf of or in conjunction with any person or legal entity, recruit, solicit, or induce, or attempt to recruit, solicit, or induce, any Employee of the Company with whom Intern had personal contact while performing his/her Job Duties, to terminate their internship relationship with the Company. Intern further agree to refrain, during his/her internship and for 2 (two) years following his/her termination, Intern further agree to refrain from recruiting or hiring, or attempting to recruit or hire, directly or by assisting other, any other employee of the Employer or its affiliates.

6. NONCOMPETITION

6.1 Intern will not solicit any current customer or potential customers of Employer identified or work with during the course of internship with Employer, or otherwise divert or attempt to divert any existing business of Employer.



6.2 Both parties agree that the time and scope of this Non-Competition agreement are reasonable. If a court finds the time and/or scope of this Non-Competition agreement unreasonable, it should reasonably modify the agreement to protect the Employer to the maximum permitted by law of Nepal.

7. DATA PROTECTION

7.1 Intern consent to the Company holding and processing, both electronically and manually, the data it collects in relation to Intern, in the course of his/her internship, for the purpose of the Company's administration and management of its Interns, its business, and for compliance with applicable procedures, laws, and regulations.

7.2 Intern also consent to the transfer, storage, and processing of such data outside Nepal, where the Company may have its contact and liaison offices.

8. RULES AND REGULATIONS

Intern shall, in addition to the terms and conditions of internship specifically stated herein, also be governed by the rules, regulations, and such other practices, systems, procedures, and policies (collectively, “the **Policies**”) as may be framed, amended or modified by the Company from time to time. In the event of any conflict between the terms and conditions of internship, as specifically stated herein and the Policies, the terms, and conditions specifically stated herein shall prevail.

9. RIGHTS AND REMEDIES

9.1 DISCLOSEE shall notify COMPANY immediately upon discovery of any unauthorized use or disclosure of confidential information and/or Reports, or any other breach of this Agreement by DISCLOSEE, and will cooperate with COMPANY in every reasonable way to help COMPANY regain possession of the confidential information and/or Reports and prevent its further unauthorized use.



9.2 DISCLOSEE acknowledges that monetary damages may not be a sufficient remedy for unauthorized disclosure of Confidential information and that COMPANY shall be entitled, without waiving any other rights or remedies, to such injunctive or equitable relief as may be deemed proper by a court of competent jurisdiction.

10. MISCELLANEOUS

10.1 All Confidential information and Reports are and shall remain the property of COMPANY.

By disclosing information to DISCLOSEE, COMPANY does not grant any express or implied right to DISCLOSEE to or under COMPANY copyrights, or Company's secret information. Further, the delivery and disclosure of confidential information and Reports do not constitute a License permitting DISCLOSEE to use said information and/or Reports.

10.2 This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and merges all prior discussions between them as Confidential Information. It shall not be modified except by a written agreement dated subsequent to the date of this Agreement date and signed by DISCLOSEE.

10.3 None of the provisions of this Agreement shall be deemed to have been waived by any act or acquiescence on the part of ADEX INTERNATIONAL PVT. LTD., its agents, or Interns, but only by an instrument in writing signed by ADEX INTERNATIONAL PVT. LTD. No waiver of any provision of this Agreement shall constitute a waiver of any other provision(s) or of the same provision on another occasion.

10.4 If either COMPANY or DISCLOSEE employs attorneys to enforce any rights arising out of or relating to this Agreement, the prevailing party shall be entitled to recover reasonable attorneys' fees. This Agreement shall be constructed and controlled by the laws of Nepal, and DISCLOSEE further consents to jurisdiction by the District Court in Kathmandu.



10.5 Subject to the limitations set forth in this Agreement, this Agreement will insure to the benefit of and be binding upon the parties, their successors, and assignees.

10.6 If any provisions of this Agreement shall be held null by a court of competent jurisdiction to be illegal, invalid, or unenforceable, the remaining provisions shall remain in full force and effect.

10.7 All obligations created by this Agreement shall survive change or termination of the parties' business relationship.

11. SUBMISSIONS AND FEEDBACK

COMPANY may from time-to-time request suggestions, feedback, or other information from DISCLOSEE concerning confidential information or concerning released COMPANY activities. Any suggestions, feedback, or other disclosures made by DISCLOSEE are and shall be entirely voluntary on DISCLOSEE's part and shall not create either any obligations on the part of COMPANY or a confidential relationship between DISCLOSEE and COMPANY. COMPANY shall be free to disclose and use DISCLOSEE's suggestions, feedback, or other information as COMPANY sees fit, entirely without obligation of any kind to DISCLOSEE.

12. RETURN OF THE PROPRIETY INFORMATION

Upon termination of any business discussion or relationship between the Participant and the Company, or at the Company's request, the Participant shall deliver all files, documents, and other media (and all copies and reproductions of any of the foregoing) in its possession or control which contains or pertains to Proprietary Information.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

ADEX INTERNATIONAL PVT.LTD:

Name: Projwal Sharma/Saurav Sharma

Signature: _____



Designation: Co-Founder, Managing Director (MD) / Co-Founder, Director

Date: <Date>

DISCLOSEE:

I have read these terms and agree with them.

Disclosee Name:

Disclosee Signature: _____

Citizenship No.:

Address:

Date:



Annex 8: Performance Review Form – Probation End

PERFORMANCE REVIEW FORM

(To be filled by Supervisor and be discussed with Subordinate)

| | |
|--------------------------|---|
| Subordinate Name: | Supervisor's Name: |
| Title: | Title: |
| Department: | Department/Program/Project: |
| Review Period: | How long have you known the Subordinate: |

RATING SCALE

| SCORE | NAME | DEFINITION |
|-------|----------------------|---|
| 1 | Unacceptable | Work performance is inadequate and inferior to the standards of performance required for the position. Performance at this level cannot be allowed to continue. |
| 2 | Improvement Needed | Work performance does not consistently meet the standards of performance for the position. Serious effort is needed to improve performance. |
| 3 | Meets Expectations | Work performance consistently meets the standards of performance for the position. |
| 4 | Exceeds Expectations | Work performance is frequently/very often above the standard of performance for the position. |
| 5 | Outstanding | Work performance is consistently superior to standards required for the job. |

1. BEHAVIORAL COMPETENCE (Effectiveness with which the Subordinate applies him/herself at work)

| SN | PARTICULARS | SCORE |
|----|--|-------|
| 1. | Makes consistent effort to improve self-performance at work | |
| 2. | Always gives the best for the organization regardless of who gets the credit | |
| 3. | Does not hesitate in owning mistakes or poor performance | |
| 4. | Commitment towards work and organization | |
| 5. | Team participation and contributions | |

2. TECHNICAL SKILLS (Effectiveness with which the Subordinate applies job knowledge and skill to job assignments)

| SN | PARTICULARS | SCORE |
|-----|---|-------|
| 6. | Job knowledge and learning (is aware and updates oneself regularly) | |
| 7. | Applies required skills set to get the work done | |
| 8. | Analyzes problems | |
| 9. | Provides suggestions for work improvement | |
| 10. | Applies job tools/technology required for the job | |

3. QUALITY OF WORK (Manner in which the Subordinate completes job assignments)

| SN | PARTICULARS | SCORE |
|-----|--|-------|
| 11. | Accuracy or precision (on tasks performed) | |
| 12. | Reliability and dependability | |
| 13. | Alertness/responsiveness to requests for service, follow-through/follow-up | |
| 14. | Judgment/decision making | |
| 15. | Work completed as per assigned duties & responsibilities | |
| 16. | Work completed as per schedule/set deadlines | |

4. INTERPERSONAL & COORDINATION SKILLS (Effectiveness of the Subordinate's interactions with others and as a team participant)

| SN | PARTICULARS | SCORE |
|-----|---|-------|
| 17. | With co-workers (across all departments/programs) | |
| 18. | With supervisor/s (Line relationship) | |
| 19. | With external stakeholders | |

5. COMMUNICATION SKILLS (Clarity/Effectiveness of the Subordinate's application of communication skills)

| SN | PARTICULARS | SCORE |
|-----|--|-------|
| 20. | Written expression (as per job nature and intensity of communication need) | |
| 21. | Oral expression (clarity of communication) | |
| 22. | Shares information willingly | |
| 23. | Tact and diplomacy | |

6. APPROACH TO WORK (Characteristics the Subordinate demonstrates while performing job assignments)

| SN | PARTICULARS | SCORE |
|-----|---|-------|
| 24. | Actively seeks ways to streamline and improve processes | |
| 25. | Takes initiation and is open to new ideas/approaches | |



| | | |
|-----|---|--|
| 26. | Plans, organizes/prioritizes work | |
| 27. | Challenges status quo processes in appropriate ways | |
| 28. | Discipline and compliance to organizational standards | |

(Section 7, Applies only to subordinate who is a Manager or Supervisor)

7. Supervisory/Leadership Skills

| SN | PARTICULARS | SCORE |
|-----|---|-------|
| 29. | Handles performance related issues/challenges | |
| 30. | Supports responsible risk taking (that leads to innovation, learning and succession) | |
| 31. | Manages expenses effectively and maximizes resources at optimal costs | |
| 32. | Sets high standards for self and others (for performance, service, innovation, and quality) | |
| 33. | Welcomes constructive feedback and supports useful discussions | |
| 34. | Sets & shares specific goals for task clarity, productivity, and process improvements | |
| 35. | Leads, motivates and manages staffs | |

| | |
|--------------------|--|
| TOTAL SCORE | |
|--------------------|--|

8. Supervisor's Comments on overall performance, behavior and critical Incidents
(Additional comments may be attached)

| |
|--|
| |
|--|

9. Supervisor's feedback on Training and Development Goals (If applicable, suggest training and development for the next review period)

| |
|--|
| |
|--|

10. Subordinate Comments/Reactions (Optional. If Subordinate wishes to do so, any comments concerning the appraisal may be indicated by an attachment)



| | |
|--|--|
| | |
| <i>I have read and discussed this evaluation with my supervisor and I understand its contents. My signature means that I have been advised of my performance status.</i> | <i>I have read and discussed this evaluation with my subordinate. My signature means that I have advised my subordinate on his/her performance status.</i> |
| <hr/> Employee Signature & Date | <hr/> Supervisor Signature & Date |

Annex 9: Internship Review Form

Adex International Pvt. Ltd.

Internship Review Form

| INTERN INFORMATION | | | |
|----------------------|--|-------------------------------|--|
| Name | | Supervisor Name | |
| Title | | Position of Supervisor | |
| Department | | Date | |
| Review Period | | | |

Rating Scale

| | | | | |
|-----------------|-------------------------------|-------------------------|-----------------|----------------------|
| 1 = Poor | 2 = Unsatisfactory | 3 = Satisfactory | 4 = Good | 5 = Excellent |
|-----------------|-------------------------------|-------------------------|-----------------|----------------------|

| Performance Assessment Parameters | | | | | |
|--|----------|----------|----------|----------|----------|
| 1. Quality of work: | 1 | 2 | 3 | 4 | 5 |
| The intern's work is well executed, thorough, effective and accurate consistently delivering high-quality results with attention to detail and strong understanding of the subject matter. | | | | | |
| 2. Quantity of Work: | 1 | 2 | 3 | 4 | 5 |
| The intern consistently completes assigned tasks efficiently and within the given time frame, ensuring that deadlines are met without compromising the standard of their work. | | | | | |

| | | | | | |
|--|----------|----------|----------|----------|----------|
| 3. Attendance/Punctuality: | 1 | 2 | 3 | 4 | 5 |
| The intern consistently reports to work and meetings on time and is always prepared. They prioritize being prepared, ensuring they have the necessary materials and information to contribute effectively. | | | | | |
| 4. Initiative/Creativity: | 1 | 2 | 3 | 4 | 5 |
| The intern is self-reliant, resourceful and creative in meeting objectives; consider how well the intern follows through the assignments and modifies or develops new ideas, methods or procedures to effectively meet changing circumstances. | | | | | |
| 5. Cooperation with others: | 1 | 2 | 3 | 4 | 5 |
| The intern works well with others and demonstrates a willingness to cooperate. Consider the intern tact, courtesy, and effectiveness in dealing with co-workers, subordinates, supervisors and customers. | | | | | |
| 6. Relationship with supervisor/s: | 1 | 2 | 3 | 4 | 5 |
| The manner in which the intern responds to supervisory directions and comments. The extent to which the intern seeks counsel of the supervisor on ways to improve performance. | | | | | |
| 7. Dependability/Reliability: | 1 | 2 | 3 | 4 | 5 |
| The intern can be relied upon to complete tasks accurately and on time. Consider how well the intern follows through on commitments and meets deadlines consistently. | | | | | |
| 8. Communication Skills: | 1 | 2 | 3 | 4 | 5 |



| | | | | | |
|---|----------|----------|----------|----------|----------|
| The intern effectively communicates both verbally and in writing, ensuring clarity and comprehension. Consider how well the intern listens, shares information, and engages in discussions. | | | | | |
| 9: Professionalism/ Ethics: | 1 | 2 | 3 | 4 | 5 |
| The intern consistently demonstrates professional behavior, including respectfulness, ethical conduct, integrity, honesty, and ability to handle sensitive information appropriately. | | | | | |
| 10. Capacity to Develop: | 1 | 2 | 3 | 4 | 5 |
| The intern demonstrates the ability to accept new/more complex duties/responsibilities. | | | | | |

| | |
|---|---|
| Overall Rating (<i>average rating of the 10 numbers above</i>). | _____ out of 50 (%) |
| <input type="checkbox"/> <i>Passed Internship Period</i> | |
| <input type="checkbox"/> <i>Failed Internship Period</i> | |
| <input type="checkbox"/> <i>Request to extend Internship Period to _____ (date).</i> | |
| For People and Culture Department | |
| <input type="checkbox"/> <i>Extension request denied by P&C</i> | <input type="checkbox"/> <i>Extension request approved by P&C</i> |
| <i>*In case of Internship period extensions, it must be reviewed and approved by the People and Culture Department.</i> | |

| |
|---------------------------------------|
| Comments (Supervisor, Intern): |
| |



Goals:

Training and Development:

Verification of Review

By signing this form, you confirm that you have discussed this review in detail with your supervisor/s.

| | | | |
|-----------------------------|--|-------------|--|
| Intern Signature | | Date | |
| Supervisor Signature | | Date | |



Annex 10: Annual Performance Review

Self-Evaluation Form

HR - ASEF
Self-Evaluation Form
Ver.:1.0-18th Jun '24

Welcome to the Self Evaluation Form

A crucial component of our Annual Performance Review. This form provides you with an opportunity to reflect on your achievements, assess your progress, and identify areas for improvement over the past evaluation period. By thoughtfully completing this self-assessment, you contribute valuable insights that help guide constructive discussions with your manager and shape your professional development plan. Your honest and detailed responses are essential in fostering a transparent, supportive, and growth-oriented work environment.

Thank you for your participation in shaping our ongoing success through honest and respectful feedback as well as your dedication to improving our workplace.

Employee Information

| | |
|-----------------------|--|
| Name: | |
| Designation: | |
| Department: | |
| Review Period: | |

1. Has the role and Adex matched your expectations? (Yes/No)

2. What aspect of the job do you:

A. Enjoy the most:

B. Enjoy the least:



| |
|--|
| |
| 3. Define your most important accomplishments relevant to your position since the previous period in order of significance. |
| |
| 4.What are the areas in which you feel you have not done so well |
| |
| 5. Please list the reasons for (no. 4) above |
| |
| 6. What have been the biggest challenges that you faced throughout your work here at Adex and what did you do to overcome these? |
| |
| 7.Define the areas you consider that you should improve and your improvement plan. |
| |
| 8.What were your main goals and objectives for this FY 80/81? And To what extent have you achieved these goals? Please provide specific examples. |
| |
| 9. How effectively have you collaborated with team members and other departments? |
| |
| 10.What support do you need to do your job more effectively? (Training Mgmt Support or Others) |
| |
| 11. How frequently have you participated in company events and functions over this FY 80/81? |
| |



12. Specify your following goals you want to achieve until the next evaluation date.

13. What is your expectation from the Adex?

14. Any Additional Comments.

My signature indicates that I have completed the Review Form with accurate answers to the best of my knowledge.

I have not made any false representation in the form for reviews

.....

Employee Signature

Date:



Supervisor Review Form

HR - ASURF
Supervisor Review
Form
Ver.:1.0-18th Jun '24

Welcome to the Supervisor Review Form

A crucial component of our Annual Performance Review. This form provides a structured framework for supervisors to evaluate employee performance, highlighting achievements, areas for improvement, and contributions to the team and organization.

By encouraging open communication and constructive feedback, this process promotes professional growth, job satisfaction, and alignment with organizational goals. Your honest assessments are vital to building a motivated, high-performing workforce.

Thank you for your participation in shaping our ongoing success through honest and respectful feedback as well as your dedication to improving our workplace.

Employee Information

| | | | |
|-------------------------------|--|-----------------------------|--|
| Name of the Supervisor | | Name of the Employee | |
| Designation | | Designation | |
| Department | | Department | |
| Review Period | | | |

Rating Scale

| Score | Name | Definition |
|----------|-------------|--|
| 1 | Poor | The rating suggests subpar performance, signifying unmet expectations and necessitating substantial improvement. |



| | | |
|---|-----------------------|---|
| 2 | Unsatisfactory | The rating implies inconsistent performance or falling below expectations, highlighting room for improvement and failure to meet set standards. |
| 3 | Satisfactory | This rating indicates meeting expectations and achieving required standards. |
| 4 | Good | This rating signifies remarkable performance, exceeding expectations & standards, and showcasing remarkable proficiency or achievement. |
| 5 | Outstanding | This rating signifies exceptional performance, surpassing expectations & standards and indicating outstanding skills, quality, or achievement. |

Please provide an honest and objective assessment of your Subordinate's performance by rating them on a scale of 1 to 5 for each category.

Note: Please fill the boxes with the Scale number as shown in the heading.

| Criteria | Performance Assessment (SECTION A) | | | | | |
|---|------------------------------------|----------------|--------------|------|-------------|-------|
| A.Job Knowledge: | Poor | Unsatisfactory | Satisfactory | Good | Outstanding | Score |
| | 1 | 2 | 3 | 4 | 5 | |
| The employee has a clear understanding of the job duties and completes all phases of assigned work. | | | | | | |
| Comments: | | | | | | |
| B.Quality of Work: | Poor | Unsatisfactory | Satisfactory | Good | Excellent | Score |
| | 1 | 2 | 3 | 4 | 5 | |
| The employee's work is well executed, thorough, effective and accurate. | | | | | | |

| | | | | | | |
|--|---|-----------------------|---------------------|-------------|------------------|--------------|
| Comments: | | | | | | |
| C. Quantity of Work: | Poor | Unsatisfactory | Satisfactory | Good | Excellent | Score |
| | 1 | 2 | 3 | 4 | 5 | |
| The employee accomplishes assigned work of a specified quality within a specified period of time. | | | | | | |
| Comments: | | | | | | |
| D. Attendance/Reliability: | Poor | Unsatisfactory | Satisfactory | Good | Excellent | Score |
| | 1 | 2 | 3 | 4 | 5 | |
| The employee consistently reports to work and meetings on time and is always prepared. | | | | | | |
| Comments: | Her punctuality, preparedness, and professionalism ensure efficient and productive meetings | | | | | |
| E. Initiative/Creativity: | Poor | Unsatisfactory | Satisfactory | Good | Excellent | Score |
| | 1 | 2 | 3 | 4 | 5 | |
| The employee is self-reliant, resourceful and creative in meeting objectives; consider how well the employee follows through the assignments and modifies or develops new ideas, methods or procedures to effectively meet changing circumstances. | | | | | | |
| Comments: | | | | | | |

| | | | | | | |
|--|-------------|-----------------------|---------------------|-------------|------------------|--------------|
| F. Cooperation with others: | Poor | Unsatisfactory | Satisfactory | Good | Excellent | Score |
| | 1 | 2 | 3 | 4 | 5 | |
| The employee works well with others and demonstrates a willingness to cooperate. Consider the employee's tact, courtesy, and effectiveness in dealing with co-workers, subordinates, supervisors, and customers. | | | | | | |
| Comments: | | | | | | |
| G. Relationship with supervisor: | Poor | Unsatisfactory | Satisfactory | Good | Excellent | Score |
| | 1 | 2 | 3 | 4 | 5 | |
| The manner in which the employee responds to supervisory directions and comments. The extent to which the employee seeks the counsel of the supervisor on ways to improve performance. | | | | | | |
| Comments: | | | | | | |
| E. Capacity to Develop: | Poor | Unsatisfactory | Satisfactory | Good | Excellent | Score |
| | 1 | 2 | 3 | 4 | 5 | |
| The employee demonstrates the ability to accept new/more complex duties/responsibilities. | | | | | | |
| Comments: | | | | | | |
| 9. Learning and Development: | Poor | Unsatisfactory | Satisfactory | Good | Excellent | Score |

| | | | | | | |
|--|---|--|---------------------|-------------|------------------|--------------|
| | 1 | 2 | 3 | 4 | 5 | |
| The employee eagerly learns something new and actively seeks opportunities to develop themselves. | | | | | | |
| MANAGEMENT (to be completed for staff with supervisory duties only) | | | | | | |
| 10. Problem Solving: | Poor | Unsatisfactory | Satisfactory | Good | Excellent | Score |
| | 1 | 2 | 3 | 4 | 5 | |
| The employee helps resolve staff problems on work-related matters and handles problem situation effectively. | | | | | | |
| Comments: | | | | | | |
| 11. Supervision/Motivation of staff: | Poor | Unsatisfactory | Satisfactory | Good | Excellent | Score |
| | 1 | 2 | 3 | 4 | 5 | |
| The employee is a role model and effectively supervises work of subordinates. | | | | | | |
| Comments: | | | | | | |
| Total Score | | | | | | |
| Overall Performance rating Score | | | | | | |
| Overall Score | | Sum of Scores X 100%/ No of Questions Answered X 5 | | | | |
| | | | | | | |
| Outstanding ≥ 90 % | Exceptional performance and surpassing expectations | | | | | |
| Good 75% - 89% | Remarkable performance and exceeds expectations | | | | | |



| | |
|---------------------------------|---|
| Satisfactory 60% - 74% | Acceptable performance. Meets the standard requirements of the job |
| Unsatisfactory 50% - 59% | Inconsistent performance. Does not meet the requirements of the job |
| Poor ≤ 49% | Subpar performance, signifying unmet expectations and necessitating substantial improvement |

SECTION B

1. Strengths and areas of improvement of the employee?

2. How would you support their growth in areas that need improvement?

3. How well have you provided feedback to the employee during the year, and how have they responded to it?

4. Goals for the subordinate for the upcoming FY?

5. What additional support, assignments, resources, or feedback would be beneficial for the employee's growth and success?

6. Have there been any issues or conflicts related to communication or collaboration that need to be addressed?

7. Expectations from subordinate?

8. Overall comments on Performance?



I have read and discussed this evaluation with my supervisor, and I understand its contents. My signature means that I have been advised of my performance status.

.....

Employee Signature

Date:

I have read and discussed this evaluation with my subordinate. My signature means that I have advised my subordinate on his/her performance status.

.....

Supervisor Signature

Date:



Subordinate Evaluation Form

HR - ASRF

Subordinate Review Form

Ver.:1.0-18th Jun '24

Welcome to the Subordinate Review Form

A crucial component of our Annual Performance Review. This form designed to gather valuable insights from team members regarding their supervisor's performance. This form is an opportunity for you to provide honest and constructive feedback about your supervisor's leadership, communication, support, and overall management style.

Your input is crucial in helping us understand the strengths and areas for improvement within our leadership team. Please take your time to reflect on your interactions and provide detailed feedback. Your responses will be treated with the utmost confidentiality and will be used to enhance our organizational effectiveness and support the professional development of our supervisors.

Thank you for your participation in shaping our ongoing success through honest and respectful feedback as well as your dedication to improving our workplace.

Employee Information

Name of the Supervisor:

Designation:

Department:

Review period:

SECTION A

RATING SCALE

| Score | Name | Definition |
|-------|----------------|--|
| 1 | Poor | The rating suggests subpar performance, signifying unmet expectations and necessitating substantial improvement. |
| 2 | Unsatisfactory | The rating implies inconsistent performance or falling below |

| | | | |
|--|---|--|-----------------|
| | | expectations, highlighting room for improvement and failure to meet set standards. | |
| 3 | Satisfactory | This rating indicates meeting expectations and achieving required standards. | |
| 4 | Good | This rating signifies remarkable performance, exceeding expectations & standards, and showcasing remarkable proficiency or achievement. | |
| 5 | Outstanding | This rating signifies exceptional performance, surpassing expectations & standards and indicating outstanding skills, quality, or achievement. | |
| Please provide an honest and objective assessment of your supervisor's performance by rating them on a scale of 1 to 5 for each category. <i>Note: Please fill the boxes with the Scale number as shown in the heading.</i> | | | |
| A. Leadership and Guidance | | | |
| SN | Performance Category | Rating | Comments |
| 1 | Sets clear goals and expectations | | |
| 2 | Provides guidance and support to the team | | |
| 3 | Inspires and motivates team members | | |
| | | | |
| B. Management Skills | | | |
| SN | Performance Category | Rating | Comments |

| | | | |
|---|---|---------------|-----------------|
| 4 | Offers constructive feedback and coaching for improvement | | |
| 5 | Delegates tasks appropriately and effectively | | |
| 6 | Addresses performance issues promptly and fairly | | |
| | | | |
| C. Accessibility and Availability: | | | |
| SN | Performance Category | Rating | Comments |
| 7 | Is accessible and approachable | | |
| 8 | Responds promptly to inquiries and concerns | | |
| 9 | Provides necessary support and resources | | |
| | | | |
| D. Communication Skills | | | |
| SN | Performance Category | Rating | Comments |
| 10 | Clearly conveys information and expectations | | |
| 11 | Listens actively and attentively to concerns | | |
| 12 | Provides timely and constructive feedback | | |

| E. Knowledge Transfer | | | |
|---------------------------|---|--------|----------|
| SN | Performance Category | Rating | Comments |
| 13 | Actively shares information, best practices, and lessons learned | | |
| 14 | Transfers knowledge effectively to ensure continuity and growth | | |
| 15 | Provides training and mentoring to develop team members' skill | | |
| F. Initiation | | | |
| SN | Performance Category | Rating | Comments |
| 16 | Demonstrates flexibility and resilience in challenging circumstances | | |
| 17 | Encourages others to embrace change and adapt | | |
| 18 | Identifies and addresses issues before they become significant problems | | |
| G. Opportunity for Growth | | | |
| SN | Performance Category | Rating | Comments |

| | | | |
|----------------------|---|---------------|-----------------|
| 19 | Provides opportunities for professional development and advancement | | |
| 20 | Encourages learning and skill-building | | |
| 21 | Provides challenging assignments to enhance skills and knowledge | | |
| | | | |
| H. Support | | | |
| SN | Performance Category | Rating | Comments |
| 22 | Communicates effectively and openly | | |
| 23 | Respects and values input and ideas | | |
| 24 | Establishes a positive and collaborative working relationship | | |
| | | | |
| I. Favoritism | | | |
| SN | Performance Category | Rating | Comments |
| 25 | Treats all employees fairly and impartially | | |
| 26 | Makes decisions based on merit and performance | | |
| 27 | Avoids showing preferential treatment to certain individuals | | |

| | | |
|--|---|--------------|
| Total Score | | 0 |
| Overall Performance rating Score | | |
| Overall Score | Sum of Scores X 100%/ No of Questions Answered X 5 | 0.00% |
| Outstanding $\geq 90\%$ | Exceptional performance and surpassing expectations | |
| Good 75% - 89% | Remarkable performance and exceeds expectations | |
| Satisfactory 60% - 74% | Acceptable performance. Meets the standard requirements of the job | |
| Unsatisfactory 50% - 59% | Inconsistent performance. Does not meet the requirements of the job | |
| Poor $\leq 49\%$ | Subpar performance, signifying unmet expectations and necessitating substantial improvement | |
| SECTION B | | |
| 1. Are there any challenges in reaching out to your supervisor when needed? | | |
| | | |
| 2. Can you recall a instance where the instructions were particularly ineffective or unclear? | | |
| | | |
| 3. How does your supervisor support and empowered you or team to achieve their goals? | | |
| | | |
| 4. How does your supervisor handle conflicts or disagreements within the team? And elaborate if you found the approach particularly effective or ineffective? | | |
| | | |



5. Are there areas where your supervisor could further support your professional development?

| |
|--|
| |
|--|

6. Expectations from Supervisor?

| |
|--|
| |
|--|

7. Overall comments on Performance?

| |
|--|
| |
|--|



Peer Review Form

HR - APRF
Peer Review Form
Ver.:1.0-18th Jun '24

Welcome to the Peer Review Form

A crucial component of our Annual Performance Review. This confidential assessment provides an opportunity for colleagues to provide constructive feedback on each other's performance. Please thoughtfully evaluate your peers based on their contributions, teamwork, and overall impact on our shared goals. Your responses will be treated with the utmost confidentiality and will be used to enhance our organizational effectiveness.

Thank you for your participation in shaping our ongoing success through honest and respectful feedback as well as your dedication to improving our workplace.

Employee Information

| | |
|-------------------------|------------------------------|
| Peer Review for | Bibek Bhatta |
| Peer Department | Business Development |
| Peer Designation | Business Development Manager |
| Review Period: | Shrawan 2080 to Ashad 2081 |

Peer reviews are anonymous. Do not include your name in this form. The individual being reviewed will not be informed of which coworkers participated in the peer review.

Please rate your peer on the following criteria using the following scale.

Scale:

5=Outstanding

4=Good

3=Satisfactory

2=Unsatisfactory

1=Poor

Performance Assessment (SECTION A)

| S.n | Criteria's | Poor (1) | Unsatisfactory (2) | Satisfactory (3) | Good (4) | Outstanding (5) | Score |
|-----|-------------------------|-------------|-----------------------|---------------------|-------------|--------------------|-------|
| 1 | Works to Full Potential | | | | | | |

| | | | | | | | |
|----|----------------------------------|--|--|--|--|--|--|
| 2 | Quality of Work | | | | | | |
| 3 | Work Consistency | | | | | | |
| 4 | Communication and Collaboration | | | | | | |
| 5 | Ability to Meet Deadlines | | | | | | |
| 6 | Takes Initiative | | | | | | |
| 7 | Team Contribution and Engagement | | | | | | |
| 8 | Productivity | | | | | | |
| 9 | Creativity | | | | | | |
| 10 | Integrity | | | | | | |
| 11 | Coworker Relations | | | | | | |
| 12 | Client Relations | | | | | | |
| 13 | Hardskills | | | | | | |
| 14 | Dedication | | | | | | |
| 15 | Adaptability and Learning | | | | | | |



| | | | | | | | |
|--|----------------------------|---|--|--|-------|--|--|
| 16 | Ethics and Professionalism | | | | | | |
| Total | | | | | | | |
| Overall Rating Score | | | | | | | |
| Overall Score | | Sum of Scores X 100%/ No of Questions Answered X 5 | | | 0.00% | | |
| Outstanding ≥ 90 % | | Exceptional performance and surpassing expectations | | | | | |
| Good 75% - 89% | | Remarkable performance and exceeds expectations | | | | | |
| Satisfactory 60% - 74% | | Acceptable performance. Meets the standard requirements of the job | | | | | |
| Unsatisfactory 50% - 59% | | Inconsistent performance. Does not meet the requirements of the job | | | | | |
| Poor ≤ 49% | | Subpar performance, signifying unmet expectations and necessitating substantial improvement | | | | | |
| SECTION B | | | | | | | |
| 1. Detail employee's greatest strengths and areas of improvement? | | | | | | | |
| | | | | | | | |
| 2. Expectations from peer? | | | | | | | |
| | | | | | | | |
| 3. Overall Performance and additional comments | | | | | | | |
| | | | | | | | |



Annex 11: Mid-Year Performance Review Form

Self-Evaluation Form

| |
|--|
| HR - MSEF Self-Evaluation Form Ver.:1.0-25th Dec '23 |
| EMPLOYEE INFORMATION |
| Name: |
| Designation: |
| Department: |
| Review Period: |
| Employee Instructions: Please complete this Self-Evaluation Form. Your thorough and timely participation in the Mid-Year Performance Review process will contribute to facilitating a fair and comprehensive assessment of your progress and accomplishments since the last performance review. |
| 1. Has the role and Adex matched your expectations? (Yes/No) |
| |
| 2. What aspect of the job do you: |
| A. Enjoy the most: |
| |
| B. Enjoy the least: |
| |
| 3. Define your most important accomplishments relevant to your position since the previous period in order of significance. |
| |



| |
|---|
| 4.What are the areas in which you feel you have not done so well |
| |
| 5. Please list the reasons for (no. 4) above |
| |
| 6. What have been the biggest challenges that you faced throughout your work here at Adex and what did you do to overcome these? |
| |
| 7.Define the areas you consider that you should improve and your improvement plan. |
| |
| 8.In Your opinion, what are your strengths? |
| |
| 9. Have you had regular feedback during your work period? (Yes/No), How Frequently (Weekly, Monthly, Quarterly, Semi-annually, Annually) |
| |
| 10.What support do you need to do your job more effectively? (Training Mgmt Support or Others) |
| |
| 11.Specify your following goals you want to achieve until the next evaluation date. |
| |
| 12. What is your expectation from the Adex? |
| |
| 13. Any Additional Comments. |



I hereby declare and acknowledge that I have thoroughly reviewed and understood the contents of this document, and I willingly affix my signature as an affirmation of my awareness

.....

Employee Signature

Date:

Supervisor Review Form

| HR - MSURF Supervisor Review Form Ver.:1.0-25th Dec '23 | | | |
|--|---------------------------|---|--|
| Employee Information | | | |
| Name of the Supervisor/Reviewer | | Name of the Reviewee: | |
| Department | | Department | |
| Designation | | Designation | |
| Review Period | | | |
| Rating Scale | | | |
| Score | Name | Definition | |
| 1 | Unsatisfactory | The rating suggests subpar performance, signifying unmet expectations and necessitating substantial improvement. | |
| 2 | Below expectations | The rating implies underperformance or falling below expectations, highlighting room for improvement and failure to meet set standards. | |
| 3 | Meets expectations | This rating indicates meeting expectations and achieving required standards. | |

| | | |
|----------|-----------------------------|--|
| 4 | Exceeds expectations | This rating signifies exceeding expectations, surpassing standards, and showcasing remarkable proficiency or achievement. |
| 5 | Outstanding | This rating signifies exceptional performance, surpassing expectations and indicating outstanding skills, quality, or achievement. |

Please provide an honest and objective assessment of your Subordinate's performance by rating them on a scale of 1 to 5 for each category.

***Note:** Please fill the boxes with the Scale number as shown in the heading.*

| Performance Assessment | | | | | | |
|---|------|----------------|--------------|------|-----------|-------|
| | Poor | Unsatisfactory | Satisfactory | Good | Excellent | Score |
| Criteria | 1 | 2 | 3 | 4 | 5 | |
| A.Job Knowledge: The employee has a clear understanding of the job duties and completes all phases of assigned work | | | | | | |
| Comments: | | | | | | |
| B.Quality of Work: The employee's work is well executed, thorough, effective and accurate | | | | | | |
| Comments: | | | | | | |

| C. Quantity of Work: | Poor | Unsatisfactory | Satisfactory | Good | Excellent | Score |
|---|-------------|-----------------------|---------------------|-------------|------------------|--------------|
| | 1 | 2 | 3 | 4 | 5 | |
| The employee accomplishes assigned work of a specified quality within a specified period of time. | | | | | | |
| Comments: | | | | | | |
| D. Attendance/Reliability: | Poor | Unsatisfactory | Satisfactory | Good | Excellent | Score |
| | 1 | 2 | 3 | 4 | 5 | |
| The employee consistently reports to work and meetings on time and is always prepared. | | | | | | |
| Comments: | | | | | | |
| E. Initiative/Creativity: | Poor | Unsatisfactory | Satisfactory | Good | Excellent | Score |
| | 1 | 2 | 3 | 4 | 5 | |
| The employee is self-reliant, resourceful and creative in meeting objectives; consider how well the employee follows through the assignments and modifies or develops new | | | | | | |



| | | | | | | |
|--|-------------|-----------------------|---------------------|-------------|------------------|--------------|
| ideas, methods or procedures to effectively meet changing circumstances | | | | | | |
| Comments: | | | | | | |
| F. Cooperation with others: | Poor | Unsatisfactory | Satisfactory | Good | Excellent | Score |
| | 1 | 2 | 3 | 4 | 5 | |
| The employee works well with others and demonstrates a willingness to cooperate. Consider the employee's tact, courtesy, and effectiveness in dealing with co-workers, subordinates, supervisors, and customers. | | | | | | |
| Comments: | | | | | | |
| G. Relationship with supervisor: | Poor | Unsatisfactory | Satisfactory | Good | Excellent | Score |
| | 1 | 2 | 3 | 4 | 5 | |



| | | | | | | |
|--|-------------|-----------------------|---------------------|-------------|------------------|--------------|
| The manner in which the employee responds to supervisory directions and comments. The extent to which the employee seeks the counsel of the supervisor on ways to improve performance. | | | | | | |
| Comments: | | | | | | |
| E. Capacity to Develop: | Poor | Unsatisfactory | Satisfactory | Good | Excellent | Score |
| | 1 | 2 | 3 | 4 | 5 | |
| The employee demonstrates the ability to accept new/more complex duties/responsibilities. | | | | | | |
| Comments: | | | | | | |
| 9. Learning and Development: | Poor | Unsatisfactory | Satisfactory | Good | Excellent | Score |
| | 1 | 2 | 3 | 4 | 5 | |
| The employee eagerly learns something new and actively seeks opportunities to develop themselves | | | | | | |
| Comments | | | | | | |

| | | | | | | |
|---|--|-----------------------|---------------------|-------------|------------------|--------------|
| MANAGEMENT (to be completed for staff with supervisory duties only) | | | | | | |
| 10. Problem Solving: | Poor | Unsatisfactory | Satisfactory | Good | Excellent | Score |
| | 1 | 2 | 3 | 4 | 5 | |
| The employee helps resolve staff problems on work-related matters and handles problem situation effectively | | | | | | |
| Comments: | | | | | | |
| 11. Supervision/Motivation of staff: | Poor | Unsatisfactory | Satisfactory | Good | Excellent | Score |
| | 1 | 2 | 3 | 4 | 5 | |
| The employee is a role model and effectively supervises work of subordinates | | | | | | |
| Comments: | | | | | | |
| Total: | | | | | | |
| Overall Performance rating Score | | | | | | |
| Total Score | Sum of Scores X 100%/ No of Questions Answered X 5 | | | | | |
| | | | | | | |
| Outstanding > 90 % | Exceptional performance and exceeds expectations | | | | | |

| | |
|---------------------------------|---|
| Good 75% - 89% | Performance is consistent and exceeds expectations in all situations |
| Satisfactory 60% - 74% | The performance is satisfactory. Meets the requirements of the job |
| Unsatisfactory 50% - 59% | Performance is inconsistent. Meets the requirements of the job occasionally |
| Poor < 49% | Performance does not meet the minimum requirements of the job |

SECTION B

1. Special task taken up or commendation obtained by the employee during the first six month review period?

2. Goals for the next six-month review period?

3. Strengths and Areas of Improvement?

4. Expectations from subordinate?

5. Overall comments on Performance?



*I have read and discussed this
evaluation with my supervisor,
and I understand its contents.
My signature means that my
Mid-Year performance has
been reviewed*

.....

**Employee
Signature
Date:**

*I have read and
discussed this
evaluation with my
subordinate. My
signature means that
I have reviewed my
subordinate's Mid-
Year performance.*

.....

**Supervisor
Signature
Date:**

Subordinate Review form

| | | |
|--|-----------------------------|---|
| HR - MSRF Subordinate Review Form Ver.:1.0-25th Dec '23 | | |
| Employee Information | | |
| Name of the Supervisor: | | |
| Designation: | | |
| Department: | | |
| Review period: | | |
| SECTION A | | |
| RATING SCALE | | |
| Score | Name | Definition |
| 1 | Unsatisfactory | The rating suggests subpar performance, signifying unmet expectations and necessitating substantial improvement. |
| 2 | Below expectations | The rating implies underperformance or falling below expectations, highlighting room for improvement and failure to meet set standards. |
| 3 | Meets expectations | This rating indicates meeting expectations and achieving required standards. |
| 4 | Exceeds expectations | This rating signifies exceeding expectations, surpassing standards, and showcasing remarkable proficiency or achievement. |
| 5 | Outstanding | This rating signifies exceptional performance, surpassing expectations and indicating outstanding skills, quality, or achievement. |
| <p>Subordinate reviews are anonymous. Do not include your name on this form. The individual being reviewed will not be informed of which Subordinate participated in this review.</p> <p>Please provide an honest and objective assessment of your supervisor's performance by rating them on a scale of 1 to 5 for each category.</p> <p><i>Note: Please fill the boxes with the Scale number as shown in the heading.</i></p> | | |

| A. Leadership and Guidance | | | |
|------------------------------------|---|--------|----------|
| SN | Performance Category | Rating | Comments |
| 1 | Sets clear goals and expectations | | |
| 2 | Provides guidance and support to the team | | |
| 3 | Inspires and motivates team members | | |
| | | | |
| B. Management Skills | | | |
| SN | Performance Category | Rating | Comments |
| 4 | Offers constructive feedback and coaching for improvement | | |
| 5 | Delegates tasks appropriately and effectively | | |
| 6 | Addresses performance issues promptly and fairly | | |
| | | | |
| C. Accessibility and Availability: | | | |
| SN | Performance Category | Rating | Comments |
| 7 | Is accessible and approachable | | |

| | | | |
|--------------------------------|--|---------------|-----------------|
| 8 | Responds promptly to inquiries and concerns | | |
| 9 | Provides necessary support and resources | | |
| | | | |
| D. Communication Skills | | | |
| SN | Performance Category | Rating | Comments |
| 10 | Clearly conveys information and expectations | | |
| 11 | Listens actively and attentively to concerns | | |
| 12 | Provides timely and constructive feedback | | |
| | | | |
| E. Knowledge Transfer | | | |
| SN | Performance Category | Rating | Comments |
| 13 | Actively shares information, best practices, and lessons learned | | |
| 14 | Transfers knowledge effectively to ensure continuity and growth | | |
| 15 | Provides training and mentoring to develop team members' skill | | |
| | | | |

| F. Initiation | | | |
|---------------------------|---|--------|----------|
| SN | Performance Category | Rating | Comments |
| 16 | Demonstrates flexibility and resilience in challenging circumstances | | |
| 17 | Encourages others to embrace change and adapt | | |
| 18 | Identifies and addresses issues before they become significant problems | | |
| | | | |
| G. Opportunity for Growth | | | |
| SN | Performance Category | Rating | Comments |
| 19 | Provides opportunities for professional development and advancement | | |
| 20 | Encourages learning and skill-building | | |
| 21 | Provides challenging assignments to enhance skills and knowledge | | |
| | | | |
| H. Support | | | |
| SN | Performance Category | Rating | Comments |
| 22 | Communicates effectively and openly | | |

| | | | |
|---|---|---|-----------------|
| 23 | Respects and values input and ideas | | |
| 24 | Establishes a positive and collaborative working relationship | | |
| | | | |
| I. Favoritism | | | |
| SN | Performance Category | Rating | Comments |
| 25 | Treats all employees fairly and impartially | | |
| 26 | Makes decisions based on merit and performance | | |
| 27 | Avoids showing preferential treatment to certain individuals | | |
| TOTAL SCORE | | 0 | |
| OVERALL PERFORMANCE RATING SCORE | | | |
| | | | |
| TOTAL SCORE | | Sum of Scores X 100% / No of Questions Answered X 5 | 0.00% |
| SECTION B | | | |
| | | | |
| 1. Expectations from Supervisor? | | | |
| | | | |



2. Feedback for your supervisor?

3. Overall comments on Performance?

Peer Review Form

| | | | | | | | |
|---|-------------------------|-------------|-----------------------|---------------------|-------------|------------------|--------------|
| HR - MPRF Peer Review Form Ver.:1.0-25th Dec '23 | | | | | | | |
| Employee Information | | | | | | | |
| Peer Review for | | | Date of review | | | | |
| Peer Department | | | | | | | |
| Peer Designation | | | | | | | |
| How long have you known the peer | | | | | | | |
| <p>Peer reviews are anonymous. Do not include your name on this form. The individual being reviewed will not be informed of which coworkers participated in the peer review.</p> <p>Please rate your peer on the following criteria using the following scale.</p> <p>Scale: 5=Excellent 4=Good 3=Satisfactory 2=Unsatisfactory 1=Poor</p> | | | | | | | |
| Performance Assessment | | | | | | | |
| S.n | Criteria's | Poor | Unsatisfactory | Satisfactory | Good | Excellent | Score |
| 1 | Works to Full Potential | | | | | | |
| 2 | Quality of Work | | | | | | |
| 3 | Work Consistency | | | | | | |

| | | | | | | | |
|----|---------------------------------|--|--|--|--|--|--|
| 4 | Communica tion | | | | | | |
| 5 | Ability to Meet Deadlines | | | | | | |
| 6 | Independent Work | | | | | | |
| 7 | Takes Initiative | | | | | | |
| 8 | Team Work | | | | | | |
| 9 | Productivity | | | | | | |
| 10 | Creativity | | | | | | |
| 11 | Honesty | | | | | | |
| 12 | Integrity | | | | | | |
| 13 | Coworker Relations | | | | | | |
| 14 | Client Relations | | | | | | |
| 15 | Technical Skills | | | | | | |
| 16 | Dedication | | | | | | |
| 17 | Time Managemen t | | | | | | |
| 18 | Punctuality | | | | | | |



| | | | | | |
|-----------------------------|--|--|--|-------|--|
| Total | | | | | |
| Overall Rating Score | | | | | |
| Total Score | Sum of Scores X 100%/ No of Questions Answered X 5 | | | 0.00% | |

Annex 12: Personal Action Form

PERSONNEL ACTION FORM

| | |
|----------------|--------------|
| Employee Name: | Designation: |
| Department: | Date: |

Reason(s) for Change(s):

- | | | |
|--|---|--|
| <input type="checkbox"/> Annual Appraisal | <input type="checkbox"/> Change in Salary | <input type="checkbox"/> Transfer |
| <input type="checkbox"/> Probation Completed | <input type="checkbox"/> Change of Title | <input type="checkbox"/> Promotion |
| <input type="checkbox"/> Designation Change | <input type="checkbox"/> Termination | <input type="checkbox"/> Others (Please Explain) |

In case of change in designation/transfer/promotion/change of Title:

| | |
|----------------------|-----------------------|
| Current Designation: | Proposed Designation: |
| Current Department: | Proposed Department: |
| Current Company | Proposed Company: |
| Current Title: | Proposed Title: |
| Effective Date: | |
| Reasons: | |

In case of change in salary (To be filled, if required):

| | | | |
|-----------------|------------------|-----|--|
| Current Salary: | Proposed Salary: | N/A | |
| Effective Date: | | N/A | |
| Reasons: | | | |
| | | | |



Proposed by:

Recommended by:
HoD

Approved by:
Saurav Subedi
Co-founder, Director

Accepted by:
Employee Name

Annex 13: Exit Clearance Checklist

| EXIT CLEARANCE AND RELEASE FORM | | | | |
|---|---|---|--------------------|--|
| <i>This form is required for every separating employee to ensure the return of all office equipment, Finance clearance and P&C clearance.</i> | | | | |
| Employee ID | : | Reports To | : | |
| Name of Employee | : | Department | : | |
| Position | : | Division | : | |
| Date of Joining | : | Resignation Date (Nepali Calendar) | : | |
| Probation end date | : | Last Date of Employment | : | |
| Notice Period | : | Resignation reason | : | |
| | : | Termination date (In case of termination) | : | |
| Check List | | Status | Name and Signature | |

| | | |
|---|---|--|
| <p><u>Line</u> <u>Manager/</u> <u>Supervisor/colleagues</u></p> <p>Complete Work/Files/Documents handover.</p> <p>Handover Takeover Form</p> <p>Project files/code narration</p> <p><u>Comments (If any):</u></p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> | |
| <p><u>Finance Department</u></p> <p>Advance Salary</p> <p>Office Advance (petty cash, travel advance)</p> <p>Office Loan</p> <p>SSF Termination</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> <p>Amount: _____</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> <p>Amount: _____</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> <p>Amount: _____</p> | |

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| | | |
|---|---|--|
| <p><u>Other Checklist Access:</u></p> <p>AWS</p> <p>JIRA + Confluence + Notion + Miro + Lucidchart + Udemy courses</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> | |
| <p><u>Comments (If any):</u></p> | | |
| <p><u>Human Resources Department</u></p> <p>Exit Interview</p> <p>Deletion from HRIS</p> <p>Experience Letter</p> <p>SSF Letter</p> <p>CIT Letter</p> <p>Handover of Library books</p> <p><u>Comments (If any):</u></p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> | |
| <p><u>Remaining Leave Balance:</u></p> <p>Annual leave</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA Days: _____</p> | |



| | |
|------------|--|
| Sick leave | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA Days: _____ |
|------------|--|

Received Date:

P&C Signature:

Exit Declaration:

I hereby declare and confirm,

- i. I have not copied or left any code base, documents and or any artifacts in my personal email and or storage;
- ii. I have removed or destroyed any and all code base, documents, artifacts and any other materials and or property that belongs to Adex International Pvt. Ltd. (Company) after completely handing it over to the respective personnel as per the policy of the Company.

The above stated declaration and confirmation are true and fair, should any of the above declaration and confirmation are found to be false or incorrect the Company shall have the right to initiate legal proceedings pursuant to prevailing laws.

.....

Name of Employee and Signature

Annex 14: Handover and Takeover Form

DIVISION:

**HANDOVER
PERIOD**

Planned:

Actual
:

FROM

TO

Name:

Name:

Designation:

Designation:

| Tpoic/ Scope | Handover Modality (Explanation/ Demonstratio n/ Training) | Name of Files/ Template s shared | Date | Acknowledge d by (Sign) | Verifie d by (Sign) | Remark s |
|---|---|---|------|-------------------------------|---------------------------|-------------|
| 1. PEOPLE (applicable to Supervisory Roles) | | | | | | |
| Team Structure & Responsibilities | | | | | | |
| KPIs of the team | | | | | | |
| 2. OPERATION | | | | | | |
| Key Responsibilities | | | | | | |
| Recurring Deadlines | | | | | | |
| Recurring Meetings | | | | | | |
| Current Challenges | | | | | | |
| Checklist of important Documents (both Paper & | | | | | | |



| | | | | | | |
|--------------------------------------|--|--|--|--|--|--|
| Electronic Form) | | | | | | |
| Keys/ Hard drive/ Pen drive | | | | | | |
| 3. TECHNOLOGY | | | | | | |
| E-mail Back ups (Filled by Sysadmin) | | | | | | |
| 4. PENDING OR ONGOING TASK | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

This is to certify that I, have handed over all documents, information and items as specified above. I hereby assure and pledge that I am not withholding any information or physical items of the company, and I've completed the handover process. As per accordance with company's policy, I will be held liable and accountable to disclosure of any confidential data or information related to the company, to third party or any anomalies within my handover information.

Name:
Signature
Date:

This is to certify that I, have received all documents, information and items as specified above, which are required to perform my job. I have received detailed orientation about the process and can perform the assigned roles & Responsibilities.

Name:
Signature
Date:

Annex 15: Salary Advance Form

| Advance Request Form | | |
|--|------------------------|-------------------------|
| <i>This form is to be recorded by HRD after all the required signatures are duly acquired.</i> | | |
| Name: | | Requested Date: |
| Employee Id: | | Division: |
| Designation: | | Department: |
| Current Monthly Salary: | | Requested Amount: |
| Reason: | | |
| <i>To be filled by Finance Department & P&C</i> | | |
| Release date: | | Standing Dues (if any): |
| Payment Method/ Deduction remarks: | | |
| Employment Status: | | Remarks (if any): |
| Verified by P&C: | | |
| Requested By: | Recommended By: | Approved By: |
| | | |
| | | |
| Employee | P&C | Finance Manager |
| | | |
| Date: | Date: | Date: |



Annex 16: Employee Referral Form

| Employee Referral Form | | | |
|---|---|--|---------------|
| <i>To be filled by Referee</i> | | | |
| Referring Employee Information | | | |
| Name of Employee | : | | PP Size Photo |
| Employee ID | : | | |
| Department | : | | |
| Position | : | | |
| Email | : | | |
| Phone Number | : | | |
| Candidate Information | | | |
| Name | : | | |
| Current Job Title | : | | |
| Email | : | | |
| Phone Number | : | | |
| LinkedIn Profile | : | | |
| Position Referred For | | | |
| Job Title | : | | |
| Department | : | | |
| Referral Details | | | |
| How do you know the candidate? | : | <input type="checkbox"/> Former colleague <input type="checkbox"/> Professional acquaintance <input type="checkbox"/> Friend <input type="checkbox"/> Others: ... | |
| Why do you think the candidate is a good fit for this position? | : | | |
| Acknowledgment and Signature | | | |



“I confirm that the information provided is accurate and truthful to the best of my knowledge. I understand that my referral will be considered according to the company's recruitment and selection policies.”

Referring Employee Signature:

Date:

Annex 17: Learning and Development Needs Assessment Form

| | |
|-------------------|--|
| Department: | |
| Date: | |
| Contact Person/s: | |

Please list each training need separately using the sections below.

| Training Need 1 | |
|--|---------|
| Field | Details |
| Training Area/Topic: | |
| Objectives or Reasoning Behind the Training Need: | |
| Internal or External: | |
| Preferred Start Date: | |
| Preferred End Date: | |
| Any Specific Milestones or Deadlines: | |
| Total Number of Participants: | |
| Breakdown of Participants (if applicable): | |
| Expected Duration (in hours/days): | |
| Preferred Training Schedule (e.g., full day, half day, weekly sessions): | |
| Preferred Training hours: | |
| Preferred Training Delivery Method (e.g., in-person, virtual, hybrid): | |



| | |
|--|--|
| Any Specific Trainers or Resources Needed: | |
| Any Other Relevant Details: | |

| Training Need 2 | |
|--|---------|
| Field | Details |
| Training Area/Topic: | |
| Objectives or Reasoning Behind the Training Need: | |
| Internal or External: | |
| Preferred Start Date: | |
| Preferred End Date: | |
| Any Specific Milestones or Deadlines: | |
| Total Number of Participants: | |
| Breakdown of Participants (if applicable): | |
| Expected Duration (in hours/days): | |
| Preferred Training Schedule (e.g., full day, half day, weekly sessions): | |
| Preferred Training Delivery Method (e.g., in-person, virtual, hybrid): | |
| Preferred Training hours: | |
| Any Specific Trainers or Resources Needed: | |
| Any Other Relevant Details: | |

| Training Need 3 | |
|-----------------|--|
|-----------------|--|

| Field | Details |
|--|---------|
| Training Area/Topic: | |
| Objectives or Reasoning Behind the Training Need: | |
| Internal or External: | |
| Preferred Start Date: | |
| Preferred End Date: | |
| Any Specific Milestones or Deadlines: | |
| Total Number of Participants: | |
| Breakdown of Participants (if applicable): | |
| Expected Duration (in hours/days): | |
| Preferred Training Schedule (e.g., full day, half day, weekly sessions): | |
| Preferred Training Delivery Method (e.g., in-person, virtual, hybrid): | |
| Preferred Training hours: | |
| Any Specific Trainers or Resources Needed: | |
| Any Other Relevant Details: | |

| Training Need 4 | |
|---|---------|
| Field | Details |
| Training Area/Topic: | |
| Objectives or Reasoning Behind the Training Need: | |



| | |
|--|--|
| Internal or External: | |
| Preferred Start Date: | |
| Preferred End Date: | |
| Any Specific Milestones or Deadlines: | |
| Total Number of Participants: | |
| Breakdown of Participants (if applicable): | |
| Expected Duration (in hours/days): | |
| Preferred Training Schedule (e.g., full day, half day, weekly sessions): | |
| Preferred Training Delivery Method (e.g., in-person, virtual, hybrid): | |
| Preferred Training hours: | |
| Any Specific Trainers or Resources Needed: | |
| Any Other Relevant Details: | |

| | |
|---------------------|---------------------|
| | |
| Requested by | Verified by: |
| [Employee's name] | [Name of verifier] |
| Date: | Date: |