

COMPANY POLICY

OFFICE TIME

Normal working hours is 9:30 hrs including 45-60 minutes lunch time (Flexible 14:00 to 14:30) & (17:30 to 17:45)

The official working hour is 10:00 to 20:00. Normally work starts at 10:00 in the morning. There is no specific time to end the work and it may go for long hours due to continuous nature of work and emergency.

ATTENDANCE

All the employees have to mark their attendance using biometric Attendance system.

Failure in punching IN/OUT time will be considered as leave as number Of working days will be calculated from biometric attendance system Only.

Correction can be done on the request on the same day or next working Day only.

CATEGORY OF EMPLOYEES

Category of the employees are determined on the nature of the work They perform. The salary and designation are decided on the basis of Their qualification, past experience and working knowledge. Mutual Consent between the employee and the management also be considered.

APPOINTMENT LETTER

All new employees joining on regular basis to be issued an appointment Letter. The staff joining the company to be issued an appointment letter Within three working days, mentioning all the terms and conditions of Their employment.

SALARY FIXATION

The salary of new staff to be approved by any of the directors and the structure to be decided according to the current structure of the Company. No salary will be paid for the staff discharged from their job Or leaving their job on their own within three days.

PERSONAL FILES

Maintain all documents related to every employee (i.e. Resume, Employment Form, Appointment Letter, Statutory forms like P.F., ESI, Gratuity, Leave Encashment etc) in separate or combined file.

LEAVE POLICY

The staffs working are entitled for 12 days casual leaves in a financial year apart from the usual weekly off and festival holidays. Earned leave will be calculated at the end of every Quarter and that can be availed from next the Quarter. If there is no leave balance in the account of employee then their salary will be deducted for the days they were on leave. If there is any leave balance in the current calendar year (only earned leave) which will be encashed in the first month of next calendar year and the same will be calculated on basic salary. No leave will be adjusted without submitting leave form in the prescribed format. There is a provision of 1 paid leave every month.

In emergency situation like serious sickness (means: own, spouse, parents or children), death of any close relatives (means: blood relatives) an employee want to avail leave, they have to inform the respective Department Head.

The staff want to avail leave have to apply for leave from Leave Module of HRM application seven days prior to avail planned leaves

Unplanned leaves covering the holidays/weekends would be considering as leave for the number of days irrespective of working/non working days.

The sanction of leave entirely at the sole discretion of the management considering the genuine reasons and without affecting routine work in the office.

LATE COMING POLICY

Maximum office IN time is 10:30 am. Delay in reaching office should be informed to superior/management and there approval is necessary to avoid any penalties.

As the office timing is much convenient for the staff to reach on time, they have to adhere the timing positively. In case an employee coming late to office after Office In Time, every three such event would convert into a half day and salary will be deducted for the same.

In rare and unavoidable circumstances staff can avail special permission from any of the directors for late reporting. This is only in special cases and sole discretion of the director.

LATE SITTING POLICY

Normally the management is not willing the employees to stay back beyond their working hours. But due to urgency of work, employees are allowed to stay back to complete the pending and urgent works. The employees coming under Trainee Category and drawing salary of Rs. 10000/- or below are entitled for refreshment allowance as per. But the employees who are entitled for refreshment allowance have to get prior written approval to stay back from any one of the directors. Due to the nature of work at site, there is no specific late sitting policy for staff working.

WEEKLY OFF & HOLIDAYS

Every Sunday and fourth Saturday of the month are the official weekly off. If any emergency or pending work then the staff has to attend duty on Sunday and holidays. There is provision for compensatory off or paid leave for the staff working as Trainee Category.

For Permanent staff this is only in special cases and sole discretion of the director.

The staff are entitled for festival holidays in every calendar year and this will be decided at the end of the current calendar year. All three gazetted holidays are included in festival holidays.

INCREMENT & PROMOTION

Annual increment and promotion of the employees depend on their performance during the last financial year. The directors have entire right to withheld the increment of any employees and increment is sole discretion of the directors and it is not the right of any employee. But the decision related to increment and promotion to be taken jointly by all the directors to avoid any discrepancy.

ANNUAL APPRAISAL

Management will do an Annual Performance Appraisal for all staff members. The process will start at the end of March or beginning of April every year. The increment will be effective from 1st April every year and the staff will get their increased salary in May every year. But in certain circumstances, it may be delayed for maximum of 2 months and the staff will get arrear from April itself. For increment, the

Management will ascertain staffs' performance for the last calendar year. Apart from work performance, seniority, discipline and attendance will be some other criteria considered for increment.

For this appraisal, the staff has to fill-up a detailed Appraisal Form provided by the company. In this form they have to mention their performance for the last financial year including the responsibility they accepted, the extent they could fulfill their responsibility, their contribution to the company for its growth and also the contribution they are planning in the future for the growth of the company.

The Appraisal will be jointly done by Departmental head and Directors for head office. They have to mention their performance in the Appraisal Form. Increment will be finalized after completed the Performance Appraisal of individual employees.

NUMBER OF WORKING DAYS

Total number of working days is considered as 25 days in a month Irrespective of number of days in a calendar.

TRAINING

Training period of 6 Months is converted into 150 working days. The trainees will get confirmation and their salaries will be decided after Successful completion of 150 working days.

FREELANCING NOT ALLOWED

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 - While working with NTF you cannot take any personal freelancing work, from IT industry. You cannot create/operate your personal account on any freelancing sites and are not allowed to work on projects relating to Web/Mobile Development, as a freelancer. (Neither in office premises nor outside.)
 - The portfolio of NTF is company's property. You hold zero rights as an individual. Therefore use of personal ODesk, Elance, and Freelancer.com or any other similar freelancing websites showcasing company's portfolio on your name or your close relative's name etc will lead to strict action on you.
 - The management has the right to terminate you on such grounds, without providing any relieving documents or any other recognition.

This policy is made for effective functioning of the company keeping in mind the welfare of all employees working in this organization. This is an initial policy keeping in mind over all functions of the organization and the management has the right to amend any existing policy or replace or add a new policy with the existing policy.

For NewTechFusion Solutions

Nilesh Soni
Director
29th July 2015

