

Industry Hire Onboarding Packet

I. YOUR INFORMATION

Full Name:	First Name Rajnish	Middle Name	Last Name Singh
Mobile Number:	9340244120		
	Marital Status Single	Gender Male	Date of Birth (DD/MM/YYYY) 04/01/2001
	PAN NCKPS4857Q	Aadhaar Card Number 658616979894	

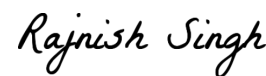
II. CONTACT DETAILS

Father's Name:	First Name Dhirendra	Middle Name	Last Name Singh
Permanent Address:	15 A Nagin Nager ,near Kalani Nager, near Airport Road		
	City Indore	PIN Code 452005	State Madhya Pradesh
Emergency Contact:	Enter Full Name Ankit Singh	Emergency Mobile Number 9575538468	Relationship Brother

III. ACADEMICS

Highest Qualification:	B. Tech.	If Others:	
Branch:	Computer Science		
College Name:	Indian Institute of Information Technology Kalyani		
University Name:			

I hereby certify and provide consent to Company to verify the above personal information provided by me. I confirm that my consent is provided voluntarily, and I understand that I can request for withdrawal as per the privacy policy of the Company.



Signature of the employee

IV. Current/Most Recent Employment

Company Details:	Name		Phone Number			
	Company Address:					
	City	PIN Code		State		
Benefits and Pay:	Designation	Salary (in INR)	Month	Year	Month	Year
			From:	to:		
Reason for leaving:						
Supervisor's Details:	Supervisor's Full Name			Designation		
	Supervisor's Email Address			Mobile Number		
Supervisor's Contact:						

V. Previous Employment

Company Details:	Name		Phone Number			
	Company Address:					
	City	PIN Code		State		
Benefits and Pay:	Designation	Salary (in INR)	Month	Year	Month	Year
			From:	to:		
Reason for leaving:						
Supervisor's Details:	Supervisor's Full Name			Designation		
	Supervisor's Email Address			Mobile Number		
Supervisor's Contact:						

PROPRIETARY INFORMATION AND INVENTIONS AGREEMENT

In exchange for my becoming employed (or my employment being continued), or retained as a consultant (or my consulting relationship being continued, by MAQ, LLC doing business as MAQ Software or its subsidiaries, affiliates, or successors (collectively, the "Company"), and for any cash and equity compensation for my services, I hereby agree as follows:

1. Duties: I will perform for the Company such duties as may be designated by the Company from time to time. During my period of employment or consulting relationship with the Company, I will devote my best efforts to the interests of the Company and will not engage in other employment or in any activities detrimental to the best interests of the Company without the prior written consent of the Company.

2. Confidentiality Obligation: I understand and agree that all Proprietary Information (as defined below) shall be the sole property of the Company and its assigns, including all trade secrets, patents, copyrights and other rights in connection therewith. I hereby assign to the Company any rights I may acquire in such Proprietary Information. I will hold in confidence and not directly or indirectly to use or disclose, both during my employment by or consulting relationship with the Company and for a period of three (3) years after its termination (irrespective of the reason for such termination), any Proprietary Information I obtain or create during the period of my employment or consulting relationship, whether or not during working hours, except to the extent authorized by the Company, until such Proprietary Information becomes generally known. I agree not to make copies of such Proprietary Information except as authorized by the Company. Upon termination of my employment or consulting relationship or upon an earlier request of the Company, I will return or deliver to the Company all tangible forms of such Proprietary Information in my possession or control, including but not limited to drawings, specifications, documents, records, devices, models or any other material and copies or reproductions thereof.

3. Ownership of Physical Property: All document, apparatus, equipment and other physical property in any form, whether or not pertaining to Proprietary Information, furnished to me by the Company or produced by me or others in connection with my employment or consulting relationship shall be and remain the sole property of the Company. I shall return to the Company all such documents, materials and property as and when requested by the Company, except only (i) my personal copies of records relating to my compensation; (ii) if applicable, my personal copies of any materials evidencing shares of the Company's capital stock purchased by me and/or options to purchase shares of the Company's capital stock granted to me; (iii) my copy of this Agreement and (iv) my personal property and personal documents I bring with me to the Company and any personal correspondence and personal materials that I accumulate and keep at my office during my employment (my "Personal Documents"). Even if the Company does not so request, I shall return all such documents, materials and property upon termination of my employment or consulting relationship, and, except for my Personal Documents, I will not take with me any such documents, material or property or any reproduction thereof upon such termination.

4. Assignment of Inventions: (a) Without further compensation, I hereby agree promptly to disclose to the Company, all Inventions (as defined below) which I may solely or jointly develop or reduce to practice during the period of my employment or consulting relationship with the Company which (i) pertain to any line of business activity of the Company, (ii) are aided by the use of time, material or facilities of the Company, whether or not during working hours or (iii) relate to any of my work during the period of my employment or consulting relationship with the Company, whether or not during normal working hours ("Company Inventions"). During the term of my employment or consultancy, all Company Inventions that I conceive, reduce to practice, develop or have developed (in whole or in part, either alone or jointly with others) shall be the sole property of the Company and its assigns to the maximum extent permitted by law (and to the fullest extent permitted by law shall be deemed "works made for hire"), and the Company and its assigns shall be the sole owner of all patents, copyrights, trademarks, trade secrets and other rights in connection therewith. I hereby assign to the Company any rights that I may have or acquire in such Company Inventions.

(b) I attach hereto as Exhibit A a complete list of all Inventions, if any, made by me prior to my employment or consulting relationship with the Company that are relevant to the Company's business, and I represent and warrant that such list is complete. If no such list is attached to this Agreement, I represent that I have no such Inventions at the time of signing this Agreement. If in the course of my employment or consultancy (as the case may be) with the Company, I use or incorporate into a product or process an Invention not covered by Section 4(a) of this Agreement in which I have an interest, the Company is hereby granted a nonexclusive, fully paid-up, royalty-free, perpetual, worldwide license of my interest to use and sublicense such Invention without restriction of any kind.

NOTICE REQUIRED BY REVISED CODE OF WASHINGTON 49.44.140:

Any assignment of Inventions required by this Agreement does not apply to an Invention for which no equipment, supplies, facility or trade secret information of the Company was used and which was developed entirely on the employee's own time,

Rajnish Singh

unless (a) the Invention relates (i) directly to the business of the Company or (ii) to the Company's actual or demonstrably anticipated research or development or (b) the Invention results from any work performed by the employee for the Company.

5. Further Assistance; Power of Attorney: I agree to perform, during and after my employment or consulting relationship, all acts deemed necessary or desirable by the Company to permit and assist it, at its expense, in obtaining and enforcing the full benefits, enjoyment, rights and title throughout the world in the Inventions assigned to the Company as set forth in Section 4 above. Such acts may include, but are not limited to, execution of documents and assistance or cooperation in legal proceedings. I hereby irrevocably designate the Company and its duly authorized officers and agents as my agent and attorney-in fact, to execute and file on my behalf any such applications and to do all other lawful acts to further the prosecution and issuance of patents, copyright and mask work registrations related to such Inventions. This power of attorney shall not be affected by my subsequent incapacity.

6. Inventions: As used in this Agreement, the term "Inventions" means discoveries, developments, concepts, designs, ideas, know-how, improvements, inventions, trade secrets and/or original works of authorship, whether or not patentable, copyrightable or otherwise legally protectable. This includes, but is not limited to, any new product, machine, article of manufacture, biological material, method, procedure, process, technique, use, equipment, device, apparatus, system, compound, formulation, composition of matter, design or configuration of any kind, or any improvement thereon.

7. Proprietary Information: As used in this Agreement, the term "Proprietary Information" means information or physical material not generally known or available outside the Company or information or physical material entrusted to the Company by third parties. This includes, but is not limited to, Inventions, confidential knowledge, copyrights, product ideas, techniques, processes, formulas, object codes, biological materials, mask works and/or any other information of any type relating to documentation, laboratory notebooks, data, schematics, algorithms, flow charts, mechanisms, research, manufacture, improvements, assembly, installation, marketing, forecasts, sales, pricing, customers, the salaries, duties, qualifications, performance levels and terms of compensation of other employees, and/or cost or other financial data concerning any of the foregoing or the Company and its operations. Proprietary Information may be contained in material such as drawings, samples, procedures, specifications, reports, studies, customer or supplier lists, budgets, cost or price lists, compilations or computer programs, or may be in the nature of unwritten knowledge or know-how.

8. Solicitation of Employees, Consultants and Other Parties: I will during the term of my employment or consulting relationship with the Company, and for a period of two (2) years following the termination of my relationship with the Company for any reason, I shall not directly or indirectly solicit, induce, recruit or encourage any of the Company's employees or consultants to terminate their relationship with the Company, or attempt any of the foregoing, either for myself or any other person or entity. For a period of two (2) years following termination of my relationship with the Company for any reason, I shall not solicit any licensor to or customer of the Company or licensee of the Company's products, that are known to me, with respect to any business, products or services that are competitive to the products or services offered by the Company or under development as of the date of termination of my relationship with the Company.

9. Noncompetition: During the term of my employment or consulting relationship with the Company and for two (2) years following the termination of my relationship with the Company for any reason, I will not, without the Company's prior written consent, directly or indirectly work on any products or services that are competitive with products or services (a) being commercially developed or exploited by the Company during my employment or consultancy and (b) on which I worked or about which I learned Proprietary Information during my employment or consultancy with the Company.

10. No Conflicts: I represent that my performance of all the terms of this Agreement as an employee of or consultant to the Company does not and will not breach any agreement to keep in confidence proprietary information, knowledge or data acquired by me in confidence or in trust prior to my becoming an employee or consultant of the Company, and I will not disclose to the Company, or induce the Company to use, any confidential or proprietary information or material belonging to any previous employer or others. I agree not to enter into any written or oral agreement that conflicts with the provisions of this Agreement.

11. No Interference: I certify that, to the best of my information and belief, I am not a party to any other agreement which will interfere with my full compliance with this Agreement.

12. Effects of Agreement: This Agreement (a) shall survive for a period of five (5) years beyond the termination of my employment by or consulting relationship with the Company, (b) inures to the benefit of successors and assigns of the Company and (c) is binding upon my heirs and legal representatives.

13. At-Will Relationship: I understand and acknowledge that my employment or consulting relationship with the Company is and shall continue to be at-will, as defined under applicable law, meaning that either I or the Company may terminate the relationship at any time for any reason or no reason, without further obligation or liability.

14. Injunctive Relief: I acknowledge that violation of this Agreement by me may cause irreparable injury to the Company, and I agree that the Company will be entitled to seek extraordinary relief in court, including, but not limited to, temporary restraining orders, preliminary injunctions and permanent injunctions without the necessity of posting a bond or other security and without prejudice to any other rights and remedies that the Company may have for a breach of this Agreement.

15. ISMS Acknowledgement: I agree to abide by the policies and procedures mentioned in the Information Security Management System during the course of my employment with MAQ Software.

16. Miscellaneous: This Agreement supersedes any oral, written or other communications or agreements concerning the subject matter of this Agreement, and may be amended or waived only by a written instrument signed by me and the Chief Executive Officer of the Company. This Agreement shall be governed by the laws of the State of Washington applicable to contracts entered into and performed entirely within the State of Washington, without giving effect to principles of conflict of laws. If any provision of this Agreement is held to be unenforceable under applicable law, then such provision shall be excluded from this Agreement only to the extent unenforceable, and the remainder of such provision and of this Agreement shall be enforceable in accordance with its terms.

17. Acknowledgment: I certify and acknowledge that I have carefully read all of the provisions of this Agreement and that I understand and will fully and faithfully comply with such provisions.

MAQ, LLC dba MAQ Software

[EMPLOYEE/CONSULTANT]:

Naveen Pallayil

Rajnish Singh

By: Naveen Kumar Pallayil

Rajnish Singh

Title: Director

[Employee/Consultant Name]

Dated: 01 / 26 / 2023

Dated: 01 / 26 / 2023

Exhibit A

MAQ, LLC dba MAQ Software
15446 Bel Red Road, Suite 301
Redmond, WA 98052

Ladies and Gentlemen:

1. The following is a complete list of all Inventions relevant to the subject matter of my employment by the Company that have been made or conceived or first reduced to practice by me, alone or jointly with others or which has become known to me prior to my employment by the Company. I represent that such list is complete.

2. I propose to bring to my employment or consultancy the following materials and documents of a former employer:

☒ No materials or documents.

☐ See below:

Rajnish Singh

By: Rajnish Singh

[Please Print Name]



Employee Handbook Acknowledgement

I acknowledge that I received a copy of the employee handbook. I have been asked to read and familiarize myself with its contents.

I also acknowledge this handbook provides general guidance only and does not constitute a contractual commitment (expressed or implied) between MAQ Software and any or all of its employees, nor does it contain promises of specific treatment in specific situations. I also understand that MAQ Software may change information contained in this handbook and that management reserves the right to change any and all such plans, policies, or procedures, in whole or in part, at any time, with or without notice.

I understand MAQ Software's goal of a safe and productive work environment and acknowledge my responsibility toward that goal.

Rajnish Singh

Your Signature

Rajnish Singh

Your Printed Name

01 / 26 / 2023

Date

Employee Handbook

Contacts:

E-mail: IndiaAdmin@MAQSoftware.com

Location:

NOIDA:

MAQ India Private Limited
Express Trade Towers 2, B-36, Tower 3,
Second Floor Sector 132, NOIDA 201 301

Hyderabad:

MAQ Software Hyderabad Private Limited,
aVance Business Hub (HIPL) Building H08,
Level 7, Behind Dell Campus, HITEC City,
Madhapur, Hyderabad 500 081

Mumbai:

MAQ India Private Limited
201, Meadows Building,
Sahar Plaza on Andheri Kurla Road,
Andheri East, Mumbai 400 059

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1. Our Company – MAQ Software

Thank you for being part of MAQ Software. We work together as a team to be successful with customer projects. Success for you is a success for all of us.

MAQ Software delivers innovative software solutions for Fortune 500 companies. Using the latest agile engineering techniques in a focused and disciplined manner, the company accelerates software initiatives that enable our customers to transform their industries. MAQ Software serves customers in multiple industries including technology, retail, energy, and healthcare. The company focuses on Data Analytics, Cloud and Artificial Intelligence (AI). Our software solutions use the latest cloud platforms (Amazon Web Services and Microsoft Cloud) and the latest form factors using Windows, iOS and Android. Our teams deliver over 100 software solutions every year in an agile and a fast-paced manner.

Founded in 2000, the company employs over 1,000 people in Four engineering centres located in Washington state and India. Leading business magazine *Inc.* has listed us as one of the fastest-growing companies in the U.S. nine times —a rare honor. *Puget Sound Business Journal* also recognized us as one of the fastest-growing companies in Washington State.

MAQ Consulting is our staffing division, specializing in temporary positions at Microsoft Corporation, Starbucks, and other Fortune 500 companies.

Penguin has published “*What I Did Not Learn at IIT*” book that was written by the Founder and Managing Consultant of the company. You are advised to review this book to learn more about the company and the reason for some of our practices.

All our engineering employees hold computer science and/or engineering degrees from top universities in the U.S. and India. All engineering team members hold Microsoft Certified Developer certifications in areas such as web development, SharePoint Server, SQL Server technologies, and business intelligence.

1.1 Philosophy of MAQ Software

The philosophy of MAQ Software revolves around three parameters:

- a. Understand the client requirements
- b. Train and empower employees
- c. Foster continuous quality through monitoring and control

1.2 Values of MAQ Software

Most of our successful employees exhibit the following values:

- a. Integrity
- b. Commit to customer success
- c. Adopt the latest technologies
- d. Delivery orientation

1.3 Our Goal and Habits

Our company is closely aligned with our key customers and their technology platforms. Our goal is to become the best service provider on Microsoft technology platforms. We strive to be recognized by our customers, industry, and our partners as one of the best providers of services on the latest technology platforms.

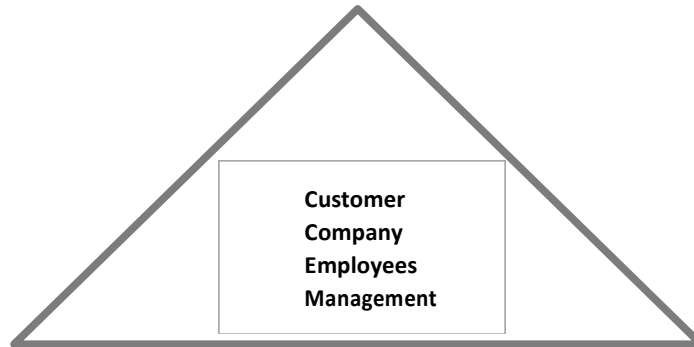
Our Habits:

- a. Continuous learning: Rigorous, Relevant, and Relationship (3Rs)
- b. Reduce bug count daily
- c. Continuous delivery

We ask all our employees to learn our values and habits.

2. The Handbook

We are a professional services company dedicated to reducing time to market for our customers at a low cost. Our service commitment requires our Company structure to be as follows:



We recognize that our future success depends upon our employees' efforts. We must maintain the highest level of integrity and professionalism to provide our customers with service and technical competency. To attain our performance goals, we must control expenses, improve the well-being of our employees, and achieve a reasonable profit. Fulfilling these objectives requires total commitment on the part of each employee. As individuals working together in an unselfish, cooperative effort, we can achieve these objectives.

MAQ Software takes pride in caring for its clients, suppliers, and employees. We welcome you as part of our company.

You are receiving this handbook because you are a MAQ Software employee. Please read and become familiar with the handbook's contents. This handbook provides you with an overview of various aspects of the employer-employee relationship and allows us to administer benefits and guidelines in an equitable and consistent manner. It is neither intended as a formal or complete statement of your rights and responsibilities nor is it a contract of employment. The handbook is a summary of our current plans, policies, procedures, and benefits. Accordingly, we reserve the right to change any of these plans, policies, procedures, and/or benefits at any time, with or without notice. We will endeavour to update you when any changes are made.

In general, the handbook summarizes basic principles and programs that are directly linked to your needs as an employee. It applies to all employees, both management and non-management, regardless of when the employee was hired. We hope you will find this handbook useful. Please read it carefully and preserve it.

This handbook is not intended to replace direct, regular communication. However, we feel it will be a readily available reference on many matters concerning your employment. We hope that after reading this handbook you will better understand the work environment and the broad range of benefits offered to you as an employee.

3. Employment

3.1 Purpose

- a. Establish standard terms of employment with MAQ Software
- b. Help employees understand various benefits related to their employment

3.2 Scope

The policies in the Employment section cover:

- a. Some aspects of employment at MAQ Software
- b. All India-based permanent employees of MAQ Software

3.3 Joining

a. New Employment Application

To apply for a position with MAQ Software, candidates must complete an employment application form. This form includes candidates' personal contact details and professional qualifications. The personal contact details provide us with emergency contact information, and the professional details provide information about candidates' previous employers.

b. Relocation Reimbursement Policy

- **Purpose:**

The policy provides information and guidelines for reimbursing new employees for relocation expenses. Applicable to all permanent and contract employees.

- **Eligibility:**

To be eligible for relocation expense reimbursement, the employee's relocation must meet the following conditions:

- i. **Location** – The employee should be relocating from a place (current place of residence) outside of 100km radius of the joining office location

- **Policy details:**

- i. For new employees, who will be relocating to Hyderabad or Mumbai, relocation reimbursement is allowed as per following guidelines
 - Engineers: up to Rs. 10,000/- based on actual expenses incurred.
 - Managers: up to Rs. 25,000/- based on actual expenses incurred.
- ii. Relocation reimbursement includes the expenses towards travel and transportation charges for personal belongings
- iii. Relocation reimbursement is used for any qualified expense including temporary hostel/hotel/flights/train/bus/taxi on production of actual receipts
- iv. Travel reimbursement is limited only for the employee and immediate family members (wife and children).
- v. Reimbursement is allowed only for the travel made at the time of joining the company. Interview expenses or expenses incurred prior to joining the company are not within the scope of this policy
- vi. To comply with Income Tax laws, original receipts must be submitted within 30 days of joining as proof of expenses incurred. Please save receipts as much as possible
- vii. Reimbursement will be paid along with the second-month salary
- viii. Payments/ reimbursement not outlined in this document must have prior written approval

- from management
- ix. MAQ Software reserves the right to recover the relocation amount if the employee leaves the company in less than six months from the date of joining (not applicable for 2 months Internship)

3.4 Orientation

All new employees, including contract employees, complete new employee orientation to learn about company history, company values and information security.

3.5 New Employee Evaluation (Probation) Period

All new employees must satisfactorily complete a 90-day evaluation (probation) period. You were hired because we felt you were the best-qualified candidate for the job, and we are confident that you will succeed. However, it is sometimes difficult to define the right mix of skills and abilities for a job, and this evaluation period provides both the employee and the Company a reasonable length of time to evaluate the employee's suitability to his/her new position.

At the end of the evaluation period, your manager will verbally review your performance. If your performance is unsatisfactory or needs improvement, your manager may extend your evaluation period or employment may be terminated. An employee must successfully complete this evaluation period to continue his/her employment with MAQ Software.

3.6 Job Expectations

Employees are briefed about their job expectations. Employees are provided with information regarding their roles, duties, tasks assigned, and the responsibilities of their jobs.

- a. The employee sets goals for the coming six months in consultation with his/her manager. The manager needs to ensure that the Individual Development Plan (IDP) is completed in the first month the employee joins the organization.
- b. The manager holds regular monthly One-on-Ones with the employee to ensure effective communication and goal tracking.

3.7 Attendance Guidelines

- a. We expect all our engineering team members to be in the office by 8:30 a.m. so that they can start work promptly by 8:45 a.m. We found that team member that comes on time have reviewed client feedback and are better prepared for daily calls with Redmond team members.
- b. Daily attendance is based on in-time and out-time as per your card swipe. The formulas for
- c. calculating your daily attendance are:
 - Time logged ≥ 8 hours; you are marked as present for full day
 - Time logged ≥ 4 hours and < 8 hours; you are marked as present for half day
 - Time logged < 4 hours; you are marked as absent
- d. The office timings are fixed. We do not encourage flexible timings due to project calls in the mornings (IST).

3.8 One-on-One with Supervisors and Managers

One-on-One is a 20-minute meeting between supervisor and employee. This is a confidential, two-way discussion held in an area with minimum distractions, such as a conference room. The meeting is conducted once a month with an immediate supervisor and once a quarter with the next level manager.

3.9 Career Development/Performance Management

We strongly encourage employee growth and development. To accomplish this, we provide promotion opportunities, on-the-job training, and appropriate seminars and training programs. Employees will be considered for job openings based on many factors, such as demonstrated performance, ability, experience, and training. We prefer to promote from within MAQ Software when possible.

However, for some positions, it may be in MAQ Software's best interest to recruit from outside. Please let your manager know if you are interested in moving into any available positions.

MAQ Software conducts regular performance reviews every February and August. During the performance appraisal process the employees are rated on four aspects of their job role:

- a. Project Delivery
- b. Reduce Bugs through Software Engineering
- c. Improve Technical Skills and Industry Knowledge
- d. Develop Team and Demonstrate Company Spirit

The latest version of the performance appraisal form is available on the company Intranet site (<http://testmaq.maqsoftware.com>).

3.10 Pay Increases

Employees receive annual performance and salary reviews. Salary reviews are based on an employee's ability to take on additional responsibility and perform at a higher skill level. Employees are eligible for a pay increase depending on their work performance.

Employees promoted to a higher position may be considered for a promotional increase. The amount of the increase will depend on the level and requirements of the new position and will normally be effective in the next pay period following the date of promotion.

All employees may not get pay increases in all performance appraisal cycles.

3.11 Rewards and Recognition

MAQ Software has a reward and recognition system which aims to equip managers to recognize their team members' efforts. Monthly Spot Awards and quarterly Champion of the Quarter Awards are given to employees who demonstrate company values.

	Spot Award	Champion of the Quarter	Rising Star of the Quarter
Eligibility	All Employees	Employees with YOY > 1.5	Employees with YOY <= 1.5
Description	Spot awards recognize significant contributions of team members over one month. They enable timely recognition of contributions in specific areas (such as project deliverable, customer asks, self-learning, among others). There is no cap on the number of team members who can be recognized through spot awards.	Champion of the Quarter award recognizes sustained performance over a quarter. Contributions towards customer success, innovation, self-learning, training others, helping with recruitment, and with upselling or cross selling opportunities are recognized through this award. The award is limited to a single winner per quarter.	Rising Star of the Quarter award enables early recognition of talent among budding team members in their stage of their career. The contribution areas considered are the same as that for Champion of the Quarter. This award is also limited to a single winner per quarter.
Awarded By	Managers/Leads	Senior Management	Senior Management
Process	On the Spot recognition	Nominations are invited from Leads/Managers at the end of every quarter. The winner of the recognition award will be declared during the All Hands Meeting	Nominations are invited from Leads/Managers at the end of every quarter. The winner of the recognition award will be declared during the All Hands Meeting

3.12 Family and Romantic Relationships - Avoiding Conflicts of Interest at Work

We do not allow inter-office relationships whereby one employee would have the authority or practical power to supervise, hire, remove, discipline, financially audit work or approve expenditures for a family member or someone with whom the employee has a romantic relationship. Similarly, our customers require us to avoid situations where one of our employees is working for/with someone directly related to them. If a personal romantic relationship develops, please notify one of the managing consultants (Rajeev Agarwal or Arpita Agarwal) so that necessary steps can be taken to avoid any conflict of interest.

If employees in such situations marry each other or become involved in personal romantic relationships, they must alert their managers and adhere to the overall Company policy as outlined in this section. Every attempt will be made to transfer one of the employees to another available position or to reassign their duties. Depending on the positions available, a position at lesser pay may be offered. If shifting one of the employees to a new position is not feasible, it may be necessary to terminate one of the employees. If termination is necessary, the employees will typically be consulted to determine which of the two will leave.

The company does not generally prohibit the spouses, domestic partners, romantic partners, family members, or relatives of current employees from working at the company.

3.13 Updating Personal Information

Notify IndiaAdmin@MAQSoftware.com of any changes in the following:

- Name, address, and/or home and cellular telephone number.

- b. Marital status to update name change (if applicable).

3.14 Reduction in Workforce

When downsizing appears to be necessary based on workload and existing staff levels, position elimination may result. These decisions are made at the sole discretion of management based on business needs. Such decisions will typically take into consideration factors such as an employee's seniority, versatility, existing skills, and performance level.

MAQ Software will decide whether to provide severance pay to employees impacted by a reduction in force at its sole discretion. Severance pay is not guaranteed and if paid, does not extend the termination date.

3.15 Separation

Your employment with the Company will be on an “at will” basis. This means that either you or the Company may terminate your employment for any reason or no reason with a certain notice period, without further obligation or liability.

The notice period will be eight weeks irrespective of the tenure within the company.

Our notice period helps us inform the customer and find a suitable replacement so that customer projects are not adversely affected. The notice period is not applicable if an employee is terminated due to damage caused to the company (for example, due to fraud or misrepresentation).

MAQ Software intends to ensure a smooth and quick transition to ensure minimum inconvenience to employee choosing to leave the company.

- a. Employees who wish to resign must notify their Manager(s) and HR Team.
 - b. On the last day of employment:
 - Employee attends an exit interview with an HR Manager.
 - A relieving form with details of the full and final settlement and the relieving letter is provided.
 - c. The employee is required to take clearance from IT Team and Accounts teams at the time of relieving in the employee handover form. Please return ID card, keys, and Library books to administration team.
 - d. Any unused, accrued vacation will be paid to employees upon termination of employment. Details explained in the “Leave Encashment” section Sec 5.3.1.1 below.
 - e. Vacation or termination pay does not extend the effective date of termination beyond the last day worked.
 - f. The final paycheck will be processed with the normal pay schedule and sent to the employee.
 - g. Medical benefits end on the last day of employment.
- Submit investment proofs, medical bills, and other reimbursement claims before your last working day.

Resignation, Relieving Date and Salary Credit

Resignation and Relieving Date	Full and final Credit
Employee resigns before 19th of the month and is relieved on or before 19th of the same month	Full and final settlement will be credited in the same month
Employee resigns before 19th of the month and is relieved after the 19th of the month	Full and final settlement will be credited in the next month

Employee resigns after the 19th of the month and is relieved after the 19th of the month	Full and final settlement will be credited in the next month
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Notice Pay

Event	Action
Employee requests for early release and is accepted by company	No pay for unexpired notice period
Employee removed on ethical grounds or for misconduct	No salary will be paid for unexpired notice
Once an employee resigns, the Company releases the employee promptly without completing the notice period.	No pay for unexpired notice period

3.16 Reference Checks and Verification of Employment

a. If we are asked to provide a reference for an employee, we will limit it to the following:

- Last position(s) held
- Dates of employment
- Employee PAN (10 alphanumeric characters) or Aadhaar Card (12 numeric characters)

We cannot release employment-related information unless the request for information is in writing and is authorized by the employee. MAQ Software requires the ex-employee to sign written consent for release of information before any details can be provided by the company.

You may receive calls requesting reference checks or background check for ex-employees. You are not authorized to conduct a background check. All employment reference checks, and background checks are handled by the Admin team. Please direct all such requests to administration team and email to IndiaAdmin@MAQSoftware.com.

b. Reference Checks and Verification of Employment for lateral Hires

As a practice, we conduct a background check and reference check of industry hires. If any information pertaining to the background check/reference check is not satisfactory, the job offer letter will be cancelled and employment will be terminated.

3.17 Charitable Contributions

The Company makes selected contributions to worthy causes. Refer all requests for Company support of local charitable organizations to the Human Resources department. If any staff member wishes to solicit funds or distribute literature, management must approve and designate a proper time and place. Active solicitations to support charitable organizations or youth fundraisers is discouraged. It puts unfair pressure on co-workers. We ask that such activities be conducted in the form of a sign-up sheet left in the lunchroom and that no one is approached directly.

4. Compensation Guidelines

4.1 Pay Days

MAQ Software's pay frequency is monthly and is referred to as a pay period. All employees are paid their monthly salary on the last working day of the month.

We will deposit your salary to your bank account on the following dates:

Pay Dates 2022	Pay Dates 2023
Monday, January 31, 2022	Monday, January 30, 2023
Monday, February 28, 2022	Monday, February 27, 2023
Wednesday, March 30, 2022	Wednesday, March 29, 2023
Friday, April 29, 2022	Friday, April 28, 2023
Tuesday, May 31, 2022	Tuesday, May 30, 2023
Wednesday, June 29, 2022	Wednesday, June 28, 2023
Friday, July 29, 2022	Friday, July 28, 2023
Tuesday, August 30, 2022	Wednesday, August 30, 2023
Thursday, September 29, 2022	Friday, September 29, 2023
Monday, October 31, 2022	Monday, October 30, 2023
Wednesday, November 30, 2022	Wednesday, November 29, 2023
Friday, December 30, 2022	Friday, December 29, 2023

4.2 Automatic Payroll Deposit

We deposit your net pay (take-home pay) directly to your bank account. We can help you open a new bank account with HDFC Bank (Preferred) or ICICI Bank at the time of joining. If you already have an account with HDFC bank/ICICI bank in Hyderabad and HDFC bank in Mumbai, the bank account can be converted into a MAQ Software salary account.

4.3 CTC Reimbursements

- Home Internet Reimbursement:** All employees with designation Senior Software Engineer upwards in project teams and all members of the support teams are eligible for home internet reimbursement of rupees 1,667 per month (rupees 20,000 per annum). All employees may claim their internet reimbursement quarterly/ annually. The internet reimbursement amount credited to their account is subject to tax deduction based on the internet bills submitted by the employee for that period.

4.4 Payroll Deductions

The following deductions will be taken from employee earnings:

- Income tax dues (after considering investment declaration)
- Professional tax
- Provident Fund contribution (employee's portion of the contribution)
- Contribution to Labor Welfare Fund
- Negative leave balance

4.5 Pay Advances

We do not offer pay advances.

5. Paid Time Off (Leave) Guidelines

5.1 Purpose

Our company offers a very simple paid time off (PTO) policy for our employees. Our paid time off policy is designed to maximize flexibility for employees to manage their personal needs throughout the year. You may use your paid time off (PTO) with prior approval from your manager for any reason including medical reasons, festivals and family events. Unlike other companies that require medical certificates to use PTO, we do not require employees to get a medical certificate to use their earned leave.

5.2 Leave Benefit

Leave Category	Maximum (per year)	Carried forward
Earned Leave	24 days per year. You may use these paid leaves for medical (sick), casual or vacation days.	Up to 48 days, after that, you stop accruing leaves. Use it or lose it.
Maternity Leave	182 days (as per Maternity Benefit Act)	Not applicable, use it or lose it.

5.3 Scope

- The paid time off policy covers different categories of leaves and processes related to leave management.
- The calendar year is followed for all leave management purposes.
- Leave guidelines to apply to all permanent and contract employees as well as Interns.

5.4 Earned Leaves and Salary Deductions Due to Leave

All employees earn two days of earned leave for the every-one month of service.

In the Month of Joining:

Date of Joining	Leaves Earned for the month
1 to 15 of the month	2
16 to 31 of the month	1

In the Month of Relieving:

Date of Relieving	Leaves Earned for the month
1 to 15 of the month	0
16 to 31 of the month	1

Note:

- If you take continuous leave for 15 calendar days or 10 working days, you will only accumulate one leave day for that month.
- No leaves will be added to accumulated leave balance while serving notice period.
- Employees may carry forward leave balance from one year to another for a maximum of 2 years. The accumulated carry forward leave cannot exceed 48 days.
- Leave is earned for the first three months of service, but employees cannot use until they have worked for the company for three months. This means that if an employee takes a leave in the first three months of joining, it will be unpaid leave and salary will be deducted. Leave earned will continue to be added to the accumulated leave balance. If an employee leaves after three months, their earned leave equivalent salary will be paid to them. This clause is not applicable for an internship with less than three months duration.
- All leaves should be approved by supervisors.
- Approval of leaves over three weeks for any reason is discouraged and is at the discretion of

Manager.

g. Negative leave balance:

- No employee can have negative leave balances. Salary is deducted for all negative leave balances.
- Employees are discouraged to apply for leaves if they do not have enough leave balance.
- Leaves may be approved by Managers in special cases even when the employee does not have a leave balance. This results in negative leave balance.

5.5 Leave Encashment

- a. Leave balances will be paid out when employees leave the company.
b. Earned leaves will be paid using the following calculation:

Leave Encashment = Leave Balance X Gross Salary per month/ 30 days

- c. Accumulated leaves for the first three months will not be paid in case the employee leaves within the first three months of employment.
d. If employment is terminated, notice period pay may be paid to the employee. In such cases, the notice period will be compared to the leave balance. The leave balance is utilized to serve the notice period. You must use your leaves during your notice period.

Scenario	Action
Leave balance is less than notice period. For example, leave balance is 10 days and notice period is two weeks	The employee will receive the notice pay of two weeks. For example, the employee will be paid two weeks' notice pay (10 working days). No payment will be made for leave balance.
Leave balance is greater than notice period. For example, leave balance is 25 days and the notice period is two weeks.	The employee will be paid notice pay (two weeks) plus leave encashment for leave balance days exceeding notice period days.

5.6 Bad Weather and Natural Disasters

In the case of inclement weather, please contact anyone from the Human Resource and Administration department to find out if the office is open. You are encouraged to arrive at work, on time, whenever the facility is open. We will send an alert email with contact numbers.

5.7 Maternity Leave

a. **The company offers maternity leave as governed by the Maternity Act, as per Government of India 1961 the applicable state government rules.**

- You must be employed with MAQ Software for at least 80 days before the expected date of delivery in the preceding 12 months' period to be eligible for maternity leave.
- Maternity leave can be used for a maximum period of 182 continuous days, including weekly offs and other holidays within the period.
- You can use maternity leave only twice during your service.
- Please submit medical certificates and doctor certificates to use this leave.
- Leave cannot be accumulated or carried forward.
- Leave cannot be encashed
- You need to inform your immediate supervisor and HR about your leave plans at least three months before the date of delivery.

b. **Leave for miscarriage or medical termination of pregnancy**

- Female employees are entitled to a paid leave of six weeks as applicable to Maternity Benefit.
- This paid leave can be availed immediately following the day of miscarriage or medical termination of pregnancy.
- You can use paid leave only twice during your employment with the company.
- Please submit medical certificates and doctor certificates to avail this leave.
- Leave cannot be cashed, accumulated, or carried forward.
- You need to inform your supervisor/HR representative that you will be on medical leave.

c. Leave with wages for tubectomy operation

- Female employees are entitled to a paid leave of two weeks immediately following the day of tubectomy operation.
- Please submit Medical certificates and doctor certificates to avail this leave.
- Leave cannot be cashed, accumulated, or carried forward.

d. Illness arising out of pregnancy, delivery, premature birth of child, medical termination of pregnancy

- You are eligible for an additional one-month unpaid Maternity Leave in the case of illness arising out of pregnancy, delivery, premature birth of a child, medical termination of pregnancy.
- Please submit Medical certificates to use this leave.
- Leave cannot be cashed, accumulated, or carried forward.
- You need to inform your supervisor that you will be on leave within one day of illness arising out of pregnancy, delivery, premature birth of a child, medical termination of pregnancy or tubectomy operation.

e. Adoption Leave

- All female employees, after completion of one-year service with the company, are eligible for adoption leave.
- For female employees, adoption leave can be availed for a maximum period of 45 continuous days including holidays within the period.

f. Female employees can avail of Adoption leave only twice during their service.

g. Leave cannot be cashed, accumulated, or carried forward.

h. You need to inform your immediate supervisor and HR that you will be preceding on adoption leave at least 3 months before the date of adoption.

5.8 Overtime Pay (Wages)

Per the Minimum Wages Act, 1948, your compensation includes pay and benefits for work performed on Monday through Saturday and related overtime for up to 72 hours every week. Our projects are staffed to ensure that our employees can finish their work within 40 hours every week. We strongly encourage you to complete your work within 48 hours every week. Your pay and HRA, medical and transportation benefits include your overtime salary up to 72 hours per week of work. To keep accounting simple, the company may not list overtime pay separately in the pay slip or the company appointment letter.

Our compensation to our employees includes pay for work performed on Monday through Saturday and related overtime as necessary. MAQ Software does not offer compensatory leaves.

5.9 Bonus

Under the Payment of Bonus Act, 1965 and the Payment of Bonus Rules, 1975, an employee earning less than the minimum wage (rupees 15,000) per month may be eligible for a bonus salary. Since we do not have any employees earning less than Rs. 15,000 per month, the Payment of Bonus Act is not applicable to you.

5.10 Leave Management and Attendance Management System/Guidelines

- a. We are required to maintain attendance records. It is the responsibility of every employee to sign Check-In and Check-Out using biometric attendance system.
- b. **Planned leaves:** The employee initiates a leave application using the SharePoint system. Plan your leaves in advance to minimize project delays or delivery problems. This should be at least one-week notice for leaves greater than two days and one-month notice for leaves greater than ten days.
- c. **Unplanned leaves:** Employees are encouraged to avoid unplanned leaves as it may impact project deliveries. In case an unplanned leave is unavoidable, employees should call their managers and the Human Resource and Administration department before 8:45 a.m.
- d. The employee should ensure that the leaves do not overlap with other members of the team.
- e. Employees must send an email with their contact details to facilitate easy contact in case of emergency.
- f. If an employee notices a discrepancy in his/her leave balance, the employee must alert the HR team immediately.
- g. Employees are encouraged not to exceed their leave balance. Such leaves would be approved by the manager only in special cases. If leaves taken exceed the earned leave balance for an employee, the salary may be deducted.

5.11 Holidays

Holiday list for MAQ Software Team:

To ensure that we continue to deliver software quickly to our clients, we minimize days when the entire engineering center is closed.

If your specific festival is not included in the list below, please use one of your 24 annual leaves to celebrate that festival.

Team members working out of our India offices get eight days of the year identified as holidays as part of the holiday calendar.

All team members will have the following days as public holidays:

- Republic Day
- Independence Day
- Gandhi Jayanti

Only for the purposes of the holiday calendar, the following definitions would apply:

Category 1 employees: Employees on contract or internship for durations less than 12 months
Category 1 employees would have the default floating holidays applicable to them. They will not have the option to choose floating holidays.

Default floating holidays: New Year, Holi, Ganesh Chaturthi, Diwali, Christmas

Category 2 employees: Employees on full-time employment, and those on contract or internship for 12 months or more

To offer a certain level of flexibility and choice with holidays to be availed by employees, category 2 employees are entitled to avail themselves of five optional holidays out of the list of floating holidays.

1. Category 2 employees can choose the five floating holidays through MySpace. The cutoff date for submitting the selections would be communicated every year.
2. Category 2 employees who join after a calendar year starts will have the option of selecting their floating holidays for a period of 15 days from the date of joining, or the first occurrence of one of the default floating holidays, whichever is earlier.
3. Floating holidays, once chosen, cannot be changed for the rest of the year.
4. Unused floating holidays are not carried forward to the next calendar year.
5. For category 2 employees who are not employed for the entire calendar year (joining date after January 1 of a year or exit date before December 31 of a year), the number of applicable floating holidays would be on a pro-rata basis, as explained in Table 1 and Table 2 below.
6. Any additional floating holidays availed by way of pre-selection of the floating holidays beyond the pro-rata-based limits defined by the joining date and exit dates would be deducted from the leave balance at the time of separation or considered as loss of pay leaves as part of the full and final settlement in case the employee has insufficient leave balance.

Table 1

Period of Joining	No of Floating holidays
January 1 to March 31 (Q1)	4
April 1 to June 30 (Q2)	3
July 1 to September 30 (Q3)	2
October 1 to December 31 (Q4)	1

Table 2

Period of Exit	No of Floating holidays
January 1 to March 31 (Q1)	1
April 1 to June 30 (Q2)	2
July 1 to September 30 (Q3)	3
October 1 to December 31 (Q4)	4

Examples:

Joining date	Exit date	No. of applicable floating holidays
January 2, 2023	Continued employment beyond December 31, 2023	4
March 31, 2023	Continued employment beyond December 31, 2023	4
April 1, 2023	Continued employment beyond December 31, 2023	3
June 30, 2023	Continued employment beyond December 31, 2023	3
July 1, 2023	Continued employment beyond December 31, 2023	2
September 30, 2023	Continued employment beyond December 31, 2023	2
October 1, 2023	Continued employment beyond December 31, 2023	1
December 1, 2023	Continued employment beyond December 31, 2023	1
Started employment before January 1, 2023	March 31, 2023	1
Started employment before January 1, 2023	April 1, 2023	2
Started employment before January 1, 2023	Jun 30, 2023	2
Started employment before January 1, 2023	July 1, 2023	3
Started employment before January 1, 2023	September 30, 2023	3
Started employment before January 1, 2023	October 1, 2023	4
Started employment before January 1, 2023	December 31, 2023	4
January 2, 2023	March 31, 2023	0
January 2, 2023	June 30, 2023	1
January 2, 2023	July 1, 2023	2
January 2, 2023	September 30, 2023	2
January 2, 2023	October 1, 2023	3
January 2, 2023	December 31, 2023	3
April 1, 2023	June 30, 2023	0
April 1, 2023	July 1, 2023	1
April 1, 2023	September 30, 2023	1
April 1, 2023	October 1, 2023	2
April 1, 2023	December 31, 2023	2
July 1, 2023	September 30, 2023	0
July 1, 2023	October 1, 2023	1
July 1, 2023	December 31, 2023	1
October 1, 2023	December 31, 2023	0

FAQs

- 1) Does an employee get any floating holidays if the date of joining is June 15?
Yes, he will be eligible for floating holidays. However, since it is calculated on pro-rata basis, he will be eligible for 3 floating holidays.
- 2) Does an employee get any floating holidays if the date of leaving on June 15?
Yes, he will be eligible for floating holidays. However, since it is calculated on pro-rata basis, he will be eligible for 2 floating holidays.
- 3) How many floating holidays does an employee get if he joins on July 15 and leaves on December 25?
If an employee leaves the organization before the completion of the calendar year, then the number of floating holidays will be decided based on the number of quarters he has served. So, in this case, employees will accrue 1 floating holiday.
- 4) What happens if an employee avails more floating holidays than what he is eligible at the time of his exit?
The excess floating holiday availed will be deducted from the leave balance of the employee.
- 5) Do I have any option to change the holiday calendar?
No, once the floating holidays have been selected within the cut off time, or if the default floating holidays becomes applicable due to not selecting the floating holidays within the cut off time, the floating holidays cannot be changed for the current calendar year.
- 6) What if I fail to submit before the timeframe?
The default floating holidays would be applicable for the current calendar year.
- 7) I had selected a floating holiday, but I had to work due to project/business requirements.
Please work with your manager to avail an adjusted holiday within 4 weeks of the pre-selected and un-availed floating holiday.
- 8) I want to choose more than 5 floating holidays.
Please avail leaves from your accrued leave balance.

Holidays	Type	Date
New Year*	Flexible holiday	Sunday, January 1, 2023
Pongal/ Makara Sankranti	Flexible holiday	Sunday, January 15, 2023
Republic Day	Public holiday	Thursday, January 26, 2023
Maha Shivaratri	Flexible holiday	Saturday, February 18, 2023
Holi*	Flexible holiday	Wednesday, March 8, 2023
Ugadi Festival	Flexible holiday	Wednesday, March 22, 2023
Good Friday	Flexible holiday	Friday, April 7, 2023
Id-UI-Fitr (Ramzan)	Flexible holiday	Friday, April 21, 2023
Independence Day	Public holiday	Tuesday, August 15, 2023
Raksha Bandhan	Flexible holiday	Wednesday, August 30, 2023
Ganesh Chaturthi*	Flexible holiday	Tuesday, September 19, 2023
Gandhi Jayanti	Public holiday	Monday, October 2, 2023
Dussehra	Flexible holiday	Tuesday, October 24, 2023
Diwali (Deepavali)/Govardhan Puja*	Flexible holiday	Sunday, November 12, 2023
Guru Nanak Jayanti	Flexible holiday	Monday, November 27, 2023
Christmas Day*	Flexible holiday	Monday, December 25, 2023

We work with our clients to ensure that you do not have to work on a planned holiday. In rare circumstances (system down situation), we ask the team to cancel their holiday and bring the system online.

6. Guidelines for Issue of Work Experience Certificate/Proof of Employment

You may require a work experience certificate verifying your tenure at MAQ Software. This letter is used for various reasons like opening a new bank account, applying for a credit card, or for higher education purposes. Please contact the HR team for all requests related to employment verification.

6.1 Guidelines for Issue of Residence Proof

You may require residence proof verifying your residential address for various reasons.

MAQ Software will issue a letter stating the address as provided by you at the time of joining the company. Please contact the HR team for all requests related to employment verification.

7. Benefits

7.1 Health Insurance Premium Reimbursement Policy

To encourage our employees to avoid unexpected medical expenses, we encourage our employees to purchase proper health insurance. Please refer to Appendix B for current reimbursement guidelines.

7.2 Certification Reimbursement Guidelines

a. Microsoft Certifications

Our employees can appear for Microsoft and other external certifications with the approval of their respective managers. Employees can submit the payment details and the certification credential certificate to the admin team.

Microsoft certification fee would be reimbursed at the end of every month if the employee is still employed with the company.

7.3 Library Facility

We have a library with books on management, various technologies, and books required to clear certification courses. An employee can contact the Administration department for borrowing books. Books issued from the library should be returned within one month from the date of issue. The employee is required to get the book reissued at the end of initial one month. If the book is lost or not returned within two months of issue, the list price for the book shall be deducted from the employee's salary at the end of two months. In the case of exits from the company, the list price of the book will be deducted from salary or full and final settlement if not returned on last working day in the company.

7.4 Team Activities

- a. The company arranges an annual picnic on the last Saturday of July every year. All employees are encouraged to attend the event.
- b. A number of fun events are organized monthly. For example, Fantastic Fridays, Whacky Wednesdays, birthday celebrations, etc. Please plan to attend the fun team activities.
- c. An Open House function is hosted by the Senior Management every year in December or January. We formally invite families and friends of employees to visit with other team members and their families.

8. Fair Employment Practices and Employee Behavior

8.1 Fair Employment Practices

Equal Employment Opportunity (EEO)

To provide equal employment and advancement opportunities to all individuals, employment decisions at MAQ Software are based on relevant factors like job performance, experience, qualifications, and abilities. MAQ Software does not discriminate in employment opportunities or practices based on caste, religion, sex, marital status, medical condition, physical or mental disability, sexual orientation, political ideology, or any other characteristic protected by local law.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of Human Resources and Administration. Employees can raise concerns and make reports without fear of reprisal, harassment, intimidation, threats, coercion or discrimination because they: (1) file a complaint with the Company or with federal, state or local agencies; (2) assist or participate in any investigation, hearing, or any other activity related to the administration of any federal, state or local equal employment opportunity statute; (3) oppose any act or practice made unlawful by federal, state or local law requiring equal employment opportunity; or (4) exercise any other employment right protected by federal, state or local law or its implementing regulations. Any concerns about retaliation must be promptly reported to one of the Managers.

Harassment

At MAQ Software, harassment will not be tolerated. This includes harassment on the basis of an employee's caste, religion, sex, marital status, medical condition, physical or mental disability, sexual orientation, political ideology, or any other characteristic protected by local law. Prohibited harassment includes all derogatory comments about protected groups or individuals. Examples can include, but are not limited to:

- Written or verbal comments
- Unfounded assumptions
- Jokes
- Innuendoes
- Physical contact
- Cartoons, pictures or posters
- Pranks
- Gestures

Harassment also includes activities that are derogatory based on an employee's protected class membership and any negative actions based on an employee's participation in activities identified with or promoting the activities of the protected group. At MAQ Software, we take harassing conduct seriously. This policy is intended to prohibit harassing conduct even if that conduct does not rise to the level of a violation of the law.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other visual, verbal or physical conduct of a sexual nature. The recipient of the action defines an "unwelcome advance," and such definitions must be respected by all individuals affiliated with MAQ Software.

If you are being harassed by fellow employees or any of our customers or vendors, promptly notify the following:

Contact Name	Contact Number and Email ID
For Hyderabad: Naveen Pallayil	Phone: +91 905 239 3000 E-mail: NaveenK@MAQSoftware.com
For Mumbai: Amrish Shah	Phone: +91 986 716 2030 E-mail: AmrishS@MAQSoftware.com

If the accused person is one of the people listed above, please contact Mrs. Arpita Agarwal in the Redmond, WA, office by e-mail at arpita@MAQSoftware.com and/or by phone +1 425 444 8809.

All employees should be confident that complaints of harassment or discrimination will be promptly and adequately investigated and will be kept confidential except for disclosure reasonably required by the investigation. After the investigation has been completed, prompt and effective corrective action will be taken against anyone found to have violated this policy. Corrective action in each case will depend on the gravity and circumstances of the offence and may include termination of employment. MAQ Software will also take whatever action is determined necessary to prevent an offence from being repeated.

MAQ Software prohibits any retaliation against any employee who makes complaints or who provides information about possible violations of this policy. Any individual who feels that he or she has been retaliated against for bringing forward a complaint or participating in an investigation should promptly notify his or her manager or Human Resources.

Open Door Policy

Employees are encouraged to discuss any subject pertaining to their employment and/or with management. If for any reason, an employee does not feel comfortable talking with his/ her manager, he/she should contact any of the Project Managers or any HR Representative.

8.2 Employee Behaviour

a. Personal Conduct

Professional behaviour standards are necessary for the efficient operation of MAQ Software and for the benefit and protection of the rights and safety of everyone. Conduct that interferes with operations, brings discredit to MAQ Software or is offensive to customers or fellow employees will not be tolerated, whether it occurs on or off Company time or Company property.

MAQ Software also asks that employees must not interrupt or distract co-workers in the performance of their duties and responsibilities. Personal visits and conversations with other employees during work hours should be kept to a minimum. Refraining from loud or boisterous talking or laughing improves the office image and reduces the possibility of disturbing others. To minimize distractions, we ask our employees to educate their families and friends to not phone them or text them during work hours. In addition, use of Facebook, Twitter, and other social media applications is strongly discouraged during work hours and may result in disciplinary action.

MAQ Software reserves the right to determine what conduct is inappropriate under any circumstances and what level of discipline such conduct warrants. Any questions relating to this policy should be directed to your manager.

b. Ethical Business Practice

We are committed to employing the highest quality people and strictly adhering to ethical and fair practices in our business activities. We expect 100% commitment from you and require integrity and high ethical standards in all your business activities.

Employees must not accept gifts, make personal investments, or participate in interests or associations that may interfere with the independent exercise of their judgment, the performance of their responsibilities, and the best interest of MAQ Software. Employees are not authorized to provide professional services to a competitor or other Company that may be a conflict of interest with their work at MAQ Software.

Every employee has some degree of access to MAQ Software data, plans, decisions, and/or other confidential information. No employee may use or release this kind of information except as required for the performance of their job duties. Employees should also treat as confidential any information of a personal nature, which preserves the privacy of their co-workers. This also applies to the use of inside information about firms with which we are considering an association.

While representing MAQ Software you are expected to:

- Comply with all laws and regulations
- Deal honestly with all customers, suppliers, and consultants
- Use Company resources properly

If you are unsure whether a situation represents a conflict of interest, please contact your manager to review the situation.

c. Professional Appearance

Employees are allowed great freedom in selecting a dress. However, keep in mind that every employee is a representative of MAQ Software. As a representative, you are expected to dress and groom yourself in a professional manner. If you have any questions about what is or is not appropriate attire for your office, please consult your manager.

d. Corrective Action

It is essential that you accept personal responsibility for maintaining high standards of conduct and job performance, including the observance of Company procedures and guidelines. The goal of the corrective action is to provide you with the information needed to make the required improvements to continue your employment with MAQ Software.

MAQ Software guidelines are based on common sense and good judgment to assist us in maintaining a positive work environment. These guidelines are applied to all employees as equally and fairly as possible. Failure to meet these guidelines and individual performance expectations may result in corrective action, up to and including termination.

Many factors are considered when corrective action is necessary, including the nature and seriousness of the problem, the employee's past performance, and the surrounding circumstances.

Corrective action is generally applied in progressive steps, including the following:

- Coaching and/ or counselling
- Verbal and written warnings
- Dismissal

This policy is not a promise that any one or more of the above steps will be followed. MAQ Software retains sole discretion to determine the appropriate level of discipline in particular cases, up to and including dismissal. Although the use of corrective action is encouraged, MAQ Software retains sole discretion to determine whether and how the steps are followed in any given circumstances.

While MAQ Software reserves the right to apply corrective action as needed, you may have an opportunity to correct problems before termination of employment is considered. There are some situations, however, which may result in immediate termination.

These situations may include, but are not limited to, the following:

- Theft
- Violating MAQ Software's Proprietary Information and Inventions Agreement (PIIA)
- Violating MAQ Software's Information Security Management policies and procedures
- Willful acts or negligence leading to the damage to Company property
- Violating MAQ Software's drug and alcohol policy
- Unreasonable failure to cooperate with a manager or other employees
- Falsification of Company records
- Physical violence or verbal abuse of other employees, clients and/or company representatives
- Violating safety rules
- Excessive absence or tardiness
- Violating the Company's anti-harassment or equal employment opportunity policies
- Other similarly serious offences

e. Complaint Resolution

In any Company, problems and misunderstandings arise from time to time. If you have a problem, management wants to know about it. We encourage you to first discuss and attempt to resolve the problem with your supervisor. If the problem remains unresolved, you may take your problem to the Human Resources and Administration.

Use of this procedure, however, will not delay implementation of any corrective or other employment action by MAQ Software. Moreover, MAQ Software reserves the right to end the procedure under circumstances it believes are appropriate.

This complaint procedure does not apply to complaints about violations of MAQ Software anti-harassment or equal employment opportunity policies. For those types of complaints, refer to the guidelines and procedures set out in those policies.

f. Personal Use of Company Equipment

MAQ Software invests in equipment to help employees perform their jobs. You are responsible for any equipment that you use during your job and for any equipment that is issued to you to assist you in the performance of your job. Please take the time to learn how to use company equipment correctly and efficiently. Should you lose or damage such equipment, you may be held personally liable and may be subject to corrective action, depending on the individual circumstance. Should you leave the Company for any reason, you will be asked to return any equipment issued to you, such as keys, parking access card/sticker, cellular phone, laptop, computer, etc.

g. Use of Electronic Communication Systems (voicemail, email, the internet, fax, telephones, etc.)

MAQ Software maintains and utilizes several electronic and non-electronic messaging and communication systems, including email, chat, telephones, computers, internet and intranet access, to facilitate and conduct Company business. All the messages and documents that are sent, received, composed, and/or stored on these systems are the property of MAQ Software.

Certain websites are inappropriate for accessing via the Company's equipment. Searches conducted for research purposes may innocently lead users to inappropriate sites. Such inappropriate websites are monitored by a software program that defines and codes inappropriate sites, which contain pornography, violence advocacy, gambling, militant, and other unseemly or non-business-related content. Visits to these sites will be logged by the software - who, when, what, and for how long. Excessive personal time spent on the internet for whatever reason, especially during business hours, is not an acceptable use of business equipment.

It is a violation of the MAQ Software policies to check personal emails on Company computers due to the many viruses and/or worms that are present and potentially damaging today.

Messages on MAQ Software's voicemail, email, and other communication systems are also subject to the same policies regarding harassment and discrimination as are any other workplace communications. Offensive, harassing or discriminatory content in such messages will not be tolerated.

This policy exists to protect the rights of both the Company and the employee, as further defined below. Violations of this policy may result in disciplinary action, up to and including termination.

Company Rights: MAQ Software has the right by law to access or monitor an employee's voice mail and email messages (outgoing and incoming) and other electronic or non-electronic communications at any time. Therefore, an employee's outgoing voicemail, email, or other messages must not indicate to the caller that his/her incoming messages will be confidential or private. The existence of a password on either system is not intended to indicate that messages will remain private.

Other than MAQ Software, which has the right by law to access messages or documents at any time, messages in the voicemail, email, or other communication or computer systems are to be accessed only by the intended recipient or the creator, or by others at the direct request of the intended recipient or creator. Any attempt by persons other than the above to access messages or documents on such systems will constitute a serious violation of MAQ Software policies.

Employee Rights: These systems are for use by employees in conducting MAQ Software business. Personal use of voicemail, email, computers, or other electronic or non-electronic communication (including, but not limited to, the internet) should be minimized and must not interfere with MAQ Software business or with the employee's work performance.

Employees should be aware that even when a message has been erased, it may still be possible to retrieve it from a backup system. Therefore, employees should not assume a message has remained private because it has been deleted.

h. Personal Telephone Use

Our telephones are provided for business purposes in the interest of our customer projects. Your cooperation is requested to limit outgoing or incoming personal calls to a minimum number and to keep them as brief as possible. If non-emergency personal calls are to be made, please arrange to make them during your break or lunch period. No long-distance personal calls may be made on Company telephones unless approved by your manager.

i. Cellular Phone Use

Company-owned cellular phones and services are only to be used to conduct Company business, except in the event of an emergency. MAQ Software cellular phones are only to be used by authorized employees. When using a MAQ Software cellular phone, we ask that you abide by the following:

- Cellular phones should not be used as a primary form of communication. If there is a less costly alternative that is reliable and available, it should be used.
- Remember that cellular transmissions are not secure, and employees should use discretion when discussing confidential information.

Precautions should be taken to prevent theft of a cellular phone or company laptops (i.e., don't leave it sitting in plain view in a car).

j. Computer Software

MAQ Software prohibits the illegal duplication of software. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. It is illegal to make or distribute copies of copyrighted material without authorization unless the copy is made for backup or archival purposes.

MAQ Software licenses the use of computer software from a variety of outside companies. MAQ Software does not own this software and therefore does not have the right to reproduce it. Any employee learning of any misuse of software or related documentation within MAQ Software should notify his/her manager immediately.

Any employee engaging in the illegal reproduction of software may be subject to civil damages and criminal penalties, including fines and imprisonment. MAQ Software employees who make, acquire, or use unauthorized copies of computer software will be disciplined, up to and including termination.

9. Work Environment

9.1 Workstation Area

Employees should keep their workstation areas neat and clean. Before winding up for the day, employees should dispose of empty paper plates or packets of eatables and make sure their work area is free from any litter. Lastly, the PC should be shut down or logged off before leaving.

9.2 Knowing the workplace

Understanding the workplace area:

- a. Digital attendance system
- b. Toilet facilities
- c. Lunch facilities
- d. Tea and coffee
- e. Fire extinguishers
- f. Emergency exits
- g. First Aid facilities
- h. Telephones
- i. Car and motorbike parking

9.3 Use of Conference Rooms and Whiteboards

After using the conference rooms, please ensure that the chairs are arranged in a decent manner, the room lights and the air conditioner are turned off, and the information on the whiteboards is wiped off unless otherwise required to be retained.

9.4 Smoking

Smoking inside office premises and office building is prohibited.

9.5 Keys, Key Cards, and ID cards

MAQ Software or our customers may issue keys to you for accessing offices and equipment. If you are issued keys/key cards/ID cards, you may be asked to read and sign an acknowledgement of receipt and familiarize yourself with the guidelines for their use.

The keys/key cards/ID cards are the responsibility of the employee they are issued to, and any Company loss or damage associated with their misuse or loss may be charged to you. If your keys/key

cards/ID cards are ever lost or stolen, you should notify the Human Resources and Administration department as soon as possible. The cost of replacing a key/key card/ID card will be charged to you.

If you choose to leave the Company, either voluntarily or through layoff or discharge, you will be asked to return all Company-issued equipment to the Human Resources and Administration department. Any questions regarding these guidelines should be addressed to your manager. The penalty will be levied if you lose books/ID Cards/keys.

Penalty for lost:

- ❖ ID card: Rupees 400 will be charged for replacement of lost ID card
- ❖ Attendance card: Rupees 400 will be charged for replacement of lost attendance card

10.Safety and Security

10.1 Drug and Alcohol-Free Workplace

We recognize that substance abuse is one of the major health problems in our nation today. Drug and alcohol use on the job lead to impaired judgment, higher accident rates, sickness, absenteeism, and poor morale. For these reasons, we are committed to assisting employees who have drug and/or alcohol problems and to maintaining a workplace free of drug and alcohol use.

MAQ Software prohibits the manufacture, sale, distribution, purchase, transfer, use, or possession of alcohol or illegal drugs on Company premises or while on MAQ Software's business. We also prohibit coming to work or operating Company equipment/ vehicles under the influence of illegal drugs or alcohol. Your compliance with this policy is important to us for your own benefit and for the benefit of your co-workers.

If an employee is suspected of reporting to work under the influence of alcohol or illegal drugs, we will recommend that they obtain counselling or attend a rehabilitation program. However, depending on the circumstances, the employee may be subject to corrective action, up to and including termination. If the employee continues to report to work under the influence of illegal drugs or alcohol, corrective action and/or termination of employment may occur.

If any employee is convicted of any criminal drug offence, MAQ Software is legally required to report the conviction to the federal government. To assist us in complying with these legal requirements, you must contact Human Resources immediately if you are convicted of a criminal drug offence.

Disciplinary action, up to and including termination, will be taken against any employee who violates this policy. MAQ Software reserves the right to deal with each case at its own discretion, in accordance with its current policies and practices and the specific circumstances involved. This may include requiring an employee to participate satisfactorily in an approved drug abuse assistance or rehabilitation program.

10.2 Workplace Violence

MAQ Software does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities. This includes teasing or making "jokes" about committing any sort of violent act, as well as bringing in material that, even if it is meant to be comic in nature, could be construed as a physical threat to co-workers or superiors. The following list of behaviours, while not inclusive, contains examples of prohibited conduct:

- a. Causing physical injury to another person

- b. Making threatening remarks
- c. Engaging in aggressive or hostile behaviour that creates a reasonable fear of injury to another person or subjects another individual to emotional distress
- d. Intentionally damaging employer property or the property of another employee
- e. Possessing a weapon while on Company property or while on Company business
- f. Committing acts motivated by, or related to, sexual harassment or domestic violence

Any potentially dangerous situations must be reported immediately to a manager or Human Resources. Reports can be made anonymously, and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counselled and the results of investigations will be discussed with them. MAQ Software will actively intervene at any indication of a possibly hostile or violent situation.

Employees are expected to exercise good judgment and to inform Human Resources if any employee exhibits behaviour which could be a sign of a potentially dangerous situation. Such behaviour includes:

- a. Discussing weapons or bringing them to the workplace
- b. Displaying overt signs of extreme stress, resentment, hostility, or anger
- c. Making threatening remarks
- d. Displaying sudden or significant deterioration of performance
- e. Displaying irrational or inappropriate behaviour

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee involved in committing such acts will be subject to disciplinary action, up to and including termination. Non-employees engaged in violent acts on the employer's premises will be reported to the proper authorities and fully prosecuted.

10.3 Security

To provide a secure work environment for employees and to minimize any disruption from the performance of your job, please inform the Company administration of any expected visitor. To ensure the safety and comfort of your guest, please make sure that the individual is appropriately greeted and escorted when visiting our facility.

10.4 Safety

It is our goal to provide and maintain safe working conditions for all employees, to follow safe operating procedures, and to comply with all safety laws and ordinances. Please be on guard for any unsafe conditions and report any problems immediately. Prevention is the key, and ordinary common sense is the best approach. The principles of workplace safety are similar to the ones you should follow at home, on the road, or wherever you are. Here are some general guidelines that can help ensure a safe workplace:

- a. Watch out for and report conditions that may cause accidents, such as:
 - Loose or broken tiles, buckled carpets, missing handrails, or slippery surfaces.
 - Electrical cords in aisles without protective covers.
 - Overloaded sockets or defective cords.
 - Stairwells, exits, and doorways blocked with furniture, debris, or boxes.
- b. Learn how to operate equipment properly, especially equipment that can hurt you. For example:
 - If you use the paper cutter, leave the blade down and locked when you are finished.
 - Turn off equipment that is not operating properly, put warning signs on it, and alert the proper person.

- Turn off the coffee machine when you leave at night; remove empty pots from burners.
 - Turn off computers, terminals, and other equipment before you leave at the end of the day.
- c. Develop safe personal habits that will help keep you from getting hurt. For example:
- Always keep all feet off your chair, on the floor
 - Hold handrails when you use the stairs
 - Learn the proper way to lift heavy objects, using your leg muscles, not your back. Maintain an unobstructed view when you carry heavy loads. Ask for help when your load is too heavy.
 - Use a ladder or step stool for hard-to-reach objects. Remember, the proper way to use a ladder is always to keep one hand free
- d. Practice common sense and show consideration for others - it could help prevent injury to yourself or your fellow employees. For example:
- Pick up small items off the floor and wipe up spills immediately to prevent slips and falls
 - Balance the load in file cabinets to evenly distribute the weight
 - Use handles when you open and shut desk and file drawers. Only open one drawer at a time and be sure to shut desk and file drawers completely
- e. Know the location of the nearest:
- Fire extinguisher
 - Emergency exit
 - First aid kit

Promote a healthy and safe work environment for both yourself and fellow employees by coming to work free from the influence of drugs or alcohol.

10.5 Employee Responsibilities

To ensure the success of our Safety and Health Program, it is essential that all employees maintain a "safety consciousness." Listed below are some important guidelines to follow:

- a. Observe all Company safety and health rules and apply the principles of accident prevention to your own daily activities.
- b. Report all job-related injuries, illnesses, or property damage to your manager immediately.
- c. Employees in need of medical attention are required to seek treatment promptly.
- d. Report all hazardous conditions and unsafe conditions to your manager.
- e. Observe all hazard warning and no smoking signs.
- f. Keep aisles, walkways, and working areas clear of debris.
- g. Know the location of emergency exits and evacuation procedures.
- h. Become familiar with the operation of the fire protection equipment in your areas, such as extinguishers and alarm pull stations. Keep all emergency exit doors and stairways clear of obstacles.
- i. Follow proper lifting procedures.
- j. Be sure to see that all guards and other protective devices are in their proper places prior to operating equipment.
- k. Actively support and participate in the Company's effort to maintain a safe and healthy work environment.
- l. Observe all requirements for the Drug and Alcohol-Free Workplace Policy, which says that the use, possession, sale, purchase, or distribution of illegal drugs, or having a measurable quantity in one's system of an illegal drug, while at work, in a work status, or on Company premises is prohibited, etc.

10.6 Fire Evacuation Procedures

In the case of an actual fire or fire drill, employees must exit the building utilizing the nearest exit outside the door in proximity to their work area.

10.7 Accident Reporting and Investigation

If you become injured while at work, please follow the steps outlined below:

- a. Seek appropriate first aid or medical care. Locate, or have a manager or co-worker show you, the first aid kit in your work area. Emergency room care is recommended only if it is a true emergency.
- b. If you seek care from a physician, be sure to indicate that the injury/illness is work-related so that proper paperwork can be completed.

11. Social Media Policy

Our social media policy is intended to help employees make appropriate decisions when engaging online. Activities which this policy covers include (but are not limited to):

- a. Writing work-related and personal blogs
- b. Creating content for personal websites
- c. Posting to private or public social media sites (ex: Glassdoor, Facebook, Twitter, Tumblr)
- d. Posting to wikis and other interactive/community sites (ex: Wikipedia, Quora, Reddit)
- e. Posting to video- or picture-sharing sites (ex: YouTube, Snapchat, Instagram)
- f. Commenting on any website

Employees are solely responsible for their Online activities. Inappropriate Online behaviour that reflects poorly on the company; its clients, managers, colleagues; or has other negative impacts on the company may result in disciplinary action, up to and including termination. Disclaimers will not protect you from disciplinary action if your online interactions are unprofessional and reflect negatively on our company or our clients. Employment verifications, experience letters, and references will not be provided for employees who violate the company's social media policy.

11.1 Guidelines

The following guidelines are given as examples only. They do not cover the range of what the company considers confidential and proprietary. If you have any questions about whether a specific situation would place you in violation of the company's policy, please speak with your manager as soon as possible. Employees must not:

- a. Act as representatives of the company.
- b. Mention MAQ Software and/or the company's services, employees, partners, customers, or competitors without identifying themselves as employees of MAQ Software and stating that the views expressed are theirs alone and do not represent the views of the company.
- c. Use MAQ Software's logo and trademarks.
- d. Discuss confidentially or proprietary information about the company or its clients. This may include information about trademarks, upcoming releases, sales, finances, employee count, company strategy, and any other information that has not been publicly released by the company. (You may want to review the Proprietary Information and Inventions Agreement you signed when you joined the company.)
- e. Develop a site or write a blog about the company without providing written a notice to management beforehand.
- f. Speak disrespectfully of the company and our current/potential employees, customers, partners and competitors.
- g. Engage in name calling or behaviour that reflects negatively on the company's reputation.
- h. Make derogatory statements about the company and/or our current and potential employees,

- customers, partners, and competitors.
- i. Post or use intellectual property held by the company and/or our employees, customers, partners, and competitors.
 - j. Link from your blog, website, or another social networking site to a company website.
 - k. Sell any product or service that would compete with any of the company's products or services without receiving written approval from management. This includes, but is not limited to, training, books, products, and freelance writing.

12. Appendix

12.1 Appendix A: Health Insurance Premium Reimbursement Policy

a. Purpose:

We encourage everyone to carry health insurance to avoid unexpected medical expenses. The policy reimburses Health Insurance Premiums for employees and their dependents. (The reimbursements are for spouse and children only. Parents are not covered.) Similar to our other benefit schemes, the Health Insurance Premium Reimbursement Program may be discontinued at any time without any notice.

Our health insurance benefit encourages all employees to purchase health insurance to help them cover some of the medical expenses. If an employee's spouse is already receiving insurance from another employer, we will not reimburse for the insurance to avoid double payment for the same expense. The employee and their spouse can drop the insurance from the spouse's employer and take advantage of the insurance premium reimbursement from MAQ Software. For the purposes of reimbursement, please note the following terms.

- **Resignation date:** The date you resign from the company (send email or inform your manager or HR representative)
- **Relieving date:** This is the last day of your work and employment with the company.

b. Eligibility:

- The policy is effective January 1, 2014.
- You need to be employed with MAQ Software in India on the last day of the quarter to be eligible to claim reimbursement of the quarter. The date of relieving (not resignation date) will be used to determine eligibility for reimbursement.

c. Health Insurance Reimbursement:

- Married employees can claim up to rupees fifteen thousand (Rs 15,000) per year as reimbursement per financial year
- Unmarried employees can claim up to rupees five thousand (Rs 5,000) as reimbursement per financial year
- Reimbursements will be based on the actual premium amount paid
- The Insurance policy can cover self, spouse and dependent children only (not parents).

d. Procedure:

The employee is responsible for purchasing and paying health insurance premiums from an insurance company.

- The employee is required to submit a photocopy of the Health Insurance Policy along with Original Receipt for the Insurance Premium paid.
- Reimbursement will be made at the end of the quarter similar to technical certifications. Please use the Form – Health Insurance Premium Reimbursement Claim.

Period	Last date to submit reimbursement	Reimbursement date
Apr. 1 – Jun. 30	Jun-10	Along with June Salary Credit
Jul. 1 – Sep. 30	Sep-10	Along with September Salary Credit
Oct. 1 – Dec. 31	Dec-10	Along with December Salary Credit
Jan. 1 – Mar. 10	Mar-10	Along with March Salary Credit

If an employee is unable to submit the claim by the quarterly deadline, the claim can be submitted in the next quarter.

e. Frequently Asked Questions

• What documents are required for claiming the Health Insurance Premium Reimbursement?

- Photocopy of your Insurance Policy
- Premium payment receipt in Original
- Reimbursement Claim Form to be submitted every quarter end as per schedule provided

• Can my family be covered in the Health Insurance Policy?

The Insurance policy can cover the employee, spouse, and dependent children

• Can I change my policy coverage in the middle of the year?

You are free to change the policy coverage and premium amount multiple times.

• Is the reimbursement amounting taxable?

If you purchase the Health Insurance Policy in your own name	The reimbursement amount is not taxable as you may claim benefit under section 80D of Income Tax Rules
If you are applying for reimbursement for Health Insurance Policy Premium paid by your spouse either by purchasing Health Insurance Policy or through group insurance policy at your spouses' employer	The reimbursement will be considered as your income and will be taxable. Your spouse may claim benefit under section 80D of Income Tax Rules

• Can I carry forward Reimbursement amount to the next financial year?

Please refer to the following examples to clarify the reimbursement policy and dates

Case 1: Policy for one year for Rs. 8,000 Policy Starts: July 1, 2017, and Policy Ends: June 30, 2018	Submit a claim by September 10, Rs. 8,000 will be reimbursed on September 30, 2017.
Case 2: Policy for one year for Rs. 10,000 Policy Starts: April 1, 2017, Policy Ends: March 31, 2017	Submit a claim by June 10, 2017. Get reimbursed on June 30, 2017, for Rs. 10,000.
Case 3: Policy for one year for Rs. 6,000 Policy Starts: September 15, 2017, Policy Ends: September 14, 2018	Submit a claim by December 10, 2017. Get reimbursed Rs. 6,000 on December 31, 2017.

- **What about Group Health Insurance scheme?**

Since the policy is purchased by you in your name, the insurance policy travels with you even if you change employers or attend university. Most employer group policies terminate as soon as you leave the employer. Our intent is to help you become an informed consumer of health insurance policies.

- **Why is the policy not based on salary, seniority or title?**

The intention of the reimbursement is to help individuals and families cover unexpected medical expenses.

- **My spouse is already paying an insurance premium for my coverage. Will I be eligible for reimbursement?**

Yes, you will be eligible for reimbursement if your spouse is paying a premium for you. Please submit proof of payment of premium along with reimbursement form. The reimbursement amount will be considered as income and taxed according to income tax rules applicable to the financial year.

12.2 Appendix B: Late Night Reimbursement

Definitions:

Category	Current
Food (For late nights and weekends)	Rupees 250 per day
Travel (For late nights and weekends)	Up to Rupees 100 (up to 10 Kilometers)
Travel (For late nights and weekends)	Up to Rupees 250 (beyond 10 Kilometers)

Notes

- Late night refers to check out time after 10:00 PM for regular shift employees only
- Require Manager approval for all the expenses
- Travel reimbursements are NOT applicable for those who come on personal vehicles (currently, company offers free parking for personal vehicles and it's a cost for company)
- For Food and Travel, the changes are applicable from November 1, 2018
- For special cases, e.g. employee stays 50 Kilometers away and need to take a taxi to go home due to project deliverables. Increased amount can be sanctioned by getting special permission from delivery head (Amrish)
- Travel Reimbursement is available for women employees leaving after 8:30 PM from the office premise. The employee must apply for reimbursement on the PaySquare portal. The company will reimburse 50% of the actual amount up to a maximum of INR 500. The reimbursement will be processed along with the monthly payroll.

12.3 Appendix C: Shift Allowance Policy

a. Purpose

The policy provides information and guidelines for employees who are asked to come in shifts other than the standard IST shift, namely EST Shift and PST Shift.

b. Eligibility

- Shift Allowance Policy is applicable to all employees of MAQ Software located in Mumbai or Hyderabad unless excluded specifically in this section.
- This policy is not applicable to new engineers during training (Boot Camp). The shift allowances applicable during Boot Camp are provided to relevant employees directly.
- This policy does not apply to U.S. Recruitment team or other employees who are recruited to work in the US time (night shift)

c. Definitions

Shift	An allowance paid to an engineer for working in a shift that is non- standard	Shift Allowance
Standard shift (IST)	8:30am to 6pm	None
EST Shift	2:30pm to 11:30pm	Rupees 500 per day
PST Shift	9pm to 6am	Rupees 500 per day

d. Eligibility

- An employee who is required to work in EST/PST shift due to project requirements is eligible for the shift allowance.
- Choice of shift is at the discretion of the Manager. The Manager must communicate to the HR and Accounts team (Indiah@MAQSoftware.com and Accounts@MAQSoftware.com) on days when the team will operate in the EST/PST shift.
- Employees who change shifts due to personal reasons without the approval of manager are not eligible for the shift allowance.

e. Process for claims

This allowance will be paid along with the salary for a number of days when an employee has worked in EST/PST shift.

12.4. Appendix D: Travel reimbursement for Women Employees

Travel Reimbursement is available for women employees who are leaving from the office premises after 8:30 pm

a. Process for claims

The employee has to apply for reimbursement on the Paysquare portal. The company will reimburse 50% of the actual amount up to a maximum of INR 500.

Notes:

- Employees cannot claim reimbursement for the same day again under Late night reimbursement head if they leave after 10:00 PM. You can claim only under one head.
- In comment please mention "Travel reimbursement for women"
- Submit bills for the complete amount and claim 50% on the claim form.

12.5 Appendix E: Gratuity Act, 1972 (Highlights)

- a. **When Gratuity is payable:** Payable to an eligible employee who leaves after completion of five years of continuous service:
- On his superannuation
 - On his retirement or resignation
 - On his death or disablement due to accident or disease. In case of death, payable to the nominee
- b. **Meaning of continuous service:** An uninterrupted service which includes service interrupted by sickness, disablement due to accident during the course and arising out of employment, earned leave, maternity leave in case the female lay off (max 12 weeks), strike or a lock-out or cessation of work not due to any fault of the employee concerned.
- c. **Eligibility criteria:**
- Years + 190 working days
 - "Notice period" shall be included for calculation of working days
 - "Probation period" shall be included for calculation of working days
- d. **The amount of Gratuity payable:**
- Gratuity: (Last drawn monthly basic salary X 15 days X Numbers of years of service)/ 26 days
 - Maximum gratuity payable is Twenty lakh rupees (Rs. 20,00,000)
- e. **Tax treatment of Gratuity income:**
- Least of the following is exempted from income tax
- 15 days of salary for every completed year of service
 - Ten lakh rupees (Rs. 10,00,000)
 - Actual gratuity received
- f. **Forfeiture of Gratuity:**
- Employee terminated for act of willful omission or negligence causing damage or loss or destruction of property belonging to employer, gratuity shall be forfeited and is limited to the extent of damage, provided adequate proof shall be available for damage
 - Employee terminated on ground of riotous and disorderly conduct or any violence
 - Employee terminated which constitute an offence involving moral turpitude provided that such offence is committed by him in the course of his employment
- g. **Rights of employee:**
- Gratuity application shall be sent to the employer within 30 days from the date gratuity becomes payable
- h. **Rights and obligation of employer:**
- Employer shall pay gratuity within 30 days from the date gratuity becomes payable
 - If gratuity is not paid within the specified period, then simple interest at the rate of 10% Per annum becomes payable

i. **FAQs:**

- **Gratuity payment in case employee has worked for more than five years with the same employer but in a different establishment in India.**

Yes. If you transfer from MAQ India Private Limited to MAQ Software Hyderabad Private Limited, your gratuity amount will include your tenure served in both the companies. If you are employed by our US company for any duration, that period will not be included in the gratuity amount since you qualify for retirement benefits from the US company in the US.

- **Who will be responsible for paying gratuity in the case of a contract employee?**

In the case of a temporary contract employee, the contractor is liable to pay gratuity.

- **How to treat a number of months for the purpose of gratuity calculation after completion of five years?**

For example, if an employee has worked for five years and seven months for the purpose of gratuity payment, seven months will be rounded off to a year. The employee will get a gratuity for six years. However, if the employee has worked for 5 years and 5 months then the employee will be eligible for five years gratuity payment only.

13. Version History

#	Changed on	Change Description	Changed By	Approved By
1	October 16, 2022	The notice period will be eight weeks irrespective of the tenure within the company	Accounts Team	Amrish Shah
2	January 02, 2023	Added address of NOIDA location in Contacts Section	Accounts Team	Naveen Pallayil
3	January 02, 2023	Deleted clause with respect to PPF reimbursement	Accounts Team	Naveen Pallayil
4	January 09, 2023	Added Holiday Calendar for 2023 and policy with respect to floating holidays	Accounts Team	Amrish Shah

FORM 'F'

[See sub-rule (1) of rule 6]

Nomination

To **MAQ India Private Limited**

[Give here name or description of the establishment with full address]

1. **Shri/Shrimati/Kumari** Rajnish

Singh

whose particulars are given in the statement below, hereby nominate the person(s) mentioned below to receive the gratuity payable after my death as also the gratuity standing to my credit in the event of my death before that amount has become payable, or having become payable has not been paid and direct that the said amount of gratuity shall be paid in proportion indicated against the name(s) of the nominee(s).

2. I hereby certify that the person(s) mentioned is a/are member(s) of my family within the meaning of clause (h) of section (2) of the **Payment of Gratuity Act, 1972**.

3. I hereby declare that I have no family within the meaning of clause (h) of section (2) of the said Act 4.

a. My father/mother/parents is/are not dependent on me.

b. My husband's father/mother/parents is/are not dependent on my husband.

4. I have excluded my husband from my family by a notice dated the to the Controlling Authority in terms of the proviso to clause (h) of section 2 of the said Act.

5. The nomination made herein invalidates my previous nomination.

Nominee(s)

Name in full with full address of nominee(s)	Relationship with the employee	Age of nominee	Proportion by which the gratuity will be shared
Dhirendra Singh 15 A Nagin Nager ,Indore, Madhya Pradesh, Pincode : 452005	Father	43	full

Statement

Name of an employee in full: Rajnish Singh

Sex: Male

Religion: Hindu

Whether unmarried/married/widow/widower: Single

Department/Branch/Section where employed: Software

Post held with Ticket or Serial No. if any:

Date of appointment (DD/MM/YYYY):

Permanent address: 15 A Nagin Nager ,near Kalani Nager

Indore

452005

Madhya Pradesh

Rajnish Singh

Place: Mumbai

Signature/Thumb impression of the employee

Declaration by witnesses

Nomination signed/thumb impressed before me

Name in full and full address of witnesses

MAQ India Private Limited

Place: Mumbai

Signature of witnesses

Certificate by the employer

Certified that the particulars of the above nomination have been verified and recorded in this establishment.

Employer's Reference No., if any:

Signature of the employer/officer authorized

Navneen Pallayil

Designation

Director

Name and address of the establishment or
rubber stamp thereof

MAQ India Private Limited

Acknowledgement by the employee

Received the duplicate copy of nomination in Form 'F' filed by me and duly certified by the employer.

Rajnish Singh

Signature of the employee



Form No. 11 (New) Declaration Form

(To be retained by the Employer for future reference)

Employees' Provident Fund Organization

THE EMPLOYEES' PROVIDENT FUNDS SCHEME, 1952 (PARAGRAPH-34 & 57)

&

THE EMPLOYEES' PENSION SCHEME, 1995 (PARAGRAPH-24)

DECLARATION BY A PERSON TAKING UP EMPLOYMENT IN AN ESTABLISHMENT ON WHICH EMPLOYEES' PROVIDENT FUND SCHEME, 1952 AND/OR EMPLOYEES' PENSION SCHEME, 1995 IS APPLICABLE.

(PLEASE GO THROUGH THE INSTRUCTIONS)

1. Name: Rajnish Singh
2. Date of Birth: 04/01/2001
3. Father's /Husband's Name: Dhirendra Singh
4. Relationship In respect of (3) Above: ☒ Father ☐ Husband
5. Gender: Male
6. Mobile Number: 9340244120
7. Email Id: rajnishsingh04012001@gmail.com
8. WHETHER EARLIER A MEMBER OF THE EMPLOYEES' PROVIDENT FUND SCHEME, 1952?
(Please Tick) Yes ☐ No ☒
9. WHETHER EARLIER A MEMBER OF THE EMPLOYEES' PENSION SCHEME, 1995?
(Please Tick) Yes ☐ No ☒

IF RESPONSE TO ANY OR BOTH OF (8) & (9) ABOVE IS YES, THEN MANDATORILY FILL UP THE PREVIOUS EMPLOYMENT DETAILS AT (10, 11 & 12):

A. PREVIOUS EMPLOYMENT DETAILS

10. THE DETAILS OF THE UNIVERSAL ACCOUNT NUMBER (UAN) OR PREVIOUS PF MEMBER ID:

UAN: na PREVIOUS PF MEMBER ID: na

11. DATE OF EXIT FOR PREVIOUS MEMBER ID (DD/MM/YYYY): na

12. (A) IF SCHEME CERTIFICATE ISSUED FOR PREVIOUS EMPLOYMENT,
THEN SCHEME CERTIFICATE NUMBER:

(B) IF PENSION PAYMENT ORDER (PPO) ISSUED FOR
PREVIOUS EMPLOYMENT, THEN PPO NUMBER:

B. OTHER DETAILS

13. INTERNATIONAL WORKER: Yes ☐ No ☒

IF THE REPLY TO (13) ABOVE IS YES, THEN ENTER THE DETAILS IN 13(A), 13(B) & 13(C):

13 (A) COUNTRY OF ORIGIN (Please Tick) INDIA OTHER THAN INDIA (IF YES, PLEASE MENTION NAME OF THE COUNTRY)

13 (B) PASSPORT NUMBER:

13 (C) PASSPORT VALID FROM: To

14. Educational Qualification:

ILLITERATE	NON- MATRIC	MATRIC	SENIOR SECONDARY	GRADUATE	POST GRADUATE	DOCTOR	TECHNICAL/ PROFESSIONAL
				<input checked="" type="radio"/>			

15. Marital Status: Single

16. Specially Abled: Yes ☐ No ☒

17. KYC Details:

KYC DOCUMENT TYPE	Name as on KYC Document	Number	Remarks, if any
Bank Account-1*	Mr. Rajnish Singh	40010676240	IFSC: SBIN0004518
NPR/Aadhaar	Rajnish Singh	658616979894	
PAN	Rajnish Singh	NCKPS4857Q	
Passport			
Driving Licence			

* Mandatory Field (NOTE: BANK ACCOUNT NUMBER (ALONG WITH IFSC CODE) IS MANDATORY. YOU ARE HOWEVER ADVISED TO PROVIDE ALL KYC DOCUMENTS AVAILABLE WITH YOU IN ADDITION TO MANDATORY KYCS TO AVAIL BETTER SERVICES. SELF-ATTESTED PHOTOCOPIES OF THE DOCUMENTS MUST BE ATTACHED WITH THIS FORM.

C. UNDERTAKING

- A. I CERTIFY THAT ALL THE INFORMATION GIVEN ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.
- B. IN CASE, EARLIER A MEMBER OF EPF SCHEME, 1952 AND/OR EPS, 1995,
- (I) I HAVE ENSURED THE CORRECTNESS OF MY UAN/ PREVIOUS PF MEMBER ID.
 - (II) THIS MAY ALSO BE TREATED AS MY REQUEST FOR TRANSFER OF FUNDS AND SERVICE DETAILS IF APPLICABLE FROM THE PREVIOUS ACCOUNT AS DECLARED ABOVE TO THE PRESENT P.F. ACCOUNT. (THE TRANSFER WOULD BE POSSIBLE ONLY IF THE IDENTIFIED KYC DETAILS APPROVED BY PREVIOUS EMPLOYER HAS BEEN VERIFIED BY PRESENT EMPLOYER USING HIS DIGITAL SIGNATURE CERTIFICATE).
 - (III) I AM AWARE THAT I CAN SUBMIT MY NOMINATION FORM THROUGH UAN BASED MEMBER PORTAL.

Rajnish Singh

Place: Mumbai

SIGNATURE OF MEMBER

D. DECLARATION BY PRESENT EMPLOYER

- A. THE MEMBER Mr./Ms./Mrs.

HAS JOINED ON:

AND HAS BEEN ALLOTTED PF MEMBER ID.....

- B. IN CASE THE PERSON WAS EARLIER NOT A MEMBER OF EPF SCHEME, 1952 AND EPS, 1995:
(POST ALLOTMENT OF UAN) THE UAN ALLOTTED FOR THE MEMBER IS
PLEASE TICK THE APPROPRIATE OPTION:

THE KYC DETAILS OF THE ABOVE MEMBER IN THE UAN DATABASE
HAVE NOT BEEN UPLOADED
HAVE BEEN UPLOADED BUT NOT APPROVED
HAVE BEEN UPLOADED AND APPROVED WITH DSC

- C. IN CASE THE PERSON WAS EARLIER A MEMBER OF EPF SCHEME, 1952 AND EPS, 1995:

THE ABOVE MEMBER ID OF THE MEMBER AS MENTIONED IN (A) ABOVE HAS BEEN TAGGED WITH HIS/HER UAN/PREVIOUS MEMBER ID AS DECLARED BY MEMBER.

PLEASE TICK THE APPROPRIATE OPTION:

THE KYC DETAILS OF THE ABOVE MEMBER IN THE UAN DATABASE HAVE BEEN APPROVED WITH DIGITAL SIGNATURE CERTIFICATE AND TRANSFER REQUEST HAS BEEN GENERATED ON PORTAL.
AS THE DSC OF ESTABLISHMENT ARE NOT REGISTERED WITH EPFO, THE MEMBER HAS BEEN INFORMED TO FILE PHYSICAL CLAIM (FORM-13) FOR TRANSFER OF FUNDS FROM HIS PREVIOUS ESTABLISHMENT.

Naveen Pallayil

SIGNATURE OF EMPLOYER WITH SEAL OF ESTABLISHMENT

NOMINATION AND DECLARATION FORM FOR UNEXEMPTED/EXEMPTED ESTABLISHMENTS

Declaration and Nomination Form under the Employees Provident Funds and Employees' Pension Schemes
(Paragraph 33 and 61 (1) of the Employees Provident Fund Scheme 1952 and Paragraph 18 of the Employees
Pension Scheme 1995)

1. **Name (IN BLOCK LETTERS):** RAJNISH SINGH
2. **Date of Birth (DD/MM/YYYY):** 04/01/2001
3. **Account Number:**
4. **Sex: (Male/Female):** Male
5. **Marital Status:** Single
6. **Address Permanent/Temporary:** 15 A Nagin Nager, near Kalani Nager

Indore

452005

Madhya Pradesh

PART – A (EPF)

I hereby nominate the person(s)/cancel the nomination made by me previously and nominate the person(s) mentioned below to receive the amount standing to my credit in the Employees Provident Fund, in the event of my death.

Name & Address of the Nominee (s)	Nominee's relationship with the member	Date of Birth	Total amount or share of accumulations in Provident Funds to be paid to each nominee	If the nominee is minor name and address of the guardian who may receive the amount during the minority of the nominee
Dhirendra Singh	Father	15/01/1978	full	na

- *Certified that I have no family as defined in **para 2 (g) of the Employees Provident Fund Scheme 1952** and should I acquire a family hereafter the above nomination should be deemed as cancelled.
- *Certified that my father/mother is/are dependent upon me.

Rajnish Singh

Strike out whichever is not applicable

Signature/or thumb impression of the subscriber

PART – B (EPS)**Para 18**

I hereby furnish below Particulars of the members of my family who would be eligible to receive Widow/Children Pension in the event of my premature death in service.

Name & Address of the Family Member	Age	Relationship with the member
na	na	na

Certified that I have no family as defined in **para 2 (vii) of the Employees' Family Pension Scheme 1995** and should I acquire a family hereafter I shall furnish Particulars there on in the above form.

I hereby nominate the following person for receiving the monthly widow pension (**admissible under para 16 2(a) (i) & (ii)**) in the event of my death without leaving any eligible family member for receiving a pension.

Name & Address of the Family Member	Date of Birth	Relationship with the member

Rajnish Singh

Signature/or thumb impression of the subscriber

CERTIFICATE BY EMPLOYER

Certified that the above declaration and nomination has been signed/thumb impressed before me by Shri / Smt./Miss
Rajnish Singh employed in my establishment after
he/she has read the entries / the entries have been read over to him/her by me and got confirmed by him/her.

Naveen Pallayil

Signature of the employer or other authorized officer of the establishment

MAQ India Private Limited

Name & address of the Factory /Establishment

Place: Mumbai

Declaration to be signed by the Applicant

In connection with my application for employment with MAQ Software "Company", I,
Rajnish Singh _____ "Applicant" hereby agree as follows:

GENERAL CONSENT

I certify that the information submitted with this form as well as the information in all other forms provided by me in association with my application for employment with Company is factually correct and subject to verification by Company. I accept that employment offered to me by Company on the basis of this information can be revoked and/or terminated without any notice at any time if any information has been false, misleading, deliberately omitted/suppressed, and/or if I have failed to disclose information required or failed to report changes in the information provided to Company. As a condition of Company's consideration of my application for employment with Company, I hereby give my consent to the Company to investigate through any third parties necessary my personal, educational, and pre or post-employment history. I understand that this background investigation will include, but is not limited to, verification of all information provided by me to Company. I confirm that Company is entitled to share such investigation reports with its clients to the extent necessary in connection with the services of which I may be required to provide to such clients. I confirm and accept that Company shall incur no liability or obligation of any nature whatsoever in association with such investigation or sharing of such investigation reports as stated above.

I hereby certify and provide consent to Company to verify the personal information provided by me. I confirm that my consent is provided voluntarily, and I understand that I can request for withdrawal as per the privacy policy of Company.

Rajnish Singh

Signature

Declaration to be signed by the Applicant

In connection with my application for employment with MAQ Software "Company", I,

Rajnish Singh

“Applicant” hereby agree as follows:

GENERAL CONSENT

I certify that the information provided by me in association with my application for employment with Company is correct and subject to verification by Company.

I accept that employment offered to me by Company on the basis of this information can be revoked or terminated without any notice at any time if any information has been false, misleading, deliberately omitted/suppressed, and/or if I have failed to disclose information required or failed to report changes in the information provided to Company.

As a condition of Company's consideration of my application for employment with Company, I consent to the Company to investigate through any third parties necessary my personal, educational, and employment history.

I understand that my background investigation will include verification of all information provided by me to Company. I confirm that Company is entitled to share such background reports with its clients to the extent necessary in connection with the services of which I may be required to provide to such clients. I confirm and accept that Company shall incur no liability or obligation of any nature whatsoever in association with such investigation or sharing of such investigation reports as stated above.

I consent to Company to verify the personal information provided by me. I confirm that my consent is voluntarily, and I understand that I can request for withdrawal as per the privacy policy of Company.

Rajnish Singh

Signature

01 / 26 / 2023



सत्यमेव जयते
भारत सरकार



आधार

भारतीय विशिष्ट पहचान प्राधिकरण

भारत सरकार

Unique Identification Authority of India

Government of India

नामांकन क्रम/ Enrolment No.: 0820/43030/04277

Download Date: 22/05/2019
To
रजनीश सिंह
Rajnish Singh
S/O: Dharendra Singh
nagin nagar
15-A
Indore
Bijasan Road
Indore Madhya Pradesh - 452005
9685618809

Generation Date: 11/05/2019

Signature valid

Digitally signed by
UNIQUE IDENTIFICATION
AUTHORITY OF INDIA 04
Date: 2019.05.11 14:35:25
IST



QR Code with Photograph

आपका आधार क्रमांक / Your Aadhaar No. :

6586 1697 9894

VID : 9122 7896 0549 4633

मेरा आधार, मेरी पहचान



भारत सरकार

Government of India



रजनीश सिंह
Rajnish Singh
जन्म तिथि/DOB: 04/01/2001
पुरुष/ MALE

6586 1697 9894

VID : 9122 7896 0549 4633

मेरा आधार, मेरी पहचान



आयकर विभाग
INCOME TAX DEPARTMENT



भारत सरकार
GOVT. OF INDIA



स्थायी लेखा संख्या कार्ड
Permanent Account Number Card

NCKPS4857Q



नाम / Name
RAJNISH SINGH







पिता का नाम / Father's Name
DHIRENDRA SINGH

जन्म की तारीख /
Date of Birth
04/01/2001


हस्ताक्षर / Signature

Title	MIPL P01 - New Graduate Hire Onboarding Packet - MAQ India...
File name	Candidate_Information.pdf, PIIA.pdf and 6 others
Document ID	a60c8b6bec02e2cf091c09207d7ecac084cf1e2b
Audit trail date format	MM / DD / YYYY
Status	● Pending signature

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