

Human Resource Policy

Ver 1.2

Revision History

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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 work-force.

2.0 PURPOSE OF THE DOCUMENT

The purpose of this document is to describe the Human Resource Policy of the Organization and includes policies, benefits apart from the outlining the hiring procedure.

3.0 HR BENEFITS

The success of any company lies in retaining their skilled resources. 5G's HR Policies have been designed towards this objective. The following sections explain the different Policies and Benefits of 5G:

Policies of the Organization are listed in the Employees Handbook for the reference of the Employees. They are as follows:

- Leave
- Attendance
- Membership for Employees' Provident Fund
- Long Service Award
- Safe and Equal Working Environment

3.1 Leave

All Employees are eligible for 36 days of paid leave as per the Shops & Establishment Act. All new recruits especially contract employees and temporary hires are subject to a maximum of 6 months probation period. During this time, the individuals are not eligible to take leave. In case he / she avails leave during the probation period, it is considered as LOP (Loss Of Pay) and will affect his / her pay slip.

3.2 Attendance

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. This is not only to monitor his / her presence in the office, but also to monitor his/her

attendance. Non-compliance 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 LOP.

3.3 Employees' Provident Fund

All employees joining the Organization are eligible for Employees' Provident Fund. Towards this, each employee is expected to sign Form 2 that is available with the Finance Department.

3.4 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.

3.5 Safe and Equal Working Environment

5G believes in providing a safe and harassment free working environment for its employees. Also, every deserving, skilled employee is given fair and equal opportunities to grow within the Organization.

3.6 Other Facilities

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

3.6.1 Lunch

Company provides good subsidized vegetarian lunch to all employees.

3.6.2 Coffee/Tea:

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

3.7 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,

3.7.1 Retirement

On retiring from the Organization, the employee is required to go through an Exit Interview. This is to assess the shortcomings and to assist in planning of future policies in the Organization.

3.7.2 Resignation

Any employee who for constructive or personal reasons submits his / her resignation will be expected to provide 30 days notice to the Organization before he / she quits from service. The employee under such a circumstance will be given his / her relieving letter on the last working day with all his / her dues settled. He / She will also be required to go through an Exit Interview as mentioned above.

3.7.3 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 incase of serious breach of trust or confidentiality of sensitive information. In such cases, the Organization will issue 30 days notice to the employee so 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.