



Unlocking
Infinite
Possibilities

Xencia Technology Solutions

Induction



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Corporate Overview





Our Vision



To be the unparalleled, customer-centric Digital Transformation specialist in the cloud space



Our Mission



To deliver our customers with exceptional cloud-based digital business solutions for enhanced operational excellence/ rapid business transformation





Who We Are

Xencia is a **Born in the Cloud Company** and helps organizations embrace public cloud seamlessly

We **UNLEASH THE POWER OF CLOUD** with our Rich Digital Transformational Experience and our Frameworks and Solution Accelerators

- TOP 10 MICROSOFT PARTNERS IN INDIA

- MICROSOFT RECOMMENDED PARTNER TO ROLL OUT MICROSOFT FOR STARTUPS PROGRAM

- PREFERRED APP INNOVATION PARTNER



India



USA



Singapore

Our Offices

AVD Advanced Specialization Partner



Data & AI



Cloud Infra



Modern Work



App Mod

Microsoft Certified Solution Partner





Unlocking Infinite Possibilities with Xencia



CLOUD MIGRATION
AND MODERNIZATION
SERVICES



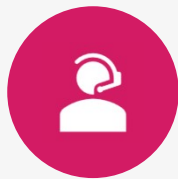
DATA AND AI
SERVICES



SECURITY SERVICES



DIGITAL WORKPLACE
SERVICES



24X 7 MANAGED
SUPPORT SERVICES



Zero cost
overruns or
time delay



250+ Cloud
Customers



50+ Azure
Certified
Profession
als



70% faster
in
Migration
and 30%
lower in
costs



100%
success
with Zero
Defects



cloud
operations
for
guarantee
d higher
availability
and
optimal
utilization





Cloud Migration



Infrastructure-as-a-Service (IaaS)

Enterprise Workloads
Datacenter Migration
Auto Scaling
Deployment Automation



Backup, Archival & DR

DR Models
Storage Solutions
Backup Solutions
Archival Solutions



Azure Migration

Portfolio Assessment
Migration Roadmap
Pilot & Production Migration
Accelerated Migration



Complete Cloud to Azure

Configure and Provision VMs
VMs and App Migration to Azure
Application Re-engineering
Workarounds in Azure





Cloud Modernization



App Services (PaaS)

Architectural Guidance
App Re-engineering
Containers \ Serverless



Cloud Native Applications

Microservices
Kubernetes
Containerization (Docker)
Event Hubs, Logic Apps, Azure Functions



Devops

Consulting
CI/CD
Pilot Implementation





Data & AI Services



Database Modernization

- SQL DB Modernisation
- Open-Source DB Modernisation
- No-SQL – Cosmos DB



AI & ML Services

- Predictive modeling
- Forecasting
- Azure Cognitive Services
- Text Analytics
- Speech Analytics
- Entity Recognition
- Sentiment Analysis
- Computer Vision
- Anomaly Detector
- Azure Machine Learning



Data Visualization

- Power BI Dashboards and Reports
- Power BI embedded on Azure
- Power BI Report Server



Cloud Scale Analytics

- Extract, Transform and load your data from multiple data sources
- Stage your large and multi-format datasets
- Build business-ready analytical models
- Govern your data assets





Digital Workplace Offerings



MIGRATE

- Mail Migration
- Cloud Drive Migration
- Documents Migration
- Groups
- Shared Mailbox
- Google Forms
- SharePoint

LEVERAGE

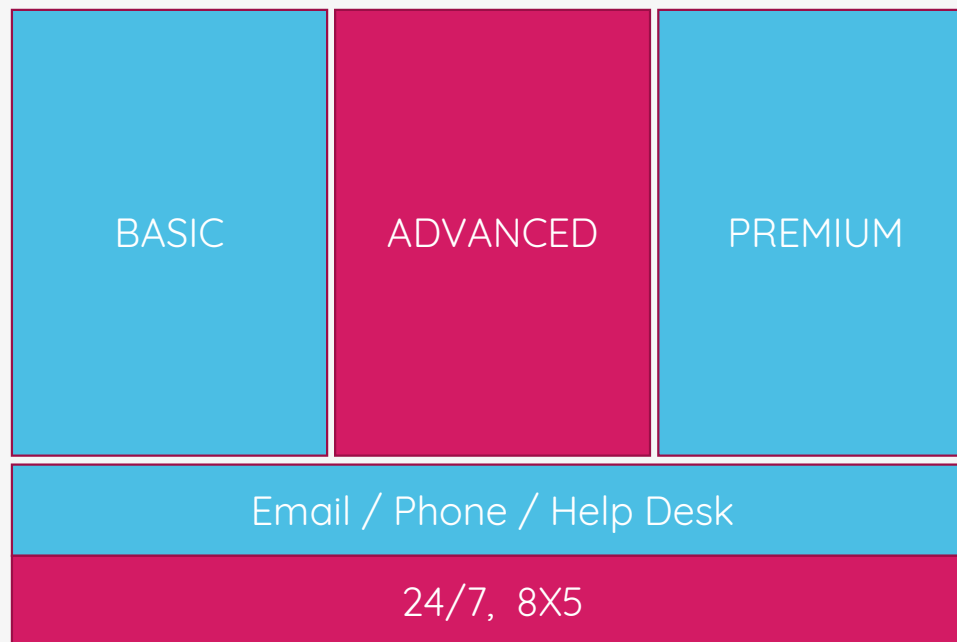
- RPA
- No Code low code applications
- Powerful Dashboards
- SharePoint
- Graph API
- Business Workflow Automation
- Application and Data Integration

PROTECT

- Application
- Data
- Infrastructure
- User Security



Managed Support Services





KEY CUSTOMERS





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Business Performance and Priorities

FY23





FY22 Performance

Revenue – 100%
Achievement

Profitability Target
– 95%
Achievement

Recruitment
Target – 100%
Achievement

Technical Upgrade
100% Achievement

Marketing
60% Achievement

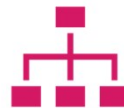
FY23 Priorities

Strengthen Pre Sales and Delivery Org

Build a strong end to end Cloud services Offerings

Focus on Revenue and Profitability

Sharpen the delivery and technical skills



Build Scalable
Organization Structure



Stay Focussed on
Customer Acquisition



Focus on Upsell and
Cross Sell in existing
Accounts



Strengthen the App Mod
and Data and AI Practice



Nurture the MWS
Practice and bring more
visibility inside of MS



Build a strong Security
Practice





Organization Chart



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Leadership Team



Kiran Kumar – CEO & Founder



Anandhi Krishnan
COO



Nagarajan PV
Director Cloud Practice



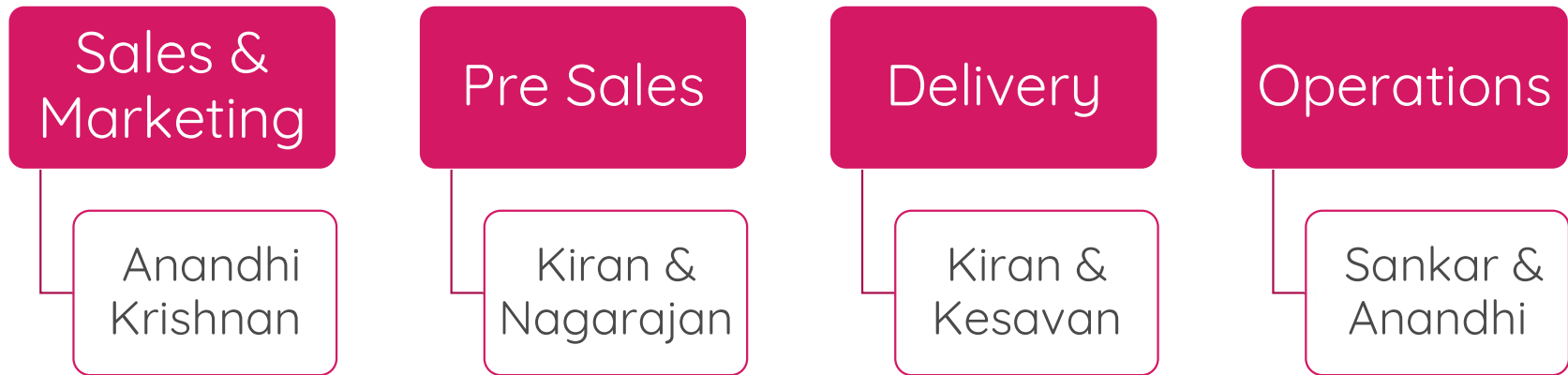
Kesavan Lakshmanan
Founder & Director Delivery



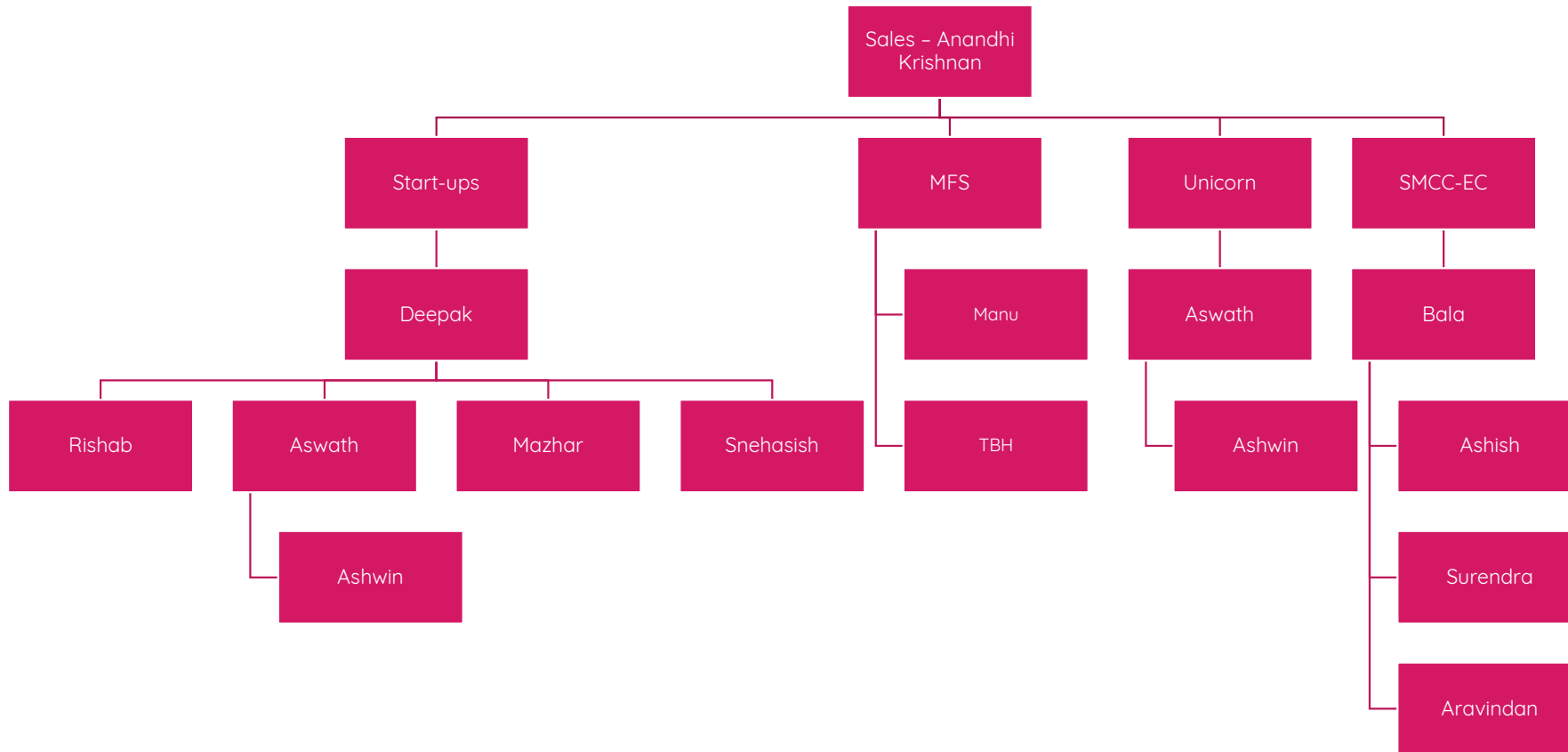
Sankar Krishnan
Director Operations



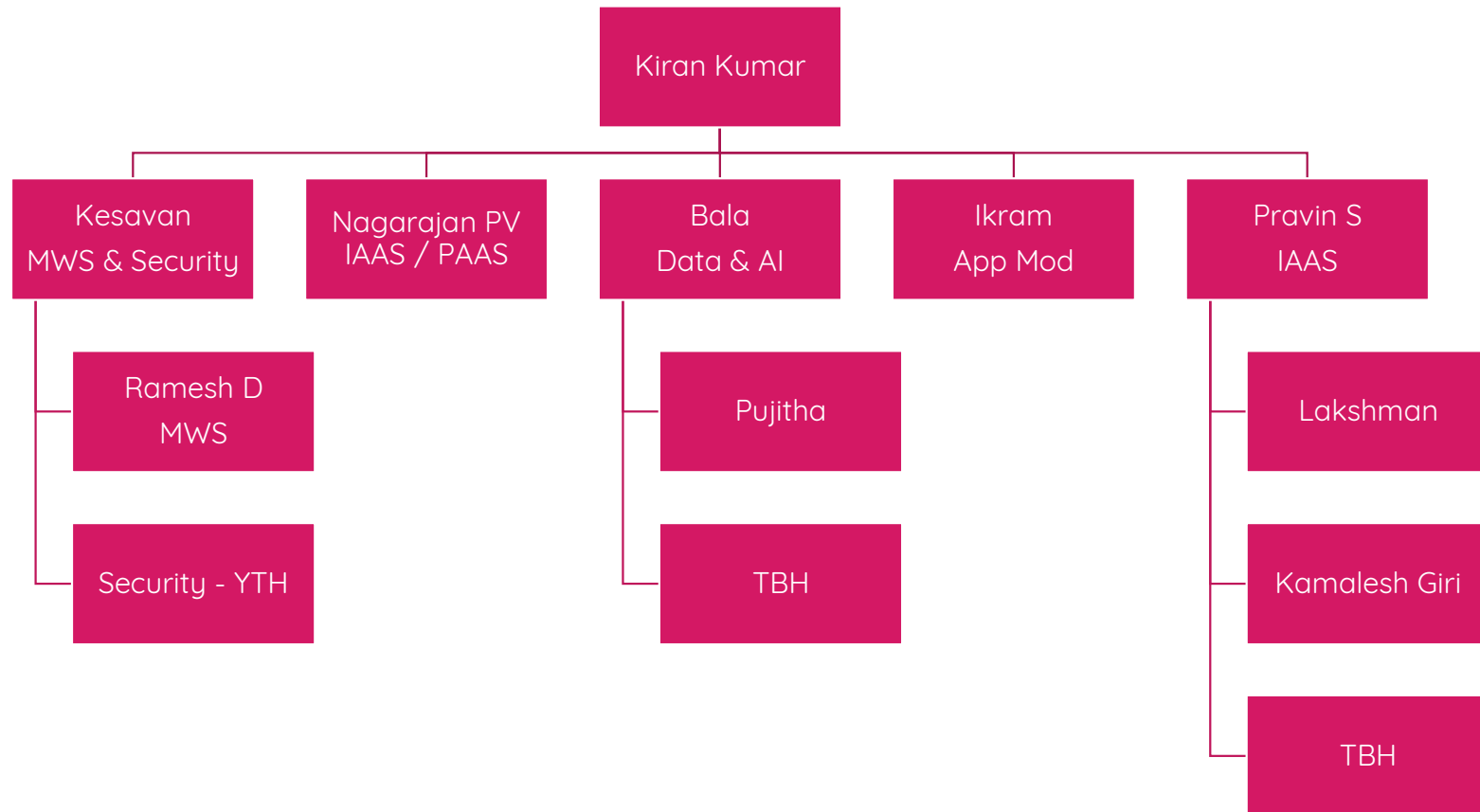
Leadership Portfolio



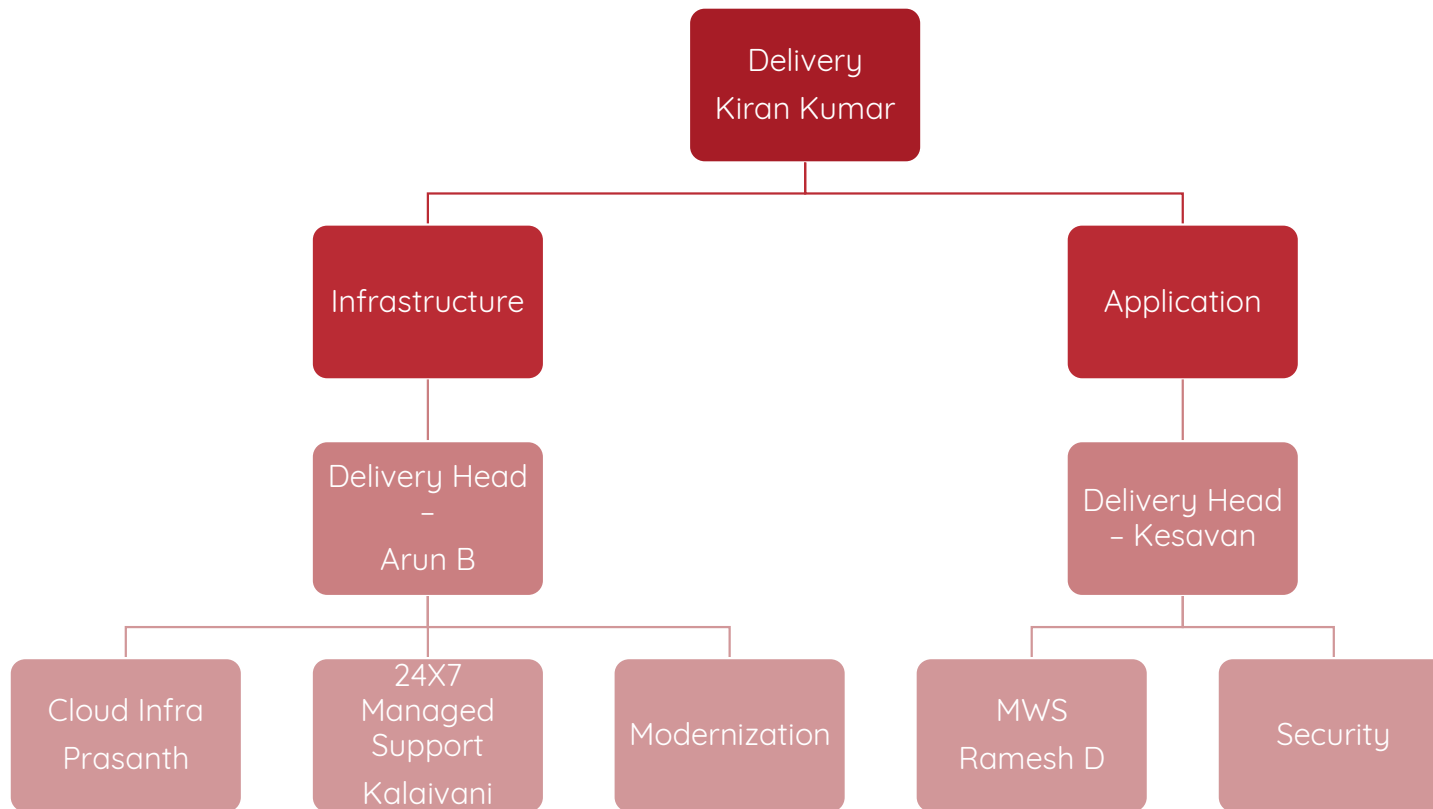
Team Structure Sales



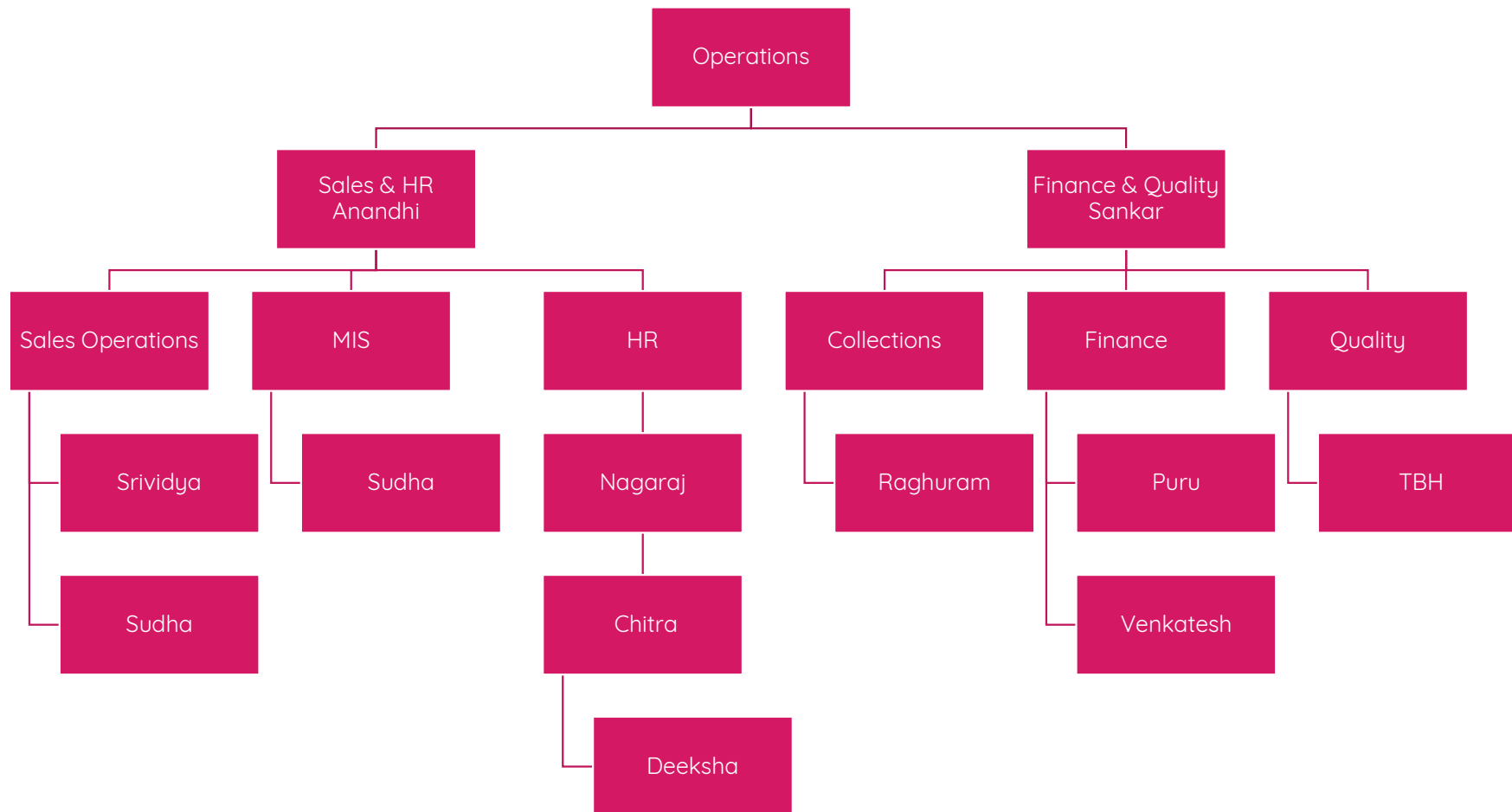
Team Structure Pre Sales



Team Structure Delivery



Team Structure Operations





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ISMS Policy





ISO

- Xencia Technology Solutions Pvt Ltd is a ISO/ICE 27001:2013 certified company
- ISO 27001 is the most widely known Information Security Management Standard (ISMS) used by organizations to keep data assets secure.
- Undertaking the ISO 27001 certification process demonstrates Xencia's commitment to information security at every level of our organization.
- With the implementation of a comprehensive ISMS, Xencia assure our customers that all your information assets are handled in a secure manner.





Xencia ISMS Policy

“Xencia Technology Solutions Pvt Ltd is committed to protect, preserve, and manage the Confidentiality, Integrity and Availability of information and all supporting business processes, systems and applications





Xencia ISMS Policy

XENCIA TECHNOLOGY SOLUTIONS PVT. LTD. shall achieve ISMS by:

- Appropriate access controls are maintained, with information protected against unauthorized access.
- Identify and regularly assess security threats to business operation and manage associated risks.
- An effective incident management process is in place for quick response to information security breaches or incidents.
- A Business continuity plan is in place to counteract interruptions to business activities and to protect critical business processes. The plans will be tested periodically.
- Providing training to employees on Information Security awareness.
- Develop, implement, and maintain policies, procedures, and specific controls in line with security standards. Meeting the business, regulatory, legislative, and contractual requirements.
- Continually improve the Information Security Management System through the establishment and regular review of measurable security objectives at relevant functions and levels of the organization.
- Ensure compliance with this policy through a process of education, training, review, and audit.
- Ensure that the Management and Employees of XENCIA TECHNOLOGY SOLUTIONS PVT. LTD. comply with the requirements of security policy.





ISMS Do's & Don'ts

Do's

- Follow Xenica security policies and procedures strictly
- Use biometric while entering / exiting the premises and wear identify card all the time while in premises
- Treat customer details as highly confidential
- Keep your password complex that cannot be guessed by others
- Ensure MFA (Multi Factor Authentication) is enabled for your ID to login to Xenica's environment
- Lock your screen if you are moving away
- Go through Xenica Policy and Procedures documents

Don'ts

- Do not allow unauthorised visitors in the premises
- Do not bring electronic media or banned devices in secure zones
- Do not use personal devices unless authorised by IT team
- Do not write down any password (yours or customer's) anywhere
- Do not share customer's confidential information to anyone except project team members

Xenica Policies and Procedures Documents ->

<https://xencia1.sharepoint.com/sites/HR/ISO%20Policies/Forms/AllItems.aspx>



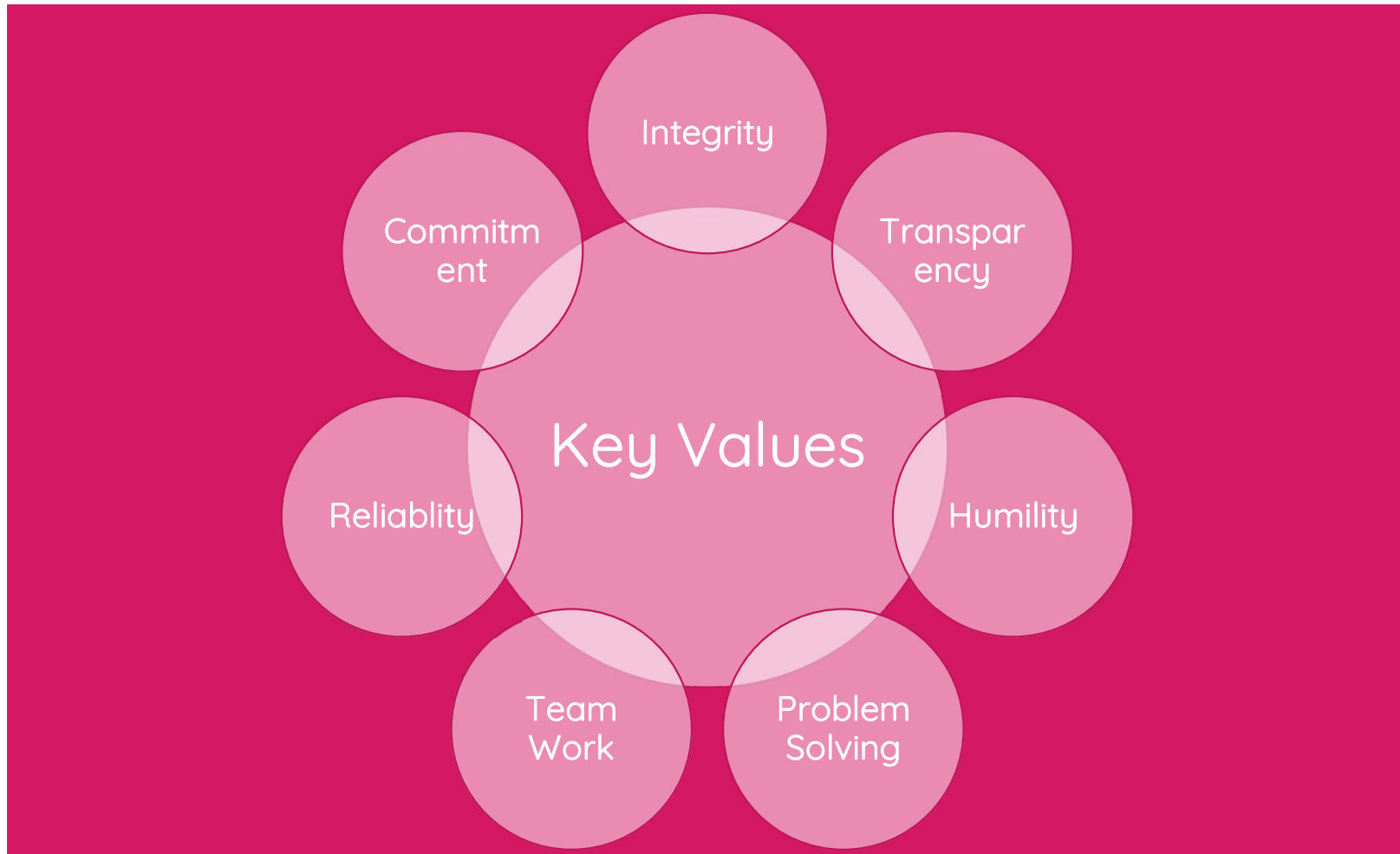


Human Resources Induction



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Key Values



Hygiene

- You will be provided with a Xencia mail ID which will be your official email ID for your professional communication.
- You should not use your personal email id for any official communication.
- You will be provided with a laptop with appropriate configuration to carry out your tasks.
- A demo will be provided to you to use the leave portal, wfh portal etc.
- You will also be introduced to the claims templates and process.
- You will be assigned a buddy for the 3 months in order to navigate smoothly within the organization.
- Apart from Organization and HR Induction you will also go through Stream and Project Induction
- Xencia is committed to ensure that it maintains a pleasant, safe a productive environment. Any form of **harassment** is **unacceptable** will lead to disciplinary action up to and including termination



Work Culture



- This is a fun place to work at the same time you can gain a lot of know
- All employees feel they are part of a large family called Xencia
- Align with the company process.
- Always work as a team and work towards a team goal
- Be open to feedback and learn from mistakes
- Do not disclose the confidential details with your colleague and outside.
- Ample scope for career advancement
- Follow the dress code – Formal wear from Monday – Thursday. Fridays – Decent Casual Wear with Sports shoes. Slippers / Floaters not allowed.
- ID Cards – Employees need to wear the ID cards, at all times, during the work hours, inside the office premises.
- Be active to take participate in Organization Events.

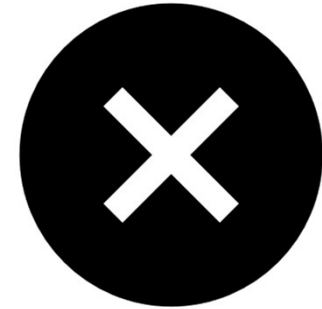


Anti – Corruption / Anti-Bribery

- Our company is committed to conducting business with integrity, transparency, and in compliance with all applicable laws and regulations.
- We recognize that corruption and bribery pose a significant risk to our reputation, our employees, and our stakeholders.
- Our company prohibits any form of bribery, including but not limited to:
 - Offering, promising, giving, or accepting any improper advantage to influence a business decision.
 - Making a facilitation payment to expedite routine government actions.
 - Making a charitable donation to obtain a business advantage.



Don'ts



- Applying for the leaves without notice.
- Applying for leave on the same day.
- Not reporting the task which you were supposed to complete on a given day and logging out.
- Completing the task and then not conveying it to your colleagues.
- Undue advantage of liberty
- Not following standards that we set



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Leave Policy





Leave Policy

- Leave Policy tenure is as per the calendar year from Jan 1st to Dec 31st
- Regular confirmed employees are entitled to 30 working days of Paid Leaves each year. (wef 1st Jan 2023).
 - Those are: **Privilege leaves** (PL or Earned leaves) – 18 Days (1.5 Day in a Month), **Sick Leaves** – 12 Days (1 Day in a Month).
- 12 fixed Holidays, will be specified in the Holiday List, which will be paid holidays.
- Accumulated Privilege Leaves (PL) can be encashed along with the January month's Salary, in the following year. Maximum 5 PL / Annum can be encashed. Any unutilized leaves, over and above 5 PLs, will get lapsed.
- For employees working on Client site any holidays /leaves / forced shut down announced by the client shall be considered under Casual Leave as per entitlement. Any forced shutdown, beyond the entitled casual leaves, will be considered as LOP. (Holidays will be as per the client Holiday and Leaves can be considered as per the leave policy).
- Emergency Leave - Individuals need to notify their reporting manager on the day. Employee may avail unplanned leave for maximum of 2 days in a quarter. Anything more than 2 days in a quarter, will be considered as Loss of Pay (LOP) for the month.



Types of Leave

Paid Leave & Sick leave

- 30 Leaves per year includes (Paternity Leave(PL) - 18, Sick Leave (SL)-12) & Maternity Leave (ML). If you apply for 3 days or more as SL, then we need Medical certificate from a certified Medical practitioner.

Unpaid Leave

- Any leave taken in a year beyond 30 days will be unpaid and it will be Loss of Pay for up to 10 working days. In case the employee exceeds more than 10 days of LOP, it will be taken up on case to case basis

Maternity

- A woman employee, who has completed a minimum of 80 days of continuous service with the company, is eligible for Maternity leave based on the Maternity Benefit Act. Eligible employees will be entitled to 182 days leave, of which preferably 60 days are to be after the date of delivery. This Leave needs to be availed within 3 weeks of birth of child. Leave is restricted to the first two children of the employee only. This leave cannot be encashed.

Covid Sick

- Five (5) Working Days of Leave. This leave shall be adjusted against the accrued leaves for the year.
- Employee needs to provide the Medical certificate for the same. Covid Leave is a part of SL.

Holiday List for 2023

Holiday	Date	Weekday	Chennai	Bangalore	Delhi	Mumbai
Lohri	Jan 13, 2023	Friday			Holiday	
Uzhavar Thirunal	Jan 16, 2023	Monday	Holiday			
Republic Day	Jan 26, 2023	Thursday	Holiday	Holiday	Holiday	Holiday
Holi	Mar 08, 2023	Wednesday			Holiday	Holiday
Ram Navami	Mar 30, 2023	Thursday		Holiday	Holiday	Holiday
Tamil New Year	Apr 14, 2023	Friday	Holiday			
Labour Day	May 01, 2023	Monday	Holiday	Holiday	Holiday	Holiday
Id-ul-Zuha (Bakrid)	Jun 29, 2023	Thursday		Holiday	Holiday	Holiday
Independence Day	Aug 15, 2023	Tuesday	Holiday	Holiday	Holiday	Holiday
Onam	Aug 29, 2023	Tuesday	Holiday			
Janmashtami	Sep 06, 2023	Wednesday	Holiday	Holiday	Holiday	Holiday
Vinayaka Chaturthi	Sep 19, 2023	Tuesday	Holiday	Holiday		Holiday
Mahatma Gandhi's Birthday	Oct 02, 2023	Monday	Holiday	Holiday	Holiday	Holiday
Dussehra (Maha Navami)	Oct 23, 2023	Monday	Holiday	Holiday		
Dussehra	Oct 24, 2023	Tuesday	Holiday	Holiday	Holiday	Holiday
Kannada Rajyothsava	Nov 01, 2023	Wednesday		Holiday		
Govardhan Puja / Diwali	Nov 13, 2023	Monday			Holiday	Holiday
Christmas Day	Dec 25, 2023	Monday	Holiday	Holiday	Holiday	Holiday

Note: Employees deployed at the client's place, need to follow the Holiday calendar as per the client.

Any of the other major festivals not given in the list would be occurring on either Saturday/Sunday, hence not mentioned.



Leave Application process

- Leave needs to be entered in the Xencia Intranet-MyApps

<https://xenciaapacmicrosoftonlinecom-1.sharepoint.apac.microsoftonline.com/MyApps/Pages/LeaveRequests.aspx>

- In case of unforeseen or unavoidable situations kindly fill in your Leave details within 1 week of resuming your duties. If in certain cases, (due to this delay in leave request submission), if LOP has been considered for the same leave, then, based on the approval of the leave, the considered LOP can be reversed in the next month Payroll.
- Leave availed must be approved by the Reporting/Project Manager, else it will be treated as Loss of Pay (LOP).

Contact HR and Ops at hr@xencia.com



Applying for Leave – a demonstration – Step 1

Step 1 – this is the landing page for Leave request. Here, you need to select New Leave Request, to apply leave.

The screenshot displays the 'Leave Application' landing page in a SharePoint environment. The browser address bar shows the URL: <https://xencia1.sharepoint.com/sites/LoBApps/LeaveApplication>. The SharePoint navigation bar includes a search bar and a 'Not following' link. The main content area features a 'My Leave Balance' chart and a 'My Leave Requests' section. The 'My Leave Requests' section has tabs for 'My Leave Requests' and 'My Cancel Requests'. A 'Cancel Request' button is visible. The page also features a search bar and a 'Not following' link.

Full Name	Start Date	End Date	Leave Type	No. of Days	Status
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Applying for Leave – a demonstration – Step 2

Step 2 – You need to select the Leave Type.
You also need to select the Start date and End date (*Start & End Date will be the same day for one day leave / Half day leave. For a half day leave – you need to choose ‘Yes’ option, under ‘Half Day?’*). Don’t press ‘submit’ button, as you need to click on ‘Reason’ to enter the reason for leaves.

The screenshot shows a web browser window displaying a SharePoint page titled 'Leave Application'. The page has a navigation bar with links: Home, Office Application, **New Leave Request**, Site Contents, Recycle bin, and Edit. The main content area is titled 'LEAVE REQUEST' and contains a form with the following sections:

- Requester Details:** Includes a profile card for 'HR Human Resources' (Role: 0) and another for 'Role Manager' (Role: 0).
- Request Details:** This section is active and contains:
 - Leave Type:** A dropdown menu with 'Select Option'.
 - Start Date:** A date picker showing 'Tue Jan 03 2023'.
 - End Date:** A date picker showing 'Tue Jan 03 2023'.
 - No of days:** A text input field with the value '1'.
 - Half Day?(if yes,for StartDate):** A toggle switch set to 'No'.
 - Half Day?(if yes,for EndDate):** A toggle switch set to 'No'.
- Reason:** A tab labeled 'Reason' is visible but not selected.
- Attachments:** A tab labeled 'Attachments' is visible but not selected.

At the bottom right of the form, there are two buttons: 'Submit' and 'Exit'. The Windows taskbar at the bottom shows the date as 03-01-2023 and the time as 06:52 PM.



Applying for Leave – a demonstration – Step 3

Step 3 – Reason – Mention the reason for the leave. If you have any attachments, like Medical certificates for SL, you may proceed with attachments, by clicking on 'Attachments'. If not, you may press the 'Submit' button, to send the leave request to your Manager.

The screenshot shows a web browser window displaying a SharePoint page titled 'Leave Application'. The page has a dark blue header with the Xencia logo and navigation links: Home, Office Application, New Leave Request (selected), Site Contents, Recycle bin, and Edit. A search bar is present in the header. The main content area is titled 'LEAVE REQUEST' and contains a form with the following sections:

- Requester Details:** Shows 'HR' as the requester and 'Manager' as the approver.
- Request Details:** Includes tabs for 'Request Details', 'Reason' (selected), and 'Attachments'.
- Reason:** A text area with the placeholder 'Enter text here'.
- Buttons:** 'Submit' and 'Exit' buttons are located at the bottom right of the form.

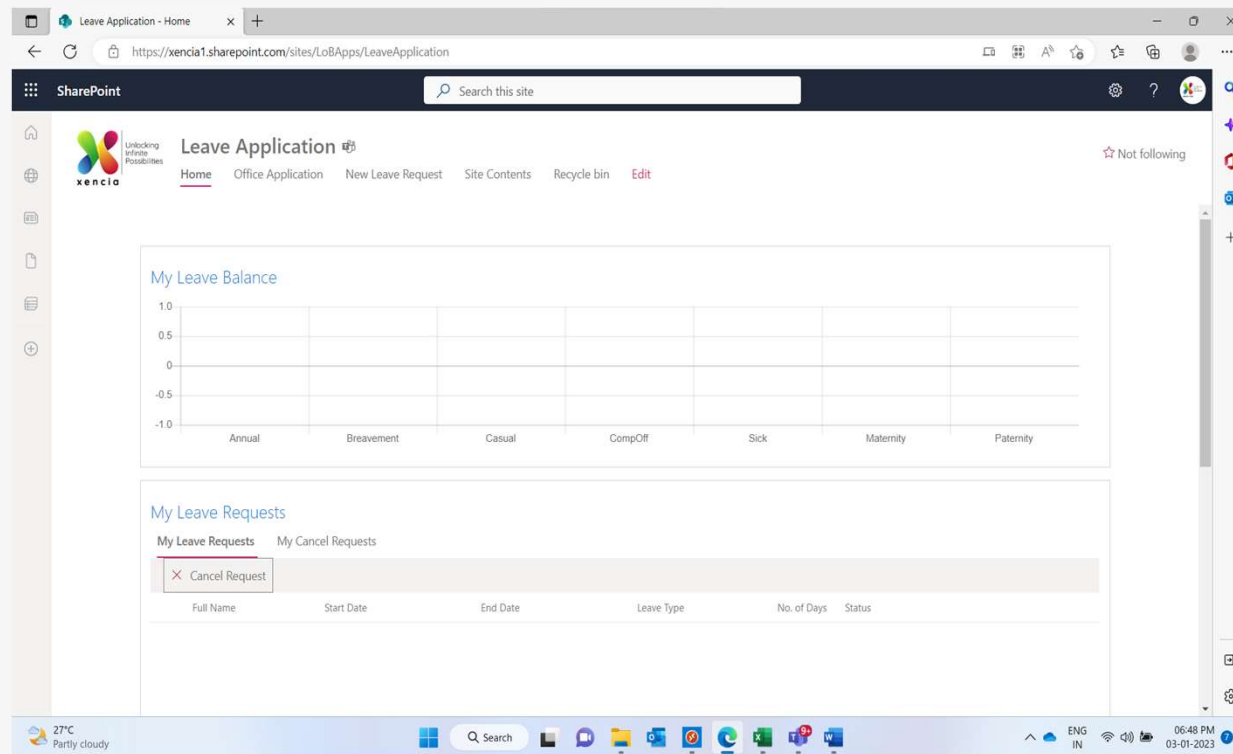
The Windows taskbar at the bottom shows the date as 03-01-2023 and the time as 06:52 PM.



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Applying for Leave – a demonstration – Step 4



Step 4 – Automatically this Home screen. Here you can see the Leave balance as well as the leaves applied / cancelled by you, if any. Once, the leave is submitted, the leave will be automatically deducted from the accrued leaves.

To cancel any leave, you may select the corresponding row, under the 'My Leave request' option in this screen.



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Attendance Policy





Attendance Policy

- Login is mandatory for your attendance to be counted. Request all to login without fail
- 8 hours of productive work is expected from every employee
- In order to get attendance for half a day one needs to clock a min of 4.5 hrs in a day
- Working days : Monday to Friday
- Apply leaves through Leave portal and inform to your Manager & HR.
- Absconding : Unauthorized leave of absence of more than 5 days will be considered as absconding. Absconding is not encouraged and will be dealt with as per Management Decision.
- Please fill in your timesheets on a daily basis. Timesheets needs to be submitted on time.



Work from Home (WFH) Policy

- Work from home policy was implemented during Covid period. Right now we are back to offline.
- Work from home can be taken occasional & temporarily with the permission and approval of the Reporting Manager.
- Employees file a request through the leave Portal and inform through email to Reporting Manager and HR Manager.
- Their managers must approve their request considering all elements we mentioned above.
- During WFH, employee should be available in calls and mail. If found that Employee is not responsive, then it will be considered as Absent.



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Performance Appraisals





Performance Appraisals

- Performance review is done at the completion of 1 year in the company. This cycle is called anniversary cycle and is applicable for all employees who join newly in the year.
- The performance review for employees who have been in Xencia for more than 1 years is done yearly (April) in the organization. That is, after the employee's first year of Appraisal, they will fall into the April cycle of Appraisals.
- The promotions in the organization are usually governed by the following factors:
 - Work Performance.
 - Potential for future responsibilities.
 - Additional knowledge.
 - Personal attribute, attitude, leadership qualities, personal contribution.
 - Feedback from others.
 - Commitment and adherence to company key values



Performance Review

- Performance Appraisal is done by the immediate supervisor and reviewed and approved by the Department Head.
- In case an employee falls short of the company expectations either during the probationary period or during any of the assessment periods which the reporting manager is considering, then he/she is put through a Performance Improvement Program (PIP) for a period of 1-3 months based on the manager recommendation.
- The employee is evaluated during this period for improvement.



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Compensation & Salary





Compensation and Salary

- Salary is credited on the last day of every month, incase it's a weekend or Public Holiday it shall be credited on first working day of next month.
- Salary component- Basic, HRA, Medical allowance, Travel allowance, City Compensatory Allowance. Tax deduction at source.
- PF and ESI is part of the CTC Offered by the company and necessary deductions will be made every month.
- Salary is to be treated as confidential information and no communication is to be done with colleagues and other staff.
- Shift Allowance shall be paid to employees who are working in shifts in Cloud Support Team / implementation Team as discussed at the time of joining .



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Travel Policy



Travel Policy – Mode of Transport

- All of the outstation Travel within 400 Kms > should be Travelled by Rail (Train) or Road (Taxi or Own Transport), duly approved by the Reporting Manager.
- The mileage reimbursement allowance covers all automobile related costs inclusive of Toll charges and parking fees (Computerized bills needed).
- Mobile / Internet charges – As per the circumstance, either Employee can claim as per usage or will be provided by the Company.
- However, if the travel distance is beyond 400 Kms, the preferred mode of travel would be Air only for Grades A1, A & B.

Grade s	Mode of Travel (Local)	Mode of Travel (inter-city)
A1-A	Taxi (AC)	Air (Economy) / Train (AC I, II) / Taxi (AC)
B	Taxi (AC)	Air (Economy), Train (III AC) / Bus / Taxi (AC)
C	Auto, Taxi (Non-AC)	Train (III AC) / Bus (AC) / Shared Taxi / Auto
D	<10 KM (auto), >10 KM (Public Transport / Shared transport)	Train & Bus (Sleeper) / Shared Taxi / Auto

Note: Please refer Policy handbook for further information on this Table

Grade	Designations
A1	Management
A	VP, Delivery -Head, Senior Account Manager (Sales)
B	Cloud Architect Associate, Sr. Manager – Finance & Accounts, Sr. Cloud Solution Architect, Sr. Architect – RPA, Cloud Consultant, RPA Solution Architect, Sr. Manager – Human Resources
C	Executive, Lead, Engineer, Junior Accountant, Facility-In-Charge, Lead Engineer, Account Executive, Sr. Engineer, BD Manager, System Analyst, Technical Support Manager, Consultant, Cloud Support Manager, Demand Gen Executive, Desk Top Admin, Devops Engineer, HR Manager, HR Manager (Recruitment), Operations Executive, Sr. System Analyst, RPA Trainer, RPA Developer, Manager, Sr. RPA Developer, Project manager, Sr. Data Engineer, RPA Business Analyst, Manager – Operations, MIS Executive, Lead Analyst – AI / ML.
D	Trainees



Travel Policy – Mode of Transport ..Continued

- Mode of transport for domestic travel can be through airlines, train, taxi or own car.
- Preference should be given to train or road transport (Bus) where the destination can be covered overnight, unless approved by Management for any other mode of Travel.
- Airline tickets from the city of departure to the destination will be booked by the HR department.
- Special permission needs to be obtained from the concerned Management, if the employee wishes to avail the cab facility, for a Travel. Expenses such as toll and parking fee will be reimbursed.
- **Note:** Traffic tickets, parking violation tickets, towing and repair expenses will not be reimbursed.



Travel Policy – Boarding & Lodging

Travel locations are classified into 3 tiers

Tier	Cities
Tier 1	Delhi, Gurugram, Mumbai, Kolkata
Tier 2	Chennai, Bangalore, Pune, Hyderabad, Ahmedabad, Chandigarh, Capitals of all States/Union Territories
Tier 3	Other Cities

Travel Policy – Boarding & Lodging – Tier 1

Occupancy for any kind of outstation travel for official purpose would be Reimbursed as below:

Grade	Lodging Allowance	Boarding (Food) Allowance	Personal Expense (Incidental)
A1	Actual	Actual	Actual
A	5000-7000	Actual	200
B	4000-5000	800	150
C	3000-4000	800	150
D	Max 1500	800	150

An employee who is staying at relative's or friend's place during the official tour will be given 40% of the lodging & boarding expenses, eligibility mentioned as per the above Table (Bills submission is not mandatory for reimbursement of this amount).

Per diem for the employees is one and the same as the Boarding and Personal expenses, mentioned in the above Table .

Note: The amount mentioned in the above Table for lodging, (which are exclusive of Tax), are maximum permissible rates on submission of actual bills. For the Food and Personal Expense, Bills submission is not mandatory.



Travel Policy – Boarding & Lodging – Tier 2&3

Occupancy for any kind of outstation travel for official purpose would be Reimbursed as below:

Grade	Lodging Allowance	Boarding (Food) Allowance	Personal Expense (Incidental)
A1	Actual	Actual	Actual
A	3000-4000	Actual	200
B	2000-3000	800	150
C	1500-2000	800	150
D	Max 1500	800	150

An employee who is staying at relative's or friend's place during the official tour will be given 40% of the lodging & boarding expenses, eligibility mentioned as per the above Table (Bills submission is not mandatory for reimbursement of this amount).

Per diem for the employees is one and the same as the Boarding and Personal expenses, mentioned in the above Table .

Note: The amount mentioned in the above Table for lodging, (which are exclusive of Tax), are maximum permissible rates on submission of actual bills. For the Food and Personal Expense, Bills submission is not mandatory.



Travel Policy - Part Day Calculation for Day Tour Entitlement

- Where part days are involved, the calculation shall be as indicated as per the below Table:
- Part Day Tour Calculation Table

Criteria	Mode
3 to 4 hrs	50% of daily allowance
4 to 24 hrs	100% of daily allowance

- **Note:** All expense claims are as per eligibility mentioned in the previous Tables. These expenses must be supported by computerized bills / invoices as applicable.



Travel Policy – Employee on Deputation

- A travel for a duration greater than 15 days but less than 1 year at one location or site, will be treated as deputation.
- The employee will be eligible to get the following entitlements during deputation:
- 1-7 Days of benefit as per the tour policy. After 7 days, The allowances to be provided as per the below table. The Deputation Entitlements will be as below:

Grade	Lodging Allowance	Boarding (Food) Allowance per Day	Personal Expense (Incidental) per Day	Travel Expenses per Day
A	Company Provided Accommodation	800	200	200
B	Company Provided Accommodation	800	150	150
C & D	Company Provided Accommodation	800	150	150

Note:

1. Employee does not require to submit the bills for deputation entitlements.



Travel Policy - Relocation / Transfer (Criteria and Expenses)

- Only if for a duration of more than 1 year, the work purpose travel or stay will be treated as transfer.
- For the First 1 Week of relocation - Employee will be entitled to reimbursements as per the Eligibility as defined in the Table under Lodging & Boarding.
- After 1 week, the employee is expected to have found an accommodation for themselves. Hence, no more allowances are entitled for the employee.
- **Expenses towards shifting of household goods:**
 - Employee must provide 3 quotations and HR to verify and approve one of the quotations, whichever is the one with the Lowest price.
 - Max Limit of Shifting Expenses: INR 20,000/- only.

Note: Any further queries, please refer to the Policy Document or ask the HR.



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Employee Separation Policy





Employee Separation Policy

- All employees are obliged to provide a notice period of 3 months as per the policy.
- Employee should submit the resignation mail to the reporting manager and copy HR.
- HR would act on the resignation only after the reporting manager approves the resignation.
- Our attempt will always be to retain our talent and make all efforts to do so. If found not possible, then HR will proceed with the next step – Exit Interview.
- Exit Interview – HR would conduct this to capture the perception of the people who are leaving the organization. The exit interview discussion with the team member is documented and will be shared with the Functional Head and Reporting Manager.
- Any employee leaving the organization will have to ensure knowledge transfer (KT) is completed and acknowledged by his\her reporting manager.
- Company assets/equipment used by the employee must be submitted to HR/Operations and a NOC to be submitted. NoC form would be shared by the HR to get the approval from all the Departments. Resigned Employee must fill the Exit Form also, on the LWD.
- The employee would receive the full and final settlement within 45 days from the date of leaving the organization, after all the above formalities have got completed.





Employee Separation Policy

- Involuntary Separation (Termination)
- Progressive Disciplinary steps will be followed, as:
 - Initial Verbal Warning
 - First Written Warning
 - Second Written Warning
 - Final Warning
- Termination recommendation letter (If not heeded to any of the above warnings). HR will investigate to determine facts from both the sides.
- HR will reserve the right to approve/disapprove the Termination based on the relevant facts and severity of the case, in consultation with the Senior Management and will be executed as per the standard process followed by a formal communication to the employee through HR.
- Terminated employees will not be eligible for F&F.



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Mediclaim Policy





Mediclaime Policy

- Opal++ Plan
 - Sum Insured: 2,00,000 for Individual Employee + A Health Top up of 3 Lakhs for Employees with Spouse and up to 2 children. So Totally, for a married Employee with up to two Children, the coverage would be 2 Lakhs + 3 Lakhs = 5 Lakhs.
 - Employee can add parents, In-Laws and siblings by purchasing personally, using the Onsurety App.
 - Hospitalization expenses (min 24 hrs.)
 - Covid-19 is also covered (Home quarantine / Hospitalization) based on doctors advise.
 - 7,000+ Network Hospitals.
 - 30 days Pre & 60 days Post Hospitalization Expenses Covered.
 - Maternity Benefit up to Rs.50,000/- and any treatment for the new born, can be claimed separately. (First 2 Children only).
 - No waiting period for Specific Illness and Accidental Hospitalization.>>>>>Covered from day 1.
 - Pre-existing diseases covered. >>>>>
 - Outpatient expenses are not covered >>>>>
- Group Personal Accident Insurance-TM (only for Employees)
 - Sum Insured: 5,00,000
 - Includes Accidental Death
 - Includes Permanent Total Disability
 - Includes Permanent Partial Disability



Mediclaim Policy

- Excludes self-injury, suicide, suicide attempt
- Excludes Hazardous activities
- Excludes the Influence of drugs or liquor
- Excludes Dangerous sports or occupation
- **Additional Wellness Offerings (OPD Wellness - Diagnostic and Lab Tests)**
- ***Wellness Benefits***
- This OPD wellness provides the reimbursement to the employees and family members up to ₹ 10,000/- per family per year for the expenses incurred on diagnostics:
 1. Radiology (Example – ECG, ECHO, TMT, EMG, EEG, MRI, CT Scan, X-rays, Endoscopy, Colonoscopy, Ultrasound, Doppler study, Keratometry, PET CT scan, Mammogram,)
 2. Lab Test (Example – Blood Tests & Serum Analysis, CRP, FNAC/IHC, Uric Acid test, Antibodies test, Antenatal/post-natal)
 3. Such test needs to be conducted within 30 days from the date of advice of the registered medical practitioner and in the recognized lab or hospital.



Medicclaim Policy

- **Claim support:** Our Good Doctors make hospitalization & claim humane
 - Cashless claim: raise a request through the Onsurity app, good doctors' team will reach out to the member and assist further
 - Reimbursement claim: raise a request through the Onsurity app, and submit all the required documents through the app, good doctors' team will verify and check all the documents and assist further
 - **Download newly launched Mobile App:** Go to Play Store → Select Onsurity --→ login with registered mobile number
 - **Explore the plethora of healthcare benefits like-**
 - Medicine Ordering, up to 20% discount
 - Lab Tests, up to 65% discount
 - Free Doctor-teleconsultation (as per your plan) 5 per month
 - Discounted Doctor-teleconsultations (at flat Rs. 99/teleconsultation) and much more
- Onsurity App Tutorials:** Please use the below links for reference.

Doctor Tele consultation - <https://youtu.be/VezlAV-7lqU>

Lab tests - https://youtu.be/X_2ugimKKAc

Medicine orders - <https://youtu.be/SHyqxbntA4M>

How to download a health insurance e-card? - <https://youtu.be/46AGsFyxq3M>

Support touchpoints: we have the below team available to respond and support all the members and resolve their queries.

- For general queries: employees can write to care@onsurity.com
- For claim assistance or hospitalization queries: employees can write to gooddoctors@onsurity.com

For detailed process understanding please refer <https://docsend.docsend.com/view/r37pk2crig97wgiz>





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Thank You