



OPD_Human Resource Policy Version 3.0

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Table of Contents

1.0 INTRODUCTION	4
2.0 PURPOSE OF THE DOCUMENT	4
3.0 HR BENEFITS	4
3.1 WORKING HOURS.....	4
3.2 LEAVE BENEFITS	5
3.2.1 <i>Personal Leave</i>	5
3.2.2 <i>Earned Leave</i>	5
3.2.3 <i>Sick Leave</i>	5
3.2.4 <i>Maternity Leave</i>	6
3.2.5 <i>Compensatory Day-offs</i>	6
3.2.6 <i>HOW TO APPLY – THE PROCESS</i>	6
3.3 EMPLOYEES PROVIDENT FUND.....	7
3.4 MEDICAL INSURANCE	7
3.5 ACCIDENT INSURANCE	8
3.6 LONG SERVICE AWARD.....	8
3.7 SAFE AND EQUAL WORKING ENVIRONMENT	8
3.8 OTHER FACILITIES	8
3.8.1 <i>Lunch</i>	9
3.8.2 <i>Coffee/Tea</i>	9
3.8.3 <i>Access Card</i>	9
3.9 EMPLOYMENT TERMINATION	9
3.9.1 <i>Retirement</i>	9
3.9.2 <i>Resignation</i>	9
3.9.3 <i>Termination</i>	10



1.0 INTRODUCTION

Fifth Generation Technologies as an organization believes in equal opportunity to all deserving candidates. In its drive for excellence, 5G, as it will be henceforth referred in this document, aims in recruiting skilled and talented resources to join the workforce.

2.0 PURPOSE OF THE DOCUMENT

The purpose of this document is to describe the Human Resources Policies governing the Organization and to outline its different practices and benefits.

3.0 HR BENEFITS

The success of any company lies in retaining their skilled resources. 5G's HR Policies have been designed towards these objectives which are explained in detail in the following section.

3.1 Working Hours

- 5G's normal working hours are from Monday to Friday 9:30 am to 6:30 pm. All employees are expected to work for 8 hours a day (excluding half hour of lunch break).
- 5G believes in allowing employees to choose their own timings for work outside of the "prime working hours" (10.30 am to 4.00 pm), unless the chosen timing does not jeopardize the work schedule and progress of the project (or) work that they are assigned to AND the chosen times are acceptable to their Project Lead/Manager/Reporting Manager. Once approved, the employees are expected to be regular in maintaining the same schedule of timing on all normal working days.
- Cases where employees not present during prime working hours will be considered as short leave.
- In case an employee needs to leave 5G premises for more than half-an-hour, for any reason during the working hours, then he/she can do so after informing their respective reporting manager. This will be treated as a

“permission (or) short leave” Employees are allowed to go on “short leave” only twice during a given month and beyond that will be treated as ½ day leave.

3.2 Leave Benefits

All Permanent employees of 5G-India are eligible for 4 Days of Personal Leave 12 days of Earned Leave and 6 days of Sick Leave. The section below provides the guidelines that govern the various types of leave and how to apply using 5G’s internal tool.

3.2.1 Personal Leave

- Number of Days in a Year- 4.
- Only confirmed employees are eligible for this leave.
- The leave will be credited on the first day after the completion of the probation period and 1st of January in the subsequent years.
- All leave applications are authorized by the respective reporting managers.
- Individuals should apply for leave at least 1 day in advance. In case permission is not obtained prior to taking leave, then it should be sought on the day of reporting back to duty.
- Personal Leave can be applied only for a maximum of two days at a stretch.
- Personal Leave cannot be carried forward to the following year.

3.2.2 Earned Leave

- Only confirmed employees are eligible for this leave.
- One day will be credited at the end of every month.
- The respective reporting managers have the authority to approve the leave applications.
- Individuals should apply at least 1 day in advance. In case permission is not obtained prior to taking leave, then it should be sought on the day of reporting back to duty.
- 50% of the Earned Leave can be accumulated subject to a maximum of 18 days over a period of three years. The remaining 50% if not availed will lapse at the end of every year.

3.2.3 Sick Leave

- Number of Days in a Year- 6.
- All employees are eligible for this leave.
- The leave will be credited on the day of joining and 1st of January in subsequent years.
- The respective reporting managers have the authority to approve the leave application.
- In cases where the individuals have applied for more than 3 days at a stretch, the individual needs to get a medical certificate signed by a certified practicing physician.
- Sick Leave cannot be carried forward to the following year.

3.2.4 Maternity Leave

- Maximum of twelve weeks of which not more than six weeks shall precede the date of expected delivery.
- Woman employees shall be entitled to maternity benefit only if they have actually worked in the company for a period of not less than eighty days in the twelve months immediately preceding the date of her expected delivery.
- The employee concerned should send a request to the Reporting manager. The request is then forwarded by the Reporting Manager to the Operations Head for approval.

3.2.5 Compensatory Day-offs

Permitting employees to take Compensatory Day-offs is completely left to the judgment of the Reporting Manager. Employees are eligible for Compensatory Day offs only in cases where he/she has been asked by their Project (or) Reporting manager to work on week-ends or holidays in order to handle certain emergency situations or to accomplish special assignments that do not form part of his/her regular duties (ex: conducting technical interviews). Working on week-ends to accomplish regular work (or) to complete their assigned tasks will not be considered as cases for compensatory day-offs.

3.2.6 HOW TO APPLY - THE PROCESS

Step 1: Online leave application is available in Mindshare. In case you do not have access to the online application then you may get an application from the Admin department and apply manually.

Step 2: A screen as shown below will be displayed with the details of available leave balance.

Leave Type	Current Balance	Applied For	Balance After Approval
Personal Leave	4	0	4
Earned Leave	18	0	18
Sick Leave	6	0	6

Step 3: After filling-in the appropriate details, click on the „Apply Leave button“ in order to complete the process. An automatic email will be routed to your Reporting manager for approval.

Step 4: On approval/rejection, you will receive an email notification from the Reporting Manager and the same will be copied to HR-Admin.

Step 5: Even if you do not have any leave balance you still can apply for leave and the number days that you have applied for will be considered as Loss of Pay.

Step 6: The Admin Department then updates the Leave Register of individual employees with the available information.

3.3 Employees Provident Fund

All employees joining 5G are eligible for Employees' Provident Fund. 5G contributes 12% of your basic salary (up-to a maximum of rupees 780.00) as its contribution towards your Provident Fund. All employees are expected to sign Form 2 that is available with the Finance Department at the time of joining 5G.

3.4 Medical Insurance

- All employees of 5G-India are covered under the Group Health Insurance Policy



- The Mediclaim Policy covers all employees of 5G-India along with their spouse and children (2 children).
- Employees who have been with 5G for more than 5 years are covered up to an amount of Rs. 3.0 lakhs and all others whose service is less than 5 years an amount up to an amount of Rs. 2.0 lakhs.
- The policy coverage and reimbursement procedures can be obtained from Mindshare or from HR department.

3.5 Accident Insurance

- All employees of 5G-India are covered under the Group Personal Accident Insurance.
- The Sum Insured is Rs. 2.0 lakhs for all employees.

3.6 Long Service Award

5G has instituted a long service reward to recognize & reward employees who have been working with the organization and have been part of its growth for more than five years.

3.7 Safe and Equal Working Environment

5G believes in providing a safe and harassment free working environment for its employees. If any employee's conduct, relationship and behavior with any other employee within the premises of the company is sexually motivated, or is abusive in nature leading to physical or mental harassment, or is of any nature that is widely considered as inappropriate behavior within the place of work, the company shall take very stern action against such employees leading to even immediate suspension or termination. On the other hand, every deserving, skilled employee shall be given fair and equal opportunities to grow with the organization.

3.8 Other Facilities



Following facilities have been provided to the employees in order to improve their working comfort:

3.8.1 Lunch

Company provides good subsidized vegetarian lunch to all employees.

3.8.2 Coffee/Tea

Coffee/Tea is served to the employees twice a day at the company's cost.

3.8.3 Access Card

Every employee is provided with an Access Card. The employee is required to swipe-in and swipe-out during all the times he/she enters or exits the office premises. In case if the card is lost or theft, immediately inform the Admin department to get another card (nominal charges would be there to print a new card). This is not only to monitor his / her presence in the office, but also to monitor his/her attendance. Noncompliance to this norm will affect the employee's attendance record which will not only, in turn, affect his / her leave record, but also subsequently, affect his/her salary. This is because continuous absence without sufficient reason or adherence to leave policies, will result in Loss of Pay.

3.9 Employment Termination

5G's attrition rate has always been lesser than the usual Industry Standards and as in any other organization, normally there are three ways by which an Employee leaves 5G namely, (i) Retirement (ii) Resignation and (iii) Termination.

3.9.1 Retirement

On retiring from 5G, the employee is required to go through an Exit Interview. This is to assess the shortcomings (if any) and to assist in planning of future policies.

3.9.2 Resignation

Any employee who for constructive or personal reasons submits his/her resignation shall be expected to provide up-to 90 days notice (a notice period of anywhere between 30 to 90 days would be decided by the company based on the work that needs to be completed by the employee prior to resignation) to the organization before he/she quits from service. The employee under such circumstances shall be given a relieving



letter on the last working day, provided, all the obligations of the employee have been fulfilled to the satisfaction of his/her superior and the company administration. During the notice period the employee shall not be entitled to any accumulated leave or other benefits, and therefore, the employee shall not be able to utilize his/her available leave and other privileges after submission of the resignation letter. He/She may have to go through an exit interview during the notice period.

3.9.3 Termination

The organization will only require all its employees to render long and fruitful service, grow and flourish along with it, thereby benefiting both the organization and the employee. But still there comes situations where the organization is forced to terminate an employee based on either performance related issues or serious breach of trust or confidentiality of sensitive information. In the case of performance related termination, the organization will issue 30 days notice to the employee so that he/she can look for opportunities elsewhere. All his/her dues will be settled and he/she will receive the relieving letter on the last working day.

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