

HR POLICY

2022

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1. Code of Business Conduct and Ethics

This Code of Business Conduct and Ethics applies to all employees and officers of the subsidiaries and affiliates of **PROWESSTICS IT SERVICES PRIVATE LIMITED**, which are referred to in this Code as Company or the Company.

The Company is proud of its reputation for integrity and honesty and is committed to these core values. Personal responsibility is at the core of the Company's principles and culture. The Company's reputation depends on you maintaining the highest standards of conduct in all business endeavors. You have a personal responsibility to protect this reputation, to "do the right thing," and to act with honesty and integrity in all dealings with customers, business partners and each other. You should not take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or any other unfair-dealing practice.

The principles set forth in this document describe how you should conduct yourself. This Code does not address every expectation or condition regarding proper and ethical business conduct. Good common sense is your best guide. It does not substitute for Company policies and procedures. In every business-related endeavor, you must follow the ethics and compliance principles set forth in this Code as well as all other applicable corporate policies and procedures.

You are accountable for reading, understanding and adhering to this Code. Further, compliance with all laws, rules and regulations related to Company activities is mandatory and your conduct must be such as to avoid even the appearance of impropriety. Failure to do so, could result in disciplinary action, up to and including termination of employment.

If you are uncertain about what to do, refer to the relevant section of this Code. If you are still unsure, speak with your supervisor or, if you prefer, communicate with any of the other points of contact indicated. If you have any doubt, ask for help.

If you are aware of any illegal or unethical behavior or if you believe that an applicable law, rule or regulation or this Code has been violated, the matter must be promptly reported to your supervisor or company executives.

Your supervisor is normally the first person you should contact if you have questions about anything in this Code or if you believe Company or an associate is violating the law or Company policy or engaging in conduct that appears unethical. Under some circumstances, it may be impractical or you may feel uncomfortable raising a matter with your supervisor. In those instances, you may contact the head of your department or any other company executives. Furthermore, you should take care to report violations to a person who you believe is not involved in the alleged violation. All reports of alleged violations will be promptly investigated and, if appropriate, remedied, and if legally required, immediately reported to the proper governmental authority.

You will be expected to cooperate in assuring that violations of this Code are promptly addressed. Company has a policy of protecting the confidentiality of those making reports of possible misconduct to the maximum extent permitted by law. **In no event will there be any retaliation against someone for reporting an activity that he or she in good faith believes to be a violation of any law, rule, regulation, internal policy or this Code.** Any supervisor intimidating or imposing sanctions on someone for reporting a matter will be disciplined up to and including termination.<

2. Terms of Employment

2.1 Terms of employment

Terms of employment are as set out in the appointment letter.

2.1.1 The terms of employment are as per the details contained in the appointment letter. The company reserves the right to amend, alter, change any or all the terms and conditions governing employment. The company will also be the sole judge of the meaning and interpretation of all or any of these terms and conditions and its decision thereon shall be binding on all employees.

2.1.2 The employment contract is a contract between the individual employee and the company and the terms of contract are individual to each employee. Hence, all employees are required not to share the terms of contract with others including fellow employees.

2.2 Joining process

The copies of the following documents shall be submitted by an employee on the date of joining:

- Proof of age (birth certificate/school leaving certificate/passport copy);
- Educational and other qualification certificates;
- Release letter from the previous employer (if applicable);
- Acknowledgement for receipt of the HR Policies and Code of Conduct guidelines;

Appointment letter:

Original to be retained by the employee; and one signed copy to be handed over to Company by the employee (for the Employee file)

3. General Administrative Matters

3.1 Working days

The working days at the Company will be from Monday through Friday.

Unless otherwise stated, work hours would be as follows:

Days	Monday – Friday
Timings	0900 hrs. To 1800 hrs.
Lunch-break	60 minutes

Owing to work exigencies, an employee's working hours maybe different from the timings mentioned above.

3.2 Weekly off

Saturday and Sunday will be the weekly holidays.

Owing to work exigencies, an employee may also be required to work either on a weekly off or a public holiday. In such a case, and after obtaining due approval from his/her immediate manager, the employee is entitled to take any of the weekdays in the following week as a compensatory off in lieu of the day of the weekly off/public holiday.

3.3 Absence from office

- ☐ Any employee, who is outside the office during working hours, should ensure that the immediate manager (or a colleague, if the immediate manager is not available) is aware of his/her whereabouts.
- Unauthorized absence from office, or absence from office without prior approval from the immediate manager, will be recorded as misconduct in the employee's file.
- ☐ Those who want to take leave should seek for the permission of HR or Manager.

3.4 Telecommuting

- ☐ Any employee who is unable to make it into the office premise can request to work from home for only one day in a month.
- ☐ Employee needs to ensure they have all the appropriate equipment (functioning laptop on their own expense) and content required to be fully productive working from home. If this is not the case, they will need to come into the office.
- ☐ Requests to work from home more than 1 day need to be approved by the supervisor/manager.
- ☐ Employee needs to ensure that they are accessible via phone and instant messenger throughout the workday.

3.5 Dress code

Men	Women
Formal / smart casual shirts, collar t-shirt, trousers and shoes. Formal clothes are mandatory for sales personnel; and others when meeting customers / visitors.	Formal Western(shirts, slacks, pants, suits)/ Indian (saree, salwar) business wear

Employees are expected to use their discretion in determining what appropriate office wear is.

3.6 Smoking

Smoking is prohibited within office premises. In order to maintain a clean and healthy atmosphere in the workplace and arising out of our concern for fellow employees, smoking is prohibited within the office premises.

4. Employee Development

4.1 General

- It is the policy of the Company that the work of each employee will be evaluated periodically by the employee's manager/supervisor, in order to monitor individual performance on the job, assess training needs and to identify future leaders.
- The process of employee development is covered by:
 - Performance Evaluation;
 - Training and Development; and
 - Career Planning

4.2 Performance Evaluation

- **Performance appraisal:**
 - Performance Appraisal is done based on careful consideration of employee performance for the assessment period.

4.3 Training and development

- The objective of the training and development policy at the Company is to develop relevant skills in the organization taking into account:
 - Organizational requirements;
 - functional requirements; and
 - Individual learning objectives.
- It will be the responsibility of the supervisor/manager to ensure that all employees get an equal opportunity to attend training programs based on their individual training needs.
- The training needs identification will be based on the following:
 - Training needs arising out of the Corporate/regional objectives.
 - Training needs arising out of the team goals and priorities.
 - Training needs linked to individual potential and career progression needs.

4.4 Career Development

It will be the endeavor of the Company management to provide all its employees with the opportunity for personal growth and progress. This section deals with the Career planning policy. In case of further details, the employee may contact Human Resources.

- It will be the intention of the Company to provide all employees with growth and development opportunities.
- All career progression opportunities will be contingent upon the existing vacancies but it will not be binding on the Company to promote an employee.
- All matters with respect to promotions and career progression will be the responsibility of the Company management

4.5 End of Day Report

The employees want update the daily progress in a excel sheet and inform to their concerned leader that purpose for used to tract the daily progress of employees.

5. Compensation

5.1 Salary Administration

All employees will be paid their salary on a monthly basis through fund transfer to their bank account.

5.2 Salary Increases

Compensation review is an annual exercise / half-yearly process based on their performance, which determines the increment in salary. The increment is done on the cost of living adjustments and market trends in compensation levels. However, increment in the employee's salary is not automatic and will be subject to the employee's performance and the company's performance.

5.3 Final Anniversary Evaluation

The final anniversary evaluation generates a rating related to your performance and this is for your salary increasing process. This performance rating will decide your hike in salary.

5.4 variable pay

Variable pay is based on two main factors:

- Variable pay is not valid while you are serving notice period.
- Variable pay will be given based on employee Performance and Commitment

6. Employee Termination

An employee will be separated from the company in the following events:

- On his/her resignation from the services of the company;
- On being removed from the services or on being dismissed by the company;
- On being found medically unfit to continue working in his/her present responsibility;

6.1 Resignation

- An employee, who wishes to leave the services of the company, has to submit a resignation letter serving as stipulated in his/her appointment letter, to his/her immediate manager and a copy of the same to Human Resource function.
- An employee has to serve a notice period of 2 to 3 months based on his/her commitment to the project he/she is currently working on
- In case if you're taking leave on while notice period, we will extend your notice period.
- On acceptance of resignation, a communication in writing shall be given to the employee with a copy to Accounts and other related departments for his/her full and final settlement of dues.

6.2 Dismissal

An employee's services may be terminated due to

- Lack of job related skills,
 - inadequate work performance,
 - improper character or attitude,
 - or any other reason that the company believes the employee unsuitable for continuing employment with the company.
1. Under such circumstances, the employee's services may be terminated with out notice.
 2. The appointment of an employee is made on the basis of the information supplied by him/her in his/her application/résumé at the time of interview, and his/her appointment shall stand null and void in case any material error is established at any point of time.
 3. The clearance formalities will be similar to those applicable for resignations.

7. Leave Policy

7.1 General

- For the purpose of calculating leave accounts, “year” shall mean the calendar year commencing on the first day of January and ending on the last day of December of the next year.
- All leave must be applied for at least 2 days prior for approval to immediate manager, with the exception of sick leave, which may be intimated verbally and post facto approval sought upon resumption of work.
- Leave records are being maintained on the common share. It will be the employee's responsibility to enter their leave for the month and keep the record updated.
- In case employees are found not maintaining regular leave records in system, by default the employee's leave balance at the end of the year will be assumed as zero.
- There is no provision at this time to carry forward any unused leave into the next year or en cash it at the time of termination.

7.2 Sick Leave 8days

- All employees may avail of sick leave up to 8 days in a given year.
- An employee may take sick leave keeping the immediate supervisor informed. The day the employee reports back to work, leave records need to be updated

7.3 Casual Leave 10days

- All employees may avail of casual leave up to 10 days in a given year.
- The day the employee reports back to work, leave records need to be updated

7.4 Compensation Leave Rules

- Compensation leave provides by the company to employees who are working on non-working days.
- Employee can avail their compensation Leave by informing prior to their lead /manger at least before 5days.
- Employee can avail compensation Leave if and only if their manager's / lead's approval based on the project's criticality.

7.5 Public holidays: 12days

- **Twelve public holidays (10 Fixed and 2 Optional)** may be availed, as notified by the company at the beginning of each year (Please refer the table below).
- In case the working of the office is likely to be hampered on account of strike, power cut, etc, the company may declare, a public or a weekly holiday (except national holidays) to be a normal working day and declare the affected day to be a holiday.

1	Apr 14, Thursday	Tamil New Year	
2	Apr 15, Friday	Good Friday	
3	Aug 15, Monday	Independence Day	
4	Aug 18, Thursday	Krishna Jayanthi	Optional
5	Aug 31, Wednesday	Vinayakar Chathurthi	
6	Sept 8, Thursday	Onam	Optional
7	Oct 4, Tuesday	Pooja Holidays	
8	Oct 5, Wednesday	Pooja Holidays	
9	Oct 24, Monday	Diwali	
10	Oct 25, Tuesday	After Diwali	Optional
11	Dec 26, Monday	After Christmas	
12	Jan 13, Friday	Pongal	
13	Jan 26, Thursday	Republic day	
14	Employee Birthday		Optional

*Employee can take any two of the mentioned four optional Holidays.

7.6 Unauthorized absence

- Unauthorized absence refers to absence from work without requisite approval.
- The employee will need to offer an explanation to the immediate manager in the event of any unauthorized absence.
- The employee will not be eligible for payment of salary for this period of absence.