



## WELCOME TO KIWITECH

It's a matter of great pride for us to have you as a part of KiwiTech family. The company hopes to have a long and mutually beneficial association with you. We believe that you have a significant contribution to make to our organization, where the human dimension is recognized and valued. We strive to create a work environment where people feel good about the work they do and the team they are part of. We have been successful in humanizing the workplace and are on our way to realizing our goal of achieving the most desired employer status.



This handbook aims at familiarizing you with the basic processes and procedures of the company and providing a fair understanding of the company's expectations from its employees. Information on the benefits & obligations you are eligible for, as an employee of the company has also been provided. Here, you can look forward to various opportunities and be assured of a challenging career. Please be aware that any of these procedures may change at any time due to business constraints, legal restrictions or other external or internal factors.

We hope that your journey here will be enjoyable, and exciting.

Wish you good luck and hope that you have a rewarding career ahead!

# INDUCTION MANUAL

## Topics

- KiwiTech Values, Vision & Mission
- About Company
- Organization Structure
- Celebrations at KiwiTech
- Leaves
- Holiday Calendar 2021
- Employee Obligations
- Code of Conduct
- Referral Program
- Resource Information
- Office Location

## KIWITECH CORE VALUES

- Environment of Trust and Openness
- Accountable with Authority and Responsibility
- “Can do” attitude
- Strive for Excellence
- Caring Organization, Treat People with Respect
- Integrity

## VISION



At KiwiTech, we are building a world-class global Company, based on meritocracy and an open culture. Our vision is to help the world share information better, by leading the transition of content to the digital and mobile space. KiwiTech’s family values are integrity, respect, responsibility and teamwork.

## MISSION

“We are the best chemistry of work, fun and amazing results leading in the new era of mobile world”.



## ABOUT KIWITECH

KiwiTech was founded in year 2009 by a team that has significant publishing and technology experience. KiwiTech's founder-managers bring a unique perspective to the revolutionary changes in content distribution and technology, taking place today. The founding team earlier co-founded Aptara, which has become the largest publishing services company in the world with 5,000+ professionals worldwide.

KiwiTech is a fast-growth mobile application development company and has quickly become an established thought leader in the new mobile era. Our company has developed apps for iOS (iPhone/iPad), Android, HTML5, BlackBerry, and Nokia platforms. KiwiTech develops mobile technologies and provides mobile application development services.

Leveraging its deep expertise and innovative approach to user experience and design, KiwiTech has developed more than 850 apps for the iOS, Android, HTML5, Windows 8 platforms. Its award-winning work has attracted more than 3 million downloads, in verticals including entertainment, healthcare, publishing, government/non-profit, and education.

By leading the marketplace with highly successful apps in various categories, we strive to demonstrate what can be accomplished on mobile platforms. Our apps have achieved top five positions in apps stores worldwide, were featured in leading publications, and have even been nominated for global awards at mobile conferences.

The apps have been featured in BusinessWeek, Incredible iPhone Apps for Dummies and Publisher's weekly, and have won recognition for their innovative design and development. In 2012 KiwiTech recognized as a Top 10 Mobile App Firm. Bright Future VisitPlanner and Child Health Tracker app developed by KiwiTech for American Academy of Paediatrics, won Web Health Award 2013 At KiwiTech, we use our expertise to help you create outstanding apps. Using our consultative approach, we provide guidance on features and business models that make sense for you and your brand, well before a project is underway.

Our flexible business models allows our clients to create unique, custom apps that are affordable, and more importantly, profitable. We help you stretch your marketing dollars, with an approach which allows us to scale quickly to match your growth. If your products are successful, and you want to create many more - we can do that!

KiwiTech has 3 offices across the globe with headquarter at Washington, DC. It also own a subsidiary Kiwi Technologies India Pvt. Limited.



## CELEBRATIONS @ KIWITECH



## Sports Day @ KiwiTech





## Birthday Celebration



## Medical Camps @ KiwiTech



## Offsite Trip@ KiwiTech



## Fun at Party



## LEAVES & HOLIDAYS

**Leave:** There are five types of leave:

- **Privilege Leave (PL):** The employee is entitled for 18 days of Privilege Leave in a year, which is credited on pro rata basis. It is calculated at the rate of 1.5 days for each completed month of service.
- **Casual Leave (CL):** The employee is entitled for 12 days of Casual Leave per year. CL must be taken in minimum increments of half-a-day and they will lapse at the end of a leave year.
- **Maternity Leave:** This leave is based on the Maternity benefits Act, 1961. For details on the same, please contact the Human Resource
- **Paternity Leave:** Male employees who have been continuous employment of the company for at least 60 calendar days (Including Probation) will be allowed to avail paternity leave of 5 days with full pay. The employee is required to provide in writing certification of the confinement by a Practicing Doctor/Maternity Home/Hospital in order to qualify. The employee shall inform to the Company at least 4 weeks in advance before applying such leave.
- **Leave without Pay (LWP):** If an employee has no leave to his/her credit and requires leave on an emergency basis, the employee may be granted leave without pay. The employee must obtain approval from his/her immediate supervisor and provide such information to Human Resources in order to not be treated as an unauthorized absence.

### How to apply for leave?

For applying any type of leave, you are expected to take approval from your manager through web portal (url:- <http://111.93.193.70:82/SavvyHRMS/Loginpage.aspx>) In case leave is taken on emergency, you should inform your manager on same day and once you join the office you are expected to submit leave application to HR with approval from your manager.

If in case you are applying for long leave you should inform 1 month well in advance to your manager.



## A brief synopsis of all leaves can be summed up as follows:

Feature	Procedure
Entitlement	CL: 12
	PL: 18
Availing Procedure	Intervening Holidays/Offs are not part of leave
	Leaves > 5 days or more sanction to be taken 30 days in advance
Encashment/Accumulation	CL: Lapse at the end of a Year
	Max PL Accumulation: 55 days allowed, Encashment only at the time of separation to a maximum of 30 leaves
Maternity Leave	<b>Eligibility:</b> All married female employees who have worked for 80 days in the company are eligible as per Maternity Benefit Act, 1961
	<b>Duration:</b> 6 Months
Paternity Leave	<b>Eligibility:</b> All married employees are eligible for the Paternity leave. The paternity leave may be combined with leave of any other kind.

**Holidays:** The Company observes 10 National and Festival holidays i.e. 7 Compulsory and 3 Restricted Holidays in a year in addition to the weekly offs.

- 1. Compulsory Holiday:** Office will be closed on these holidays i.e. holiday for everyone. Total 7 compulsory holidays in a year.
- 2. Restricted Holiday (RH):** These are holidays which you may choose any 2 in number, though office will not be closed. This allows for more flexibility in accommodating India's religious and cultural pluralism. 1 RH is can be availed on your birthday. If birthday falls on a weekly off or compulsory holiday, you may avail any 2 RH out of the 12 RH holidays mentioned in the calendar.

**For Example:** 01st March is Maha Shivaratri and is RH. So, 01<sup>st</sup> March will be a normal working day. You have option to take RH for this day. What you need to do is: Like any other leave. You have to inform your manager in advance and apply the same in the system.

Holiday Calendar (India Team) - Year 2023					
S.NO	MONT H	DATE	DAY	HOLIDAY	TYPE
1	Jan	13-Jan	Friday	Lohri	RH
2		26-Jan	Thursday	Republic Day	Compulsory
3	Mar	8-Mar	Wednesday	Holi	Compulsory
4		30-Mar	Thursday	Ram Navami	RH
5	Apr	4-Apr	Tuesday	Mahavir Jayanti	RH
6		7-Apr	Friday	Good Friday	RH
7	May	5-May	Friday	Budha Purnima	RH
8	Jun	29-Jun	Thursday	Idul Juha/ Bakrid	RH
9	Aug	15-Aug	Tuesday	Independence Day	Compulsory
10		30-Aug	Wednesday	Raksha Bandhan	Compulsory
11	Sep	7-Sep	Thursday	Janamashtami	RH
12	Sep	19-Sep	Tuesday	Ganesh Chaturthi	RH
13	Oct	2-Oct	Monday	Gandhi Jayanti	Compulsory
14		23-Oct	Monday	Maha Navami	RH
15		24-Oct	Tuesday	Dussehra	Compulsory
16	Nov	13-Nov	Monday	Govardhan Puja	Compulsory
17		15-Nov	Wednesday	Bhai Dooj	RH
18		27-Nov	Monday	Guru Nanak Birthday	RH
19	Dec	25-Dec	Monday	Christmas Day	Compulsory
20		NA	NA	Your Birthday	RH

\* Birthday RH to be availed only on original Birthdays as updated with HR

\* Indian Festivals are subject to change as per the lunar calendar, so this is the tentative list

Alternative Holidays Allocated for Below Falling on Saturday/Sunday				
S.N O	MONTH	DATE	DAY	HOLIDAY
1	Jan	1-Jan	Sunday	New Year
2	Jan	14-Jan	Saturday	Makar Sankranti
3	Feb	18-Feb	Saturday	Maha Shivaratri
4	Apr	22-Apr	Saturday	Idul Fitr/ Ramadan
5	Nov	12-Nov	Sunday	Diwali

**Note:** The holiday may vary based on the lunar calendar each year.

## EMPLOYEE OBLIGATION

### Full Time Employment

Your employment at Kiwi Technologies is full time. Thus, it is expected that your loyalty to the company does not get divided by your taking up additional part time/full time employment, or by engaging in any other trade/ business/profession. Any such activity should be pursued only after having discussed & obtained written permission of the management.

### Work Ethics

The image of the organization is determined by the work ethics and habits its employees imbibe. We must ensure high quality of work life in the organization. The employees are expected to follow these guidelines:

- Focus on job goals/objectives/output standards.
- Follow specified system and procedure in all aspects of your job.
- Keep your work area clean and tidy. When you break for the day, leave your Work Station/Desk as clean, tidy and orderly as you would like it to be on the next day.
- Do appreciate that the facilities and equipment provided in the work place are meant to promote your functional efficiency and effectiveness. Therefore, their use for any other purpose but official is inappropriate and should be avoided.
- To maintain a non-smoking environment for the comfort and safety of its employees, smoking within the work area is not permitted.
- As a mature member of the organization, scrupulously avoid and discourage gossip, loose talk and rumors, especially pertaining to company affairs, policies, procedures or your fellow employees. If you hear anything of this nature, do share/clarify with HR.
- Give your colleagues due consideration and cooperation and they too, in turn, should promote the spirit of teamwork.
- Deal with the Company's support staff with due tact and understanding so that they can contribute their maximum towards making your work environment comfortable. In case of any misdemeanor on their part, report the same to Administration.
- Mutual respect for every individual, both within the organization and outside, must be learnt and nurtured by all.
- Employees are expected to take care of all equipment's/devices and supplies provided to them.
- Neglect, theft, and/or destruction of the company's materials are grounds for disciplinary action, up to and including termination.



## Confidentiality

Besides employees and physical property/items/materials, our other assets include confidential data, reports, technology, expertise in software related areas, R&D activities, and Market and Business plans. It is expected that you do not disclose any related information, as this would impair the competitive position of KiwiTech. Protecting these against theft and misuse is the responsibility of every employee.

## Moral Code

You are one of us now. We therefore expect you, as a representative of KiwiTech, to be extremely fair and impartial in all transactions and to avoid situations, which might tarnish yours and the Company's reputation. In this context, it is expected that our employees interact and converse in English.

## CODE OF CONDUCT

### Dress code

- ✓ KiwiTech does not follow any particular corporate dress code but we expect you to dress up neat and tidily. We want you to be comfortable. For instance, you can wear flip-flops in summer but not be bare feet.

### Regularity & Punctuality

- ✓ Working hours in KiwiTech are from 9AM – 6PM.
- ✓ We follow a five-day week schedule (Monday to Friday), with Saturdays and Sundays being weekly offs.

### Attendance

- ✓ We work in general shift 9 AM to 6 PM.
- ✓ The employee has to complete 9 hours in office on all working days.
- ✓ In case the employee avails half day he/she has to complete 4.5 hours in office.
- ✓ Employee's attendance is calculated through the access card device which is installed at all the entry doors.
- ✓ All employees are requested to punch their card at the time of entry (When they are entering office) and exit (When they are leaving for the day).
- ✓ In case ID card is not issued or you forgot to carry it any day, then you are expected to do manual entry on the register kept at reception.
- ✓ The first entry and last exit will be taken as in and out time for a particular day.
- ✓ This in and out details will be taken as a base for the calculation of salary.

## REFERRAL PROGRAM



The Referral program is to encourage and reward KiwiTech employees to participate in the growth of the business through identifying opportunities in new recruitment

### Procedural Guidelines

- Employee referral is received by Human Resources through email ([referral@kiwitech.com](mailto:referral@kiwitech.com))  
Mail subject should be in a manner:  
Candidate name / Skill / Experience / Referee name
- The resume is screened and if it matched with the current requirement, HR gets in touch with the candidate and also informs the referee about the final outcome.
- If referred resume does not match with the current requirements then that resume becomes a part of our active database. And as and when a suitable position matches that particular resume, candidate is contacted.
- The shelf life of a resume sent by an employee is 6 months.
- HR extends offers to the selected candidates. A record is maintained of the source of the selected candidates.

## Office Location

**New Delhi Office:**  
**B-9, Sector-3,**  
**Noida-201301**  
**India**

**Washington DC**  
**Office:**  
**3030 K Street NW**  
**Suite 102**  
**Washington, DC-**  
**2007**

**New York Office:**  
**610W 42nd Street**  
**Suite 60D New**  
**York, NY-10036**

**San Francisco 301**  
**Main Street Suite 25-**  
**E San Francisco, CA**  
**94105 Phone: (202)**  
**431-4430**





*Congratulations  
and  
Welcome to the KiwiTech Family*