

iDotcommers
never offline



IDOTCOMMERS
DIGITAL LLP

COMPANY
HANDBOOK

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VISION



NO ONE REMAINS OFFLINE

The pandemic has taught everyone that one place that cannot be locked down, is the internet.

Many businesses went out of business just because they could not recognize the true potential of the online marketing podium.

We want to make businesses realize that it is time they think of taking the big leap online and become an online business.

Not only it will expand their current business but also support it with the use of all possible elements in online marketing.

TO MAKE THIS HAPPEN WE PROVIDE SERVICES RIGHT FROM WEBSITE DEVELOPMENT TO PPC ADVERTISING AND OTHER CREATIVE SERVICES.

CURRENT PERFORMANCE

WE ARE A STARTUP SINCE
COVID WAS JUST A FLU

We are young and new robust set of individuals who started as freelancers themselves. After we gained a great insight of this market and its inner workings we decided to become a company.

With the goal of leaving no business offline we are now a B2B focused company also looking forward to serve B2C companies in the near future.

Our pace is slow yet steady and we plan to stay for a long time in the market. Current employees are a limited number most of them are in a work from home situation.

With you as an addition to our growth we plan to achieve huge success where we have a graph that grows upwards with stability.



WORKPLACE COMMITMENTS

SOME COMMITMENTS WE EXPECT
FROM OUR EMPLOYEES



EQUAL OPPORTUNITY EMPLOYMENT

This company is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual's race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. This policy applies to all terms, conditions and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline and termination.

DRUG-FREE / ALCOHOL-FREE ENVIRONMENT

Employees are prohibited from unlawfully consuming, distributing, possessing, selling, or using controlled substances while on duty. In addition, employees may not be under the influence of any controlled substance, such as drugs or alcohol, while at work, on company premises or engaged in company business. Prescription drugs or over-the-counter medications, taken as prescribed, are an exception to this policy. Anyone violating this policy may be subject to disciplinary action, up to and including termination.

OPEN DOOR POLICY

The company has an open door policy and takes employee concerns and problems seriously. The company values each employee and strives to provide a positive work experience. Employees are encouraged to bring any workplace concerns or problems they might have or know about to their supervisor or some other member of management.

COMPANY POLICIES AND PROCEDURES

1 Professional Conduct

This company expects its employees to adhere to a standard of professional conduct and integrity. This ensures that the work environment is safe, comfortable and productive. Employees should be respectful, courteous, and mindful of others' feelings and needs. General cooperation between coworkers and supervisors is expected. Individuals who act in an unprofessional manner may be subject to disciplinary action.

2 Dress Code

An employee's personal appearance and hygiene is a reflection on the company's character. Employees are expected to dress appropriately for their individual work responsibilities and position.

Men: Formals (Proper Shirts, Trousers on weekdays), Casuals with collar t-shirt on Saturdays. Proper closed shoes with socks to be worn at all times, except rainy days. Closed footwear only

Women: Western or Indian Formals on weekdays. Casual clothing on Saturdays. Noisy footwear or body accessories to be avoided at all cost.

Stockings to be used when short length clothing is worn

3 Payday

Salaries are credited on 5th of every month in the employees bank account registered with the company.



ATTENDANCE POLICIES

ATTENDANCE IS CALCULATED AS PER THE CALENDAR MONTH

WE USE PAGARBOOK TO LOG DAILY ATTENDANCE



1 GENERAL ATTENDANCE

The company maintains normal working hours of 9.30 a.m. to 6 p.m. The company does not tolerate absenteeism without excuse. Employees who will be late to or absent from work should notify a supervisor in advance, or as soon as practicable in the event of an emergency.

Chronic absenteeism may result in disciplinary action. Employees who need to leave early, for illness or otherwise, should inform a supervisor before departure. Unauthorized departures may result in disciplinary action.

2 TARDINESS

Employees are expected to arrive on time and ready for work. An employee who arrives 30 minutes after their scheduled arrival time is considered tardy. The company recognizes that situations arise which hinder punctuality; regardless, excessive tardiness is prohibited, and may be subject to disciplinary action.

Three tardy marks lead to a deduction of one days salary.

3 BREAKS & LEAVES

1 hour break is allowed overall. Other than that there wont be any breaks permitted to any employee.

After probation ends an employee is entitled to the following leave policy calculated yearly:

- Casual LPY – 14
- Half Day LPY – 6
- Sick LPY – 12

*casual leaves and half day leaves need approvals.

*LPY – leaves per year

DISCIPLINE POLICY

Grounds for Disciplinary Action

THE FOLLOWING ACTIONS ARE UNACCEPTABLE AND CONSIDERED GROUNDS FOR DISCIPLINARY ACTION. THIS LIST IS NOT COMPREHENSIVE; RATHER, IT IS MEANT MERELY AS AN EXAMPLE OF THE TYPES OF CONDUCT THAT THIS COMPANY DOES NOT TOLERATE. THESE ACTIONS INCLUDE, BUT ARE NOT LIMITED TO:

- Engaging in acts of discrimination or harassment in the workplace;
- Possessing, distributing or being under the influence of illicit controlled substances;
- Being under the influence of a controlled substance or alcohol at work, on company premises, or while engaged in company business;
- Unauthorized use of company property, equipment, devices or assets;
- Damage, destruction or theft of company property, equipment, devices or assets;
- Removing company property without prior authorization or disseminating company information without authorization;
- Falsification, misrepresentation or omission of information, documents or records;
- Lying;
- Insubordination or refusal to comply with directives;
- Failing to adequately perform job responsibilities;
- Excessive or unexcused absenteeism or tardiness;
- Disclosing confidential or proprietary company information without permission;
- Illegal or violent activity;
- Falsifying injury reports or reasons for leave;
- Possessing unauthorized weapons on premises;
- Disregard for safety and security procedures;
- Disparaging or disrespecting supervisors and/or co-workers; and
- Any other action or conduct that is inconsistent with company policies, procedures, standards or expectations.

DREAM TEAM

THE PEOPLE WHO MAKE UP IDOTCOMMERS.
SHARE THE SAME VISION STRIVING EVERYDAY
TO ADD VALUE TO THIS ENTITY



POOJAN DOGRA

Partner

I handle overall digital marketing and get new business into the company. I will be monitoring your progress and guide you towards your growth at iDotcommers Digital LLP. Welcome Onboard.
You will see me in office regularly



NITESH VISHWAKARMA

Head of IT

I am a professional Laravel Developer overlooking the IT requirements at iDotcommers. I work with my junior developers on website and software related requirements.
I work from home, see you in my next visit.
Welcome Onboard!



NITISH GHUSE

Our Mentor

We started iDotcommers Digital LLP under his guidance. He drives us towards growth and helps us understand next steps with finesse and scrutiny. Together we share the same goal. His visits are scheduled to office as per convenience.

ONBOARDING TASKS

HR RELATED TASKS

- Submit KYC Documents to your POC
 - Submit previous employment proof - Relieving letter, Salary Slips (3m)
 - Education proof - Grad Certificate/ PG Certificate
 - Two passport size photographs
 - Get the Pagarbook app link from your supervisor.
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COMPANY RELATED TASKS

- Explore the company website - www.idotcommers.com
 - Like & Follow company social media pages @idotcommers
 - Comment/Share the latest post
 - Add your designation to our company page on LinkedIn
 - Take a look at our services deck - <https://bit.ly/idotcommers>
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YOUR ROLE RELATED TASKS

- Create a Gmail address in the following format - 'yourname.idot@gmail.com'
 - Send a test mail with subject as - 'YourName Test Email'
 - Save these credentials with yourself all sheets, tasks etc will be shared with you on this address
 - Download/Open Skype create a skype profile with this new email address you just created. Send a message to colleague.
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YOU SHOULD HAVE RECIEVED THE JOINING LETTER
WITH THIS HANDBOOK IF NOT, CHECK WITH YOUR
SUPERVISOR.

WELCOME ONBOARD!!

IDOTCOMMERS DIGITAL LLP

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