Hashed**i**n
by Deloitte

Employee Handbook

The following is the Employee Personnel Policy Manual for HashedIn by Deloitte. This Employee Handbook establishes policies, procedures, benefits, and working conditions that will be followed by all employees of HashedIn as a condition of their employment at the company. The standards of conduct and procedures describe the expected actions and behaviours of employees while conducting company business.

It is subject to subsequent amendments as and when necessary.

TABLE OF CONTENTS

1. CONFIDENTIALITY AND PRIVACY POLICIES

The below-mentioned policies outline standards of acceptable workplace behavior and ethical decisions of the employees. They are designed to establish a strong ethical culture. Breach of any of the below policies will be treated with utmost importance. Breach of the policies can lead to appropriate disciplinary and corrective action which can include termination of employment.

1.1. NDA Policy

While you are employed by the Company and for a period of 12 months immediately following the termination of your employment for any reason does not disclose the below information which is HashedIn's intellectual properties to a third party:

- Invention or business idea

- Financial, marketing information

- New product or technology services

- Allow a third party to access confidential and proprietary information of HashedIn's business during the course of your job

Go through the complete NDA Policy Document.

1.2. Non-Solicitation Policy

While you are employed by the Company and for a period of 12 months immediately following the termination of your employment for any reason, you shall not directly or indirectly:

- solicit, induce or influence, or attempt to solicit, induce or influence, any client of the Company to whom you provided products or services in the 12-month period preceding the termination of your

employment, to terminate or modify any written or oral agreement, arrangement or course of dealing with the Company.

- solicit, induce or influence, or attempt to solicit, induce or influence, any consultant, supplier, licensor, licensee, contractor, agent or strategic partner, or other person who provided services or products to the Company in the course of your employment with the Company within the 12-month period preceding the termination of your employment, to terminate or modify any written or oral agreement, arrangement or course of dealing with the Company; and

- solicit, induce or influence, or attempt to solicit, induce or influence, any employee or independent contractor of the Company who was employed by or working for the Company at the time of the termination of your employment, to terminate their employment or agreement with the Company.

1.3. Non-Competition Policy

While you are employed by the Company and for a period of 12 months immediately following the termination of your employment for any reason, you will not become engaged, as an employee, consultant, partner, principal, agent or advisor for any Client of the Company, without the Company's written consent. For the purposes of this section, a "Client" of the Company means any person or entity with whom the Company conducted business at any time within the 12-month period prior to the termination of your employment, and with whom you had direct contact with or knowledge of in the course of your employment with the Company.

You also acknowledge and agree that the aforesaid provisions, as regards non-solicitation and non-competition, are reasonable and necessary for the protection of the legitimate business.

1.4 Conflict of Interest

The purpose of the conflict-of-interest policy is to protect the HashedIn's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of the employee. As full-time employees owe their primary professional time, allegiance, commitment, intellectual energies to HashedIn. Attempts by employees to balance HashedIn's responsibilities with external activity or moonlighting will be considered as "conflict of interest" and necessary corrective action will be taken.

1.5. IT Security policy and guidelines

Go through the IT security policy and guidelines.

1.6. Internal Chat and Email Policy

All the employees including full-time, part-time, contract employees, and interns will have access to "announcement" and "General" channels which are official communication chat groups respectively. Linkers will be added to the communication channels and email groups after the successful completion of the HashedIn University.

EMAIL AND CHAT GUIDELINES:

- Content shared in the chat and emails are HashedIn's property and to be used for internal purposes only.

- May not be used to harass or make threats, nor be offensive or disruptive in nature.

- May not include language or images related to race, gender, age, sexual orientation, pornography, religious or political beliefs, national origin, or disability.

1.7. Prohibition to work outside of India

It's a legal requirement as per the existing Indian laws that professionals should be working from only India if the work location is India as per the offer letter issued. There are several laws including tax, social security, immigration, and employment implications change from country to country Hence, working outside India wouldn't be permissible in consideration of the India telecom and tax laws. Those who wish to visit abroad will have to be on leaves and make not to carry any of the HashedIn devices/laptops cross borders. There is no exception to this policy and breach of the policy will lead to compliance disciplinaries.

2. LEAVE POLICY

2.1. Objective

HashedIn has a flexible work environment. The aim of the policy for availment of leave given below is to align them to industry norms. This is also to regulate communication of leave requests in advance, to minimize impact on work performance.

What is Privileged leave (PLs)?

Privileged leaves gives you the flexibility — and the responsibility — to manage your time-off in a manner best suited to you and the organization.

Casual Leaves (CL), and Sick Leaves (SL) encompasses Personal emergencies, and sick time, respectively. Hashedin leave program offers all eligible professionals a total of 30 days of leave per calendar year. Hashers can avail upto 18 days of PLs and 12 days of CLs/SLs combined together as per needs.

2.2. Type of Leave

Leave Program Details

The Leave program allocates the total number of leave days under the following categories:

LEAVE TYPES	NO. OF DAYS
PL	18
CL AND SL	12
TOTAL LEAVES	30

- **Privileged Leave**

PL allows employees to use PL to attend to personal situations and planned time off.
PL is accrued for each complete calendar month worked by an employee and is credited monthly in arrears to the employee's leaves account on the last day of each calendar month.
An employee joining the organization during the middle or end of the month will be entitled
To leave credits on a prorated basis. Please see the table below:

PL ACCRUAL	NO. OF DAYS
Annually	18
Monthly: If an employee joins on or before the 15th of the month	1.5
Monthly: If an employee joins on or after the 16th of the month	1

Up to 5 days of negative PLs can be taken by a Hasher.

Leave Encashment Request: All employees have an option to request encashment for up to 8 days of unused PL every year and carry forward the remainder (if any) to the next calendar year (e.g., if an employee has 15 days of PL balance remaining in December, they can request to encash up to 8 days and carry forward the remaining 7 days to the next year). Employees are required to make their request for encashment for the previous year in January of the next year (between January 5 – January 21) by submitting the request for PL leave encashment in the Leave management Tool (LMS) in DNA .

Steps to get your PL balance leave encashed:

1.   Visit LMS Leaves (hashedin.com)
2.   Go to the **"apply"** section and click on the "**encashment"** tab.
3.   Select the number of days you wish (up to 8 days) to encash and click on submit.

Please note that the encashment of PL will be credited along with the February salary.

You can carry forward all unused PLs to the next calendar and accumulate to a max of 60 days. Any unused PLs in excess of the maximum limit (more than 60 days) will lapse at the end of the

calendar year.

- **Casual & Sick Leave**

  CL allows employees to attend to any immediate unforeseen situations or personal matters.
  SL is intended to allow employees time off for an appointment with a doctor or healthcare provider or to recover from personal sickness or illness.
  Hashers are offered an allotment of 12 working days in a year under a common pool for CL and SL that can be used flexibly by them as CL and/or SL.
  Leave days are accrued for each complete calendar month and credited at the beginning of the month. Please see the table below:

CL/SL ACCRUAL	NO. OF DAYS
Annually	12
Monthly: Irrespective of the DOJ	1

Hashers are limited to applying for a maximum of three consecutive days of CL/SL and not more than 3 days of CL/SL in a month. Should the need arise for more than three days for medical reasons, the request will go to the Delivery Leader for approval.

2.3 Leave Entitlement and Accumulation Limit

2.3.1 Types of Leave Entitlement

The following are the two types of Leave Entitlement:

2.3.1.1 Blanket Coverage

Any weekend or public holiday that might occur during your Loss of Pay (LOP) and maternity leave shall be considered as part of your leave. For example, if an employee avails leave on Friday and following Monday then it shall be considered as four days of leave instead of two days of leave.

2.3.1.2 Non-Blanket Coverage

Weekends or Public Holidays that might occur during your earned leave shall NOT be considered as part of your leave. Earned leave availed on an otherwise working day shall only be considered as leave.

> **NOTE:**
> All types of leave fall under the non-Blanket coverage except the sabbatical & Maternity leave which falls under the Blanket coverage

2.3.1.3 Public Holidays

Employees will be entitled to 13 public holidays (including floating/optional public holidays). Dates will be published at the beginning of each calendar year

2.3.1.4 Half Day Leave

There is no half day leave, productivity of at least 8 working hours is mandatory on a working day. Otherwise, the reporting manager or HR can mark the day as leave at their discretion.

2.3.1.5 Approval of leave by default

The applied leaves in the Leave Management Tool (LMS) if not approved by the manager within a month's time will be considered to be approved by default.

For every instance of Leave availment, advance notification to the Reporting is needed except for emergencies.

2.4 Leave Encashment

- On employee separation, the number of closing Leave balance days will be fully encashed (applicable on the basic salary only).

- Any reduction or changes in notice period will be made by the management's discretion only.

2.5 Conditions Governing Leave Availment

- Leave needs to be applied in the tool in advance seeking approval from the Reporting Manager keeping in mind the project requirements

- Employees must plan their annual vacation and avail their leave in such a way that it helps them to revitalize themselves & spend time with their families and at the same time, doesn't adversely impact the Company's business.

- With the overall limits, the leave debits will happen on a working day basis. In other words, all Saturdays, Sundays, and Company declared paid holidays will not be counted for Leave debits (except Loss of Pay (LOP)).

- Employees should apply for a leave by sending leave request in the **leave management tool** (Leave Management tool)at least 15 days prior to the leave commencing date (for all planned leave). For example, 15 days prior intimation for 1 to 2 days of leave. 3 weeks prior intimation for 3 days of leave and so on. However, in case of emergencies, the manager must be informed as early as possible.

2.6 Negative Leave Balance

- Leaves taken above the accrued number of leaves per month will be treated as negative leave balance.

- Hasher can avail upto 5 days of negative privileged leaves (PL)

- If an employee for any reason, needs to avail leave above his accrued limit and that in turn results in a negative leave balance, such leaves will be taken into consideration during

emergency situations only.

- The employee who has a negative leave balance must plan and manage to even out the negative to positive balance in the next 6 months.

2.7 Other Types of Leave

2.7.1 Leave under Maternity Benefit Act, 1961

- Female employees are eligible for maternity leave, as defined in the Maternity Benefit Act, paid leaves for 26 weeks.

- This is subject to the employee completing a minimum of 80 days service in the Company in the 12 months immediately preceding the date of expected delivery. Twenty-six weeks of ML may be availed at a stretch anytime during the term starting at eight weeks preceding the expected delivery date effective from 1st April 2017.

- The benefit is restricted up to a maximum of 2 deliveries. Post the birth of 2 children, 12 weeks of Maternity Leave is eligible

- Commissioning Mother and Adoptive mothers can avail 12 weeks on Maternity leave from the date of adoption (newly added)

- Maximum of 6 weeks leaves can be availed for miscarriage

2.7.2 Extension of maternity leave

- Maternity leave can be extended to a further 3 months, which will be approved on the discretion of the manager. During this time, the absence will be considered as Loss Of Pay (LOP), hence, it will result in loss of remuneration.

- After the total absence of 9 months (inclusive of maternity leave and extension of the maternity leave), if the female employee does not return, it will lead to termination.

- However, the female employee can return anytime in the future for employment with HashedIn where the rehiring will be solely based on the management's discretion.

FAQ on Maternity:

1. **What is the leave approval and leave credit process to be followed during maternity?**
   You need to apply the leaves in LMS tool. Manager must approve it.

2. **What will be the salary structure on the leave time period?**
   Whatever is the salary structure when you start your leave will be the salary structure for the paid

maternity leave duration.

3. **Will I be getting Performance Based Compensation and If RT cycle will be applicable?**
Performance Based Compensation will be paid for the paid maternity leave duration. RT cycle wouldn't be applicable anyone who is on leave (LOP, maternity) for more than 3 months in the cycle. So, it depends on your start and end date.

4. **What is the process/guidelines to get Leave without pay after maternity leaves completion?**
You can take extended LOP for 3 more months. You need to apply in LMS and inform the HR group. You can write an email to the HR group (Hashedinhr@deloitte.com) with the dates.

For Adopting and Surrogate mothers:

Adopting and surrogate mothers are eligible for 20 weeks of paid leave. All women employees may utilize any available PTO balance in their account either before or after the Maternity leave and leave for adopting commissioning, and surrogate mothers.

Note: Please ensure that all documents are shared so they can be validated before approving the leave requests.

Bereavement Leave:

The Company recognizes that employees may need time off following the death of a family member. The Company will provide for 3 days of bereavement leave with pay in the event of the death of a spouse or significant other, child, parent, in-laws, sibling or comparable step relation (e.g. Step-father, Stepmother, Stepchild etc.). This leave can be taken within one month of the loss.

2.7.3 Paternity Leave

Male employees are eligible for paternity leave up to a maximum of 30 working days which can be taken anytime within the first six months of child's birth. Employees can plan and use their leaves in two tranches/ installments within the first six months of childbirth. The benefit is restricted up to a maximum of 2 children.

To apply for Paternity leave in the LMS tool:
1. Apply for grant leaves in LMS.
2. Once your manager grants the leaves in the tool, you will be able to apply for paternity leave.

2.7.4 Special Sick Leave

- A Special Sick Leave provision is being introduced for sickness resulting in prolonged absence due to hospitalization/recuperation.

- Special Sick Leaves will be applicable after consumption of Earned leave.

- Employees shall not be eligible for pay during this tenure. Further, No Earned Leave will be credited during Special Sick Leave.

- The illnesses identified for this benefit would be those which specifically require a prolonged

continuous absence of over two months because of hospitalization and recuperation thereafter – viz. cardiac surgeries, kidney ailments or other such major surgeries

- Each case would require elaborate supporting documentation from the concerned Hospital, including related diagnostic reports, x-rays, etc.

2.7.5 Loss of Pay (LOP)

- A Loss of Pay is a period in which an employee does not report to the regular job but remains employed with the company.

- A Loss of Pay is something that can only be requested for and not a demand that can be made by an employee.

- The sanction of such a break from regular work depends on the discretion of the management. A Loss of Pay (LOP) can be granted only by the Director of the company.

2.7.6 Conditions Governing Loss of Pay (LOP) Availment

There are a few rules and regulations for applying and approval of Loss of Pay (LOP) leave. These rules have been defined so that the Loss of Pay (LOP)s can be beneficial to both the employee and the company.

- A Loss of Pay (LOP) can be applied by full time employees only. These employees should be full time employees for a period of at least 2 years before applying for a Loss of Pay (LOP). Exceptional cases will be considered on a case-to-case basis. Employees who want to take Loss of Pay (LOP) before completing two years in HashedIn are bound to at least serve six months in HashedIn after returning from the Loss of Pay (LOP). Also, the performance of the employee will be closely watched after returning from the Loss of Pay (LOP) and in case if there is nonperformance or issues with the commitment towards the work, it might result in termination.

- A Loss of Pay (LOP) will be granted for a few specific reasons only, such as, being a caretaker for a sick family member or relative, legal issues, or any other reason. The company would require elaborate supporting documentation for the related reasons before considering a Loss of Pay (LOP).

- A Loss of Pay (LOP) has to be requested and applied a minimum of 45 days to 3 months in advance. However, exceptions can be made in emergency situations on a case-to-case basis. Expediting any approval process is again on a case-to-case basis.

- An employee can apply for a maximum of 1 Loss of Pay (LOP) in 3 years of full-time employment with the company.

- A Loss of Pay (LOP) is granted for a minimum of 1 month to a maximum of 3 months period.

- A Loss of Pay (LOP) will always be unpaid leave. The employee will not get leave accumulation, etc. during Loss of Pay (LOP).

- During the period of Loss of Pay (LOP), the employee performance review will not be assessed or taken as normal assessment depending on circumstances. To be eligible for the performance appraisal of the RT cycle, an employee must be working for a minimum of 3

months in that particular RT cycle. Also, the Performance Based Compensation payment for the half will have an impact.

- A Loss of Pay (LOP) fall under a blanket coverage, i.e. any weekend or public holiday that occurs during your leave shall be considered as part of your leave.
- A Loss of Pay (LOP) leave cannot be combined with any other type of leave.
- A Loss of Pay (LOP) leave cannot be split and utilized in parts

2.7.7 Compensatory Off

This is the time off received by an employee who worked extra days. For example, if an employee who is required to render 5 days a week, had worked for 6 days a week, the company allows the employee a day off as a compensatory off.

- Employees shall be entitled to compensatory off at the discretion of their department Head.
- Compensatory off will be applicable if employees have worked on Off days / holidays either from home or office to meet the deadlines or some project urgencies.
- Compensatory off should be availed within 1 month from the day of working on weekly off. If not availed within the time period of 1 month, the compensatory off shall automatically be lapsed.
- For applying compensatory off, employees should have worked for a minimum eight hours on any Off day / holiday.
- Accumulation of working hours spent on different days is not permissible.
- Individuals can avail compensatory off only based on being pre-sanctioned.
- While on compensatory off, weekly off and paid Holidays will be excluded for computation.

Absenteeism and Abscondment:

What is absenteeism?
Absenteeism is a habitual pattern of absence from work.

What is abscondment?

When a Hasher fails to be present at work – virtually or in-person as expected on 3 or more consecutive days without notifying their manager requesting time off. In virtual ways of working i.e., remote working, an employee is considered as "absent" when He/she/they are not attending meetings, unavailable on email, MS teams, and not responding to communication via phone.

Implications:

- If a Hasher has not been responsive to his team/HR/Allocation team over teams/emails/phone calls for over 3 or more days from the day of absence, there will be two warning emails sent in the span of 4 days from the date of absence reported.

- If HR is unsuccessful to receive a response from Hasher, it will lead to the termination of the employment.

- Employees remaining absent without intimation will be treated as unscheduled absenteeism. 10 unscheduled absenteeism leads to termination.

- Employees remaining absent for 10 consecutive days from the date of expiry of the sanctioned leave period without any intimation, would be treated as 'absconder'.

3. Performance Based Compensation

3.1. One-time payments

If the employee is paid a joining Bonus (Joining Bonus 1 and Joining Bonus 2 if paid) / relocation allowance / retention Bonus / one time award for AWS or any other certification Bonus, it is contingent for one year from the date of joining i.e if the employee resigns before completing 1 year from the date of joining, the joining Bonus / relocation allowance / retention Bonus / AWS Bonus or any other one-time Bonus that is paid is to be returned to the company and will be adjusted in the full and final settlement.

3.2. Variable Performance Based Compensation

HashedIn gives the variable Performance Based Compensation in two halves/during each assessment cycle. This is only applicable for the hashers, whose components have Variable Performance Based Compensation into their Gross Salary.

Team announces the Performance Based Compensation by early December for the June-November cycle, and by early June for December-May cycle. Performance-Based Compensation will be considered **only if the employee has completed the Performance-Based Compensation cycle. If the employee resigns before the completion of the Performance Based Compensation cycle** , he/she will not be paid the Performance-Based Compensation for that cycle. For the December to May 2025 RT cycle, if any Hasher resigns before 15th June 2025, he/she will not be eligible for the performance-based compensation.

Eligibility cut-off date: The eligibility cutoff date for the current RT cycle will be the start date of the self-assessment phase of the previous RT cycle. Example: If the current RT cycle is December 2024 to May 2025, then October 21st, 2024 becomes the cutoff date, as the self-assessment phase started on that day.

Note: Only Hashers who have joined on or before 21st October 2024 will be eligible for the December to May 2025 RT cycle as the last RT cycle commenced on that date.

The payments are usually completed by December/June month respectively.

Following are the two attributes used for the same. Both have equal contribution (~50%) in calculating cumulative Performance Based Compensation payout: -

- **Company Performance** - Overall growth and margin of the company
- **Your contribution to HashedIn values and fun** is not just events and parties. It's day to day work e.g. how fun are you to work with for your team. This also involves your contribution towards organization in activities like recruitment, HU, presales, building IP, etc.

3.2.1. Some FAQs

★ **What does a 100% Performance Based Compensation mean?**

If you got a 100% Performance Based Compensation for the complete half / assessment cycle, that means both company performance and your contribution(s) was in line with the guidelines during the assessment period for the payout. Ideally 100% Performance Based Compensation would be an optimum org. and employee performance. 100% Performance Based Compensation payout is equivalent to your 1-month salary OR 50% of total your variable component.

Formula to calculate **Total variable component for the cycle** = ("1/4th of Variable component during the Q1 of the half + 1/4th of Variable component during the Q2 of the half)**

Notes: Performance Based Compensation is adjusted for tenure during the Performance Based Compensation cycle.

Performance Based Compensation amount would be credited after standard tax deduction (TDS).

★ **Does Performance Based Compensation percentage depend on the Half Yearly/Assessment cycle Performance Rating**?
Your Performance Based Compensation is decided according to your performance, ratings, overall contributions, and performance trends. Overall Performance Based Compensation decisions too are

also driven by marketplace conditions, business growth, and keeping near future growth in mind. Employees on the lower side of performance and ratings may not receive a Performance Based Compensation or receive a part of the 100% Performance Based Compensation since the Performance Based Compensation is depended on organizational and individual performance.

★ **I am a new employee and joined the company in between the half-yearly Performance Based Compensation cycle?**

New employees will not be eligible for the first Performance-Based Compensation cycle immediately following their start date. They will, however, be eligible for the subsequent (or second) Performance-Based Compensation cycle after they join. <u>Only Hashers who have joined on or before 21st October 2024 will be eligible for the December to May 2025 RT cycle as the last RT cycle commenced on that date.</u>

★ **I am an intern. Am I eligible for a Performance-Based Compensation payout?** Performance Based Compensation payout is only for full-time employees. As an intern, you are not a full-time employee of HashedIn and, therefore, not eligible for a Performance Based Compensation.

★ **I am a new joinee and a part of HU for 6-8 weeks, does that period count in the Performance Based Compensation cycle**? No, the HU Training period of new employees is not considered in the Performance Based Compensation Cycle. Once they graduate from the HU, then only the evaluation period starts.

★ **Is this across all the roles?** Yes and No. There are few roles in HashedIn that have explicitly defined incentive plans. For that, the calculation is done based on their targets.

For more FAQs: RT FAQs

3.3. Employee Referral Bonus

HashedIn encourages employees to refer their friends, relatives and acquaintances, who in their opinion, would be a right fit to work at HashedIn, as every employee of HashedIn is a brand ambassador. The employee referral program is an opportunity for the employees to earn extra Bonus and be able to contribute in creating the best team of qualified and efficient people, working for the success of the company, making "HashedIn" a desirable place to work. This policy is applicable from 1st November 2017.

3.3.1. Referral Bonus

If the referral is selected and hired, referral Bonus will be paid based on the band that the referral candidate is hired at.

BAND / LEVEL	REFERRAL PERFORMANCE BASED COMPENSATION (INR)
Band 7(FTE)	INR 15,000/-
Band 6L & 6H	INR 20,000/-

Band 5L	INR 25,000/-
B5H and above	INR 50,000/-

This will be given to the employee who has referred once the recruit completes 6 months at HashedIn. In case of freshers, the Bonus will be paid after the completion of 6 months of full-time employment. To avail this BOnus, the referral has to be an active employee of HashedIn at the time the Bonus is supposed to be paid. This referral Bonus is a one-time payment.

3.3.1. Procedure

Employees can refer whenever the Job opening is announced as per the company's requirement or if otherwise the employee thinks a candidate would be appropriate to work with the organization. Employees can get the details of the Job availability from the HR team. In order to refer a candidate the employee can go to hire tool and refer-

3.3.2. Terms & Conditions

★ Apart from recruitment and the leadership team everyone is eligible to avail the referral Bonus

★ At the time of payout, the referrer and the referee should be on the payrolls of the company. If either of them has resigned under any circumstances, then the employee would not be eligible for the Bonus.

Any changes in the scheme will be notified by the HR department.

4. WORK FROM HOME POLICY

Work from home (WFH) just like leave must be preapproved. Employees can avail maximum up to 2 WFHs in a month. However, the approval and the sanction depend on the discretion of the manager

Our work from home company policy outlines the company's guidelines to address the occasional requirement of employees to follow an alternative work format. The company favors such arrangements as they can be beneficial for both employer and employee. This work from Home policy is applicable to all employees as it enables suitable employees to occasionally work from home for business reasons.

4.1 Conditions governing availment of WFH:

• Employees wishing to occasionally work from home must secure the agreement of their reporting manager prior to the actual date of home working. Retrospective requests will not normally be agreed. When approving requests, reporting managers are responsible for ensuring that there is aclear business requirement for the employee to undertake work from home rather than attending the office.

• There should be the tasks list shared with the manager on the plan of the tasks to finish for the day and also there should be an update sent by the end of day. Overall, the manager should have the track of what tasks are completed for the day the employee has applied for WFH.

- If the WFH is not pre-approved by the manager and the employee nevertheless continues to do so, the manager has the right to convert it to leave.

- There are no half day WFH, productivity of at least 8 hours is mandatory on a working day. Decrease in working hours result in reduction of leave.

- The reporting manager will be responsible for monitoring the employee's productivity while WFH. If the reporting manager feels that enough work is not produced by the eod when the employee is WFH, the manager has the right to convert it to leave.

- The reporting manager needs to be confident that sufficient resources are available within the team to cover the employee's absence from work. The reporting manager can cancel a WFH if he or she feels that the team and business would be adversely impacted because of the employee's absence from office or that the employee doesn't have sufficient resources (internet, electricity, voice call

etc.) to avail WFH. Don't rely on mobile data for the internet, make sure you have a good WIFI connection.

- When working from home, the employee must be aware of the increased risk of a security breach. The employee must ensure that all documentation is stored securely, and that any laptop or PC is password protected and turned off when not in use.

- If an employee is unable to work on the day which they had expected to work from home due to sickness, injury or otherwise, the employee is required to keep their manager informed of the likely date of return to work, the reason for the absence, and progress, as if they were normally attending work.

- Any abuse of the working from home arrangements amounting to misconduct will be subject to disciplinary action.

4.2 DAY CARE FACILITY

4.2.1 What is it?

For parents with young children, an important aspect of well-being is to ensure that their young ones are taken care of while they are at work. In compliance with the Maternity Benefit Act, 1960, we are committed to helping you secure the best day care option for your children and are glad to offer a flexible Day Care for Children Program. Under the program, employees can enroll their children in any day care center of their choice and take advantage of a taxable monthly subsidy/ reimbursement of up to INR 7,000 (per child) offered by Deloitte.

4.2.2 Eligibility

- The Day Care for Children program is open to all active HashedIn female employees only, including FTE, FTH, and Interns
- Female employees can enroll up to three children aged between six months to six years
- Eligible female employees can also avail this program for their legally adopted children
- Only professionals working out of registered USI office locations (Bengaluru, Chennai, Gurgaon-NCR, Hyderabad, Kolkata, Mumbai and Pune) are eligible
- Male professionals, contract staff, professionals on unpaid leave of absence and those not working from any of the registered USI office locations are not eligible for the benefit

4.2.3 How it works

o   Deloitte has partnered with Founding Years Learning Solutions Pvt. Ltd, KLAY Day Care centers, to offer day care facility to all HashedIn female employees. KLAY has directly owned, and controlled day care centers across all HashedIn office locations except Kolkata where KLAY does not have presence.

o   The day care centers are open from 8:30 am to 7:30 pm. Employees can choose any nine hours window to suit their requirements and avail the facility.

o   This program covers only full day care hours (nine hours). Any extra hour availed beyond the nine hours within the operating time of the day care center will be charged additionally at INR 1,500 per hour by KLAY and will be borne by the employee.

o   Annual fee, admission fee, one-time form fee, and any other fees, as applicable, would be borne by the employee. Also, the day care fee paid by Deloitte on behalf of employees will be taxable in the hands of employees.

o   In addition to KLAY, all eligible employees can also enroll their children in any day care centers operated by other registered service providers of their choice. Employees based out of Kolkata may select this option.

o   For enrollment in KLAY Day Care centers, HashedIn will pay a maximum monthly day care subsidy of up to INR 7,000 per child directly to KLAY.

o   For enrollment Day Care centers other than KLAY, reimbursements will be provided to employees. All reimbursement requests should be submitted in DTE under the expense type "Day Care for Children", entering the charge code GAAxxxxx-01-01-01-yyyy (where xxxxx represents your home RC and yyyy represents the division your leadership has specified, typically 0000).

o   For all reimbursement requests, irrespective of the bill amount, you must provide a legible copy of the admission confirmation, proof of payment receipt(s), and related invoice(s) clearly mentioning that the services have been availed for 'day care' and not regular schooling. The payment receipts should be in the employee's name and bear the name and GST number of the day care provider.

o   Attached below are the SPOCs you may reach out to for assistance.

Location	SPOC name	Email ID	Contact details
Bengaluru	Sowmya	sowmya.m@klayschools.com	7259120315
Gurgaon	Ashima	ashima.singal@klayschools.com	9711136405
Hyderabad	Siji	siji.n@klayschools.com	9515131036
Mumbai	Nidhi	nidhi.r@klayschools.com	8828356980
Pune	Nidhi	nidhi.r@klayschools.com	8828356980
Chennai	Siji	siji.n@klayschools.com	9515131036

Please refer to the **Deloitte USI Day Care for Children- Program Documents** available on the ToD Link for registration & additional details.

4.3 TRANSPORTATION FOR WOMEN EMPLOYEES

4.3.1 What is it?
Above all, the safety of our employees comes first! With increasing dangers as the night approaches, we will now be introducing transportation from **8 P.M onwards** from the 1st of Nov'22 on a pilot basis, i.e. home drop only, no pick-up – for all our women employees. This is only for official purposes, with prior approval from the respective reporting managers.

4.3.2 Eligibility
• All women professionals who plan to work late (post 8 pm) are eligible to opt for transport services, as per the guidelines

4.3.3 How it works

- The vehicle deployment will be done on a requirement basis, with prior information from the employees. Please find the **Timelines for Cab Request** below:
  - *0–3 vehicles:* 06 working hours prior intimation required
  - *4–10 vehicles:* 48 working hours prior intimation required
  - *>10 vehicles:* 72 working hours prior intimation required
- This will be a pilot for a small group, which will be reviewed after 4 weeks
- Home drop-off will be provided during night operations, within transport boundary limits. Beyond the limit would be treated as ad hoc and chargeable to business. The transport boundary limit is provided below.
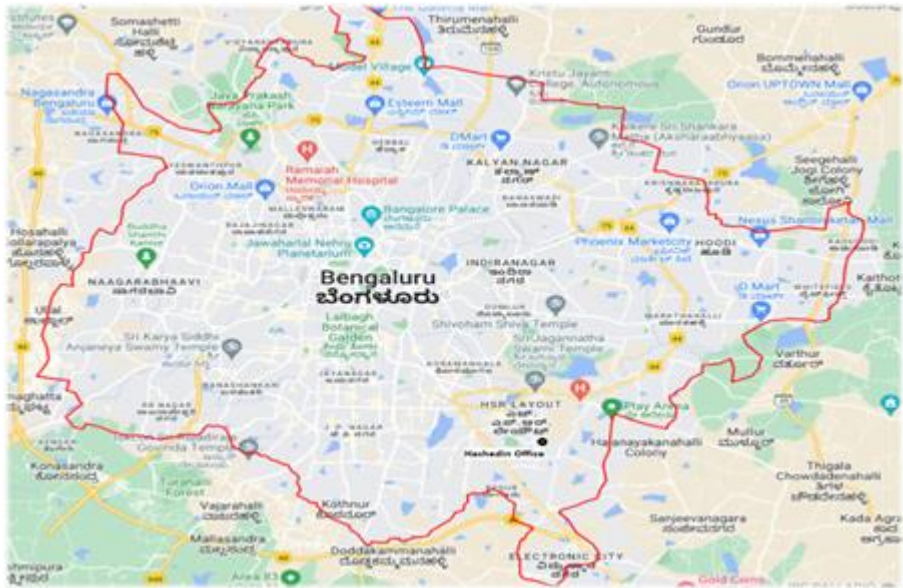
- Please refer to the **Transport Contact Details & Escalation Matrix** below for additional assistance.

Contact Numbers	Email ID's	Escalation Matrix
080-67552233/ Shift Mobile- 9739115958	usblrtpthelpdesk@deloitte.com	Level 1: Mahesh Ramaiah Level 2: Ram, Pyla Santha Level 3: Sumit Bhattacharjee

5. CAREER TRACK CHANGE POLICY/PROCESS

This policy details the guidelines for the candidate aspiring to change their career track from one track to another. The purpose of this policy is to provide an opportunity for those who aim to change their career track with the intention to move towards a personally preferred career track.

5.1 Eligibility criteria:

1. Hasher should have completed at least 6 months as Full-Time Employee (FTE)
2. Professionals should have completed at least one RT
3. Professional should have got a "meets above/above" rating in their previous RT
4. To facilitate the track changes, all criteria with respect to tenure, previous rating, matrix etc. should be matched.

5.2 Process steps for career track change:

- **Apply:** Hasher applies for a career track change request in the Dashboard
- **Review of the application**: The Reporting Manager, Delivery Leader, and Capability Leader review the application & proceed with approval/ rejection
- **Evaluator tagging & review guidelines**: The evaluator is assigned to the Hasher along with the assignments and training kit
- **Assessment**: The assignment is reviewed by the Evaluator and the result is updated in the tool
- **Final Approval**: The Capability Leader & Delivery Leader gives the final approval. The designation change happens as part of the RT process

5.3 Steps to apply for career track change in the tool:

1.Visit DNA- Dashboard
2. Under Create requests, you will find tab "Career track change"
3. Fill out the form with the necessary details and it will be taken ahead for approvals
4.Once approved, changes will be reflected in RT

6. ACE CERTIFICATION REIMBURSEMENT GUIDELINES

What is ACE Program?

Pace | Progress | Perform

ACE is an incentivized certification program crafted to empower Hashers on a journey of upskilling, propelling them toward an accelerated career growth and paving success for their future roles. ACE 2.0. has a comprehensive list of certifications under tech, methodology, enabling and softskills, to choose from and get certified.

Check out the [Pre-approved Certification list](#) for FY 24 on the available certifications along with the corresponding reward amounts. For more details, check out the [ACE certification Program FY23- Handbook](#)

Important note: Before reaching out to Certificate Champions/L&D Advisor, please refer to the above handbook.

7.1 MEDICAL INSURANCE

HashedIn's insurance provider - **Bajaj Allianz General Insurance Pvt Ltd**.

- The insurance plan includes default coverage for employee, spouse, up to **3** children and an additional **2 parents or in-laws**. HashedIn will bear the cost of adding another child and 2 parents under the new insurance coverage.
- The overall coverage remains the same at Rs. **5 Lakh per family** – you can opt to enhance the base cover by upto 3 times (upto 15 Lakhs) by paying an additional premium.
- The upgraded insurance plan covers **new inclusions** such as HIV/AIDS, gender reassignment, hormone therapy, bariatric surgery, donor expenses, prosthetics, and artificial aids.
- The new plan also offers **additional financial support** of up to INR 7 Lakhs for you and your immediate dependents in case of critical and life-threatening illnesses. Parents/In-laws will be eligible only in case of COVID related treatments.
- Other voluntary add-on policies including, Women's Add-on, Critical Illness and Retail Health Plan options for you to explore for self and dependents.

FAQs:

- Refer Medical Insurance program document, top-up premium details, and **FAQ**s on [Talent on Demand- Medical Insurance Page](#) (Talent On Demand→Benefits Card→Medical Insurance program) to learn more
- Bajaj Allianz team is available at **health@bajajallianz.co.in.** You can also call them on the Deloitte-dedicated direct number **020 67031700**

7.3. PERSONAL ACCIDENT INSURANCE:

All the permanent employees are covered under personal accident policy. There will be no additional cost charged from the employees for the same. Refer Personal Accident Insurance document on [Talent on Demand- Personal Accident page](#) (Talent On Demand→Benefits Card→Additional Benefits→ Personal Accident Insurance program) for details of the enhanced coverage.

Group Term Life Insurance (GTL):

The program provides life insurance coverage to employees to help protect their family's financial future resulting from a sudden loss of life. Insurance coverage varies by the employee's band. Refer Group Term Life Insurance document on [Talent on Demand- Life Insurance page](#) (Talent On Demand→Benefits Card→Additional Benefits→ Life Insurance program for further details.

7.4. LIVE WELL 1-1 HELP

Mental resilience is as important as physical resilience in fighting COVID. To support Hashers' physical, mental and emotional health during these uncertain and difficult times, we've empaneled with Live Well – 1to1help which is an ISO certified pioneer in professional counselling services with 20 years of experience and more than 300,000 counselling sessions conducted. Counselling and 1-1 sessions are designed to help employees discover ways to support mental wellbeing and help others who may be struggling. Covering a variety of topics - from stress to depression, culture and crisis, this course helps staff to understand mental health, wellbeing, risk factors, triggers and tools to cope.

Live well program is designed with the intention of mental wellbeing of Hashers during this uncertain and difficult time that we are all going through. However, participation in this program is voluntary and left to your discretion and will. In case you choose to participate in the program, you shall be governed by the terms & conditions and disclaimers mentioned here in this link.

❖ https://deloittenet.deloitte.com/TalentOnDemand/hashedin/Pages/LiveWellProgram.aspx

DISCLAIMER :
This is a voluntary activity and participants voluntarily assume and accept the risks to their person or property from participating in the activity. Deloitte U.S. India offices are not liable for any loss, claims, refunds, damages or liability of any kind, including but not limited to direct, indirect, incidental, punitive or consequential damages. Deloitte U.S. India offices do not assume any responsibility for this activity. Any participation in the activity is at the sole risk of such participant without any warranties or legal liability of any kind from Deloitte U.S. India offices. The participant confirms that he/she has no physical or medical condition which, to his/her knowledge, would endanger himself/herself or others if he/she participates in the activity, or would interfere with his/her ability to participate in the activity. The participant further understands and acknowledges that should his/her participation in the activity cause loss of work or medical or other expense, he/she is not entitled to any reimbursement of any expenses of any nature as a result thereof. Participants must speak with a doctor and/or a health professional to understand the risks associated with participating in activities of this nature.

Do go through the [Disclaimer Form](#). By participating in the program, you will by default agree to terms and conditions mentioned in the Disclaimer Form. You can refer to the [Live Well 1-1 Help Program Document and Navigation Manual](#) to explore more about the program and registration process for your easy reference.

7.5. DOCTOR ON CALL- MEDIBUDDY

HashedIn by Deloitte's Doctors on Call program enables one to receive medical consultation and other well-being related services on-the-go. We have partnered with MediBuddy (Medi Assist Pvt. Ltd.) and this program offers medical consultation calls with a general physician or specialist doctors. The program is funded by Deloitte.

It also enables various discounts on health checkups, elder care/ home care services and doctors' appointments at major hospitals, home medicine delivery etc. There are many other value-added voluntary health/wellness services provided through the platform. To know more, explore the other sections.

7.5.1 Eligibility

Deloitte's Doctors on Call program is open for all the HashedIn professionals and their dependent family members (maximum up to 6 including spouse, up to 3 children and 2 parents/in laws).

7.5.2 Key program features

7.5.2.1. Tele Consultations:

Consult with a general physician or specialist doctor over a call. Choose the required specialist based on your need and book an appointment for immediate free telephonic consultations:

7.5.2.2. Health Risk Assessments:

Access to comprehensive health risk assessments to own and manage your health. The Health Assessment is a good starting point to base your conversations with the doctors. We take your privacy seriously. Your personal risk assessment scores will always remain confidential. All exchanges between you and the doctor happen over a secure connection and your data is accessible only by you.

7.5.2.3. Online health portal and personalized health dashboard:

Track your health parameters with your personalized dashboard, store your medical reports and access various health tools like BMI, BMR and many more under the health portal.

7.5.2.4. Other features:

Create separate profile pages and login credentials for your dependents.

7.5.2.5. Other voluntary paid value-added services:

In-person doctor appointment booking, Discounted medicine delivery, Discounted health checkups, Lab tests, Dental check-ups, elder care / Home care services, Book physiotherapist visits, Nursing visits or Attendant visits from Portea and other vendors, Access to online resources and health articles

7.5.3. Link to Access MediBuddy

- ❖ https://deloittenet.deloitte.com/TalentOnDemand/hashedin/Pages/Doctorsoncall.aspx

Do go through the Disclaimer Form. By participating in the program, you will by default agree to terms and conditions mentioned in the Disclaimer Form. You can refer to the Medibuddy Doctor On Call Program Document and Navigation Manual to explore more about the program and registration process for your easy reference.

DISCLAIMER :

This is a voluntary activity and participants voluntarily assume and accept the risks to their person or property from participating in the activity. Deloitte U.S. India offices are not liable for any loss, claims, refunds, damages or liability of any kind, including but not limited to direct, indirect, incidental, punitive or consequential damages. Deloitte U.S. India offices do not assume any responsibility for this activity. Any participation in the activity is at the sole risk of such participant without any warranties or legal liability of any kind from Deloitte U.S. India offices. The participant confirms that he/she has no physical or medical condition which, to his/her knowledge, would endanger himself/herself or others if he/she participates in the activity, or would interfere with his/her ability to participate in the activity. The participant further understands and acknowledges that should his/her participation in the activity cause loss of work or medical or other expense, he/she is not entitled to any reimbursement of any expenses of any nature as a result thereof. Participants must speak with a doctor and/or a health professional to understand the risks associated with participating in activities of this nature.

1. EMPLOYEE PROVIDENT FUND

1.1. EPF Procedures

1.1.1. Steps to login to UAN Portal

★ To login to the EPF portal you have to first activate your UAN number. The link to activate the [UAN](#) is available just below the sign in tab. The UAN number is available on the payslip.

★ After activation, please check your account with the details and if you need to change the details please make the changes online in the UAN portal and intimate hashedinpayroll@deloitte.com and hashedinhr@deloitte.com

★ HashedIn will approve the necessary changes online in their monthly cycle.

1.1.2. Steps to check online EPF balance

★ To check your PF account balance, you can login to [PF Balance](#) and put the same credentials. This website will be activated after 6 hours of activation of the UAN.

1.2. EPF Basic Details Change/Updation Process

1.2.1. Online process Steps (Preferred & Faster):

★ Login to UAN portal

★ Under the online "Manage" tab, click on the relevant tabs and update the details.

★ Post updating the data fill up [this form](#), & Intimate hashedinhr@deloitte.com and hashedinpayroll@deloitte.com

- ★ HashedIn will get the request in a week's time to authorize the changes & We will authorize the same in our monthly cycle.

1.2.2. Offline Process (If online doesn't work; more time consuming)

Employee to submit the declaration form along with self-attested Aadhaar card document & relevant proofs.

[Join Declaration Form](#)

1.3. EPF Transfer

1.3.1. Online Process (Recommended & Faster)

- ★ Login to UAN portal

- ★ Under the online services tab, click on "Transfer Claim form" and fill in the details and submit a request to the employer for approval.

- ★ Post filling the form, download the filled form-13 and submit the hard copy with the HR department & Intimate hashedinpayroll@deloitte.com

- ★ HashedIn will get the request in a week's time to authorize the PF transfer & We will authorize the same in out monthly cycle.

1.3.2. Offline Process

- ★ Fill [Form 13](#). Submit the hard copy with the HR department of your previous organization (faster mode)

- ★ In case you wish to submit the Form 13 with HashedIn, Submit the hard copy with the Payroll Team & Intimate hashedinpayroll@deloitte.com

- ★ HashedIn will submit the same in their monthly cycle to the PF Dept.

- ★ After a few days, the EPF dept will process the case.

1.4. PF Withdrawal Process

1.4.1. Online Process (Recommended & Faster)

- ★ Login to UAN portal

- ★ Under the online services tab, fill the claim form & Submit the data.

- ★ Intimate hashedinpayroll@deloitte.com

- ★ We will authorize the same in our monthly cycle.

1.4.2. Offline Process

Employees must submit one of the below mentioned forms to the concerned EPF office in view of PF withdrawal.

- ★ Composite claim form (Non-Aadhaar)
- ★ Composite claim form (Aadhaar based)

The first category is for employees who have already left and are not able to seed their Bank A/c and Aadhar.

The second category is for employees whose Bank a/c and Aadhar is seeded with UAN. Please use the attached claim form for all future claims.

Employees must take 2 copies of above-mentioned forms (signed & sealed from Employer) and submit one copy with the PF department for processing and one copy for his / her record.

At the time of submission, Employee needs to attach the below mentioned documents along with PF withdrawal forms:

- ★ PAN copy
- ★ Cancelled cheque
- ★ [Composite Claim Form](#)

1.5. Transfer from One UAN to Another

- Log into UAN portal
- Select the online services tab < One Member - One EPF > and fill in the necessary details and submit a request to the employer.

- Post submission of request intimate the same to HR department & Intimate hashedinhr@deloitte.com

and hashedinpayroll@deloitte.com

- HashedIn will get the request in a week's time to authorize the UAN transfer & We will authorize the

same in our monthly cycle.

2. LAPTOP POLICY

Laptops issued to the employees are the legal property of HashedIn Technologies. Employees can use the laptop either at HashedIn or outside HashedIn. It is the responsibility of the employee to protect and handle the laptop with care.

If the laptop and the accessories are physically damaged while at HashedIn or outside HashedIn, the employee owns the full financial responsibility, and the repairing cost or fair market value of the assessed equipment has to be borne by the employee.

If the laptop and the accessories are stolen or completely damaged, while at HashedIn or outside HashedIn, then the recovery amount is determined as follows:

LAPTOP AGE	DEPRECIATION	RECOVERY FROM THE EMPLOYEE
< 1 year	20%	80%
1 years to 2 years	40%	60%
2 years to 3 years	60%	40%
>3 years	80%	20%

2.1. Issuance of MacBook

MacBooks will be provided based on the project's needs and the availability. (Band B6L & above will be eligible)

3. LOANS & SALARY ADVANCE POLICY

All HashedIn professionals can avail Emergency Loans & Salary Advance program, which provides financial support to those eligible, during personal and medical emergencies.

Click here to access the Talent on Demand page to know more details about the program OR apply for loans, the eligibility criteria as well as information about tax liability. We encourage you to also peruse APR 729 Employee Loans for more details.

10.1 LOAN EMI RECOVERY AMOUNT

Please be informed that for closing the outstanding loan balance, professionals need to reach out to USI Employee loans team (usiemployeeloans@deloitte.com). Once the team receives the request from the professional, they will share the request with our team for the outstanding amount and bank account details to transfer the amount.

We will share the below mentioned bank account details along with the outstanding loan balance as on date with the team.

The EMI recovery amount from the monthly payroll will stop either from the current month or next month payroll based on the date on which professional reaches out to loans team (before/after payroll cutoff date).

Inter Bank Funds Transfer	
Beneficiary Name	Hashedin Technologies Private Limited
Beneficiary Bank	CITI Bank (CIT)
Account Type	Current Account
Beneficiary Bank Branch	CITI BANK
IFSC	CITI0000004
Beneficiary Account No:	**47522005**
Transaction Remarks:	**Loan-Emp.ID-Name**

4. WHAT TO EXPECT IN HASHEDIN?

4.1. What makes us unique?

At HashedIn, the campus recruits get the best opportunity to innovate or simply develop into tech champions. HashedIn University provides ample opportunity to the vibrant tech analysts to come up with some great ideas, which would run the organization for years to come. In other words, the new recruits get a piece of the action early on in their career.

We take pride in the value that we provide to clients through our work. We choose our work by selecting opportunities that are both high in value and complexity.

Another privilege given to the campus recruits is an opportunity to work with the biggest companies in the world right from the beginning.

Our strong partnerships in the ecosystem provides a unique value proposition to our customers. We are the official RedisLabs Partners and the only leading technology service providers from the APAC region as a part of the RedisLabs partner ecosystem. HashedIn is also an AWS Advanced Consulting Partner, as one of the few AWS 50 Certified companies in India.

4.2. Culture

HashedIn is an employee and customer centric organization. We believe in taking ownership and accountability for building great products. Every hasher is expected to act as an owner and use their judgement to make right calls for themselves, their team, the company, and society as a whole.

4.3. Hiring the Best

We are committed to finding the right set of resources from a wide range of educational backgrounds, and when we spot talented associates, we do everything that is required to retain them. People who work with us know that one day they can become great leaders and managers.

4.4. Work Life

HashedIn is a fantastic place to work. Glassdoor rating of 4.2 and Trust Index of 83% audited by Great Place to Work reflects the same. We are driven by a common philosophy of generating immense value to our clients. As a Hasher, you will have end-to-end responsibility for the work you produce. As an Individual contributor, you are responsible right from design, implementation, and testing to final deployment.

11.4.1 It is _not_ all about work

We bring in the right blend of work and fun to make the workplace more vibrant. Below mentioned are some of the aspects you will enjoy being a Hasher:

11.4.2 Fun at work:

At HashedIn we strongly believe in the saying "All work and no play makes Jack a dull boy". You could be:

- ★ A sport enthusiast,
- ★ A creative bee,
- ★ A philanthropist at heart, or
- ★ Just a party freak

There is something for everyone. Our group of vibrant employees ensure that your journey at HashedIn is always filled with fun events

To make it more interesting, we place our Hashers in teams and conduct regular activities, ensuring participation from everyone.
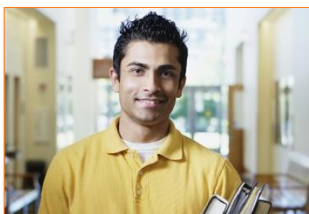
Casual Dress Code:
Yes, you read it right, we don't have any strict dress code. You can find most of the hashers in casual wear. However, you are expected to be in formals during client visits.

Work Timings:
Interestingly, there is no officially declared fixed timing, however, you will have to ensure that you are available for all the project meetings and are able to complete your work on time. HashedIn also lets you work from home in case of any personal emergency.

Free Food:
We feed our employees well. We provide breakfast, lunch, snacks and dinner free of charge. Think about it and thank us later, your most essential need for survival is taken care of by us.

Gym:
By the way, we have an in-house gym to help you stay fit!

5. CONFIDENTIALITY POLICY

Objective of this policy is to establish the importance of discretion and confidentiality in terms of salary information. Salary is determined considering a large array of factors which may not be immediately apparent to every employee. As such, in an attempt to minimize any feelings of confusion or doubt in regard to the application of fairness in the levels of compensation provided to our employees, HashedIn has adopted this policy in an effort to provide clear guidelines of the expectations for confidentiality.

As competitive salary packages are the driving factor to our success, HashedIn strives to ensure that we provide appropriate and fair salaries for our employees in an effort to retain, motivate and provide maximum benefit for our staff. As such, our wages and other forms of compensation are determined based on a large number of factors (e.g., interview feedback, performance reviews, years of experience, years worked at HashedIn etc.).

All HashedIn salary information is confidential and should not be disclosed for any reason, other than as required for appropriate financial reporting purposes. All the employees are required to keep their salaries, salary revision information, benefits, Performance Based Compensationes, and any other form of compensation confidential, and avoid providing or otherwise broadcasting this information with other

employees, or with any third-party that does not have a bona fide.

Also, employees are encouraged to notify their decision to resign to their immediate supervisors, HRs only and not to any other team member or colleagues. Please note that any grievances, conflicts of interests, disagreements with the colleagues are to be communicated to the respective managers or the HR team only. Open discussions and any unauthorized disclosure of confidential information by employees which might create unnecessary conflicts and disputes may face disciplinary action or termination of the employment.

Confidentiality policy will cover all employees, even after the separation of employment.

NOTE :

An employee shall not solicit employment with a HashedIn Client under any circumstances for a period of 12 months from the date of exit from HashedIn without the prior approval from the HR. Employees are also informed that HashedIn by Deloitte has a strong non-solicit clause with all our clients that helps HashedIn by Deloitte provide a deep learning environment to all its employees.

---

6. EXIT POLICY AND PROCESS

6.1. Termination of Services

6.1.1. Voluntary Termination

When an employee resigns from the current position, an employee should submit a "Notice of Resignation" to the reporting manager and the human resources, with the reason for leaving the organization. As per the

company's policies and procedures, the employee must complete a notice period of 60 days unless the manager approves interim leave or decides to relieve earlier.

Prior to the effective date of resignation, the employee should contact Human Resources to arrange for an exit interview.

6.1.2. Involuntary Termination

An involuntary separation is initiated by HashedIn. Examples of reasons for involuntary terminations, other than job elimination, include but are not limited to:

★ Unsatisfactory job performance, PIP failure to adequately perform assigned duties and/or work performance is below required standards

★ Engaging in misconduct in the workplace that violates HashedIn policies and procedures

★ Conflict of interest

★ Excessive absenteeism or tardiness

Prompt notification and reason of termination will be communicated. If, however, the offense is so severe, that will result in immediate termination, the reason will be clearly communicated. The date of termination and reason for termination will be documented accordingly.

6.1.3 Performance Improvement Plan (PIP)

Performance Improvement Plan (PIP) gives the Hasher the opportunity to be assessed under a focused and well-planned performance plan and show the desired improvements. PIP is not only applicable for addressing performance issues but is also used for behavioral issues. The possible outcomes may vary from identification of further training needs to Termination as the case may be. A PIP can be raised anytime during a performance assessment period or after the completion of the performance assessment period, as a result of the ratings.

Hashers can be subjected to a PIP based on his/her ratings, performance, behaviors etc. Hasher who are undergoing the PIP should follow the below policies to ensure the completion of a successful PIP.

• Acknowledge the PIP in DNA tool and begin with the PIP process

• Complete the weekly/periodically defined tasks without fail and update them to the tool

• Should take time off (leaves) only when absolutely necessary

• Successful PIP leads to the continuation of services and an Unsuccessful PIP would lead to a separation

6.2. Exit Process

6.2.1. On submission of Resignation

- **Resignation Submission** - Employee needs to follow the below steps to resign in the tool:

  1. Go to Dashboard -> Profile
  2. Click on the "Start Exit Process"
  3. Submit the relevant details

Note: Please ensure that the details are accurate and updated details such as your personal email ID and contact number.

★ **Date of release** - Date of release would be decided based on the project dependency. However, the notice period according to policy is 2 months.

★ **Resignation Acceptance**: Professional to receive the last working day email once manager approves the last working day in the DNA.

★ Please note that the RT results and the Performance Based Compensation for the ongoing cycle will not be applicable once the employee submits the resignation. Increments and arrears will not be processed for those who resigns earlier than the revised salary payment date.

6.2.2. While serving the notice period

★ We value the feedback - HR to discuss with the employee and gather the feedback and document it.

★ No leaves during Notice Period - Unless there is an emergency, employees are not supposed to take leaves during the notice period.

★ Professionals are required to review the employee exit kit by accessing the dashboard link provided in the Employee Resignation Submission Email sent by USIELESeparations@deloitte.com. It is essential to thoroughly go through all the FAQs and the to-do checklist.

★ Knowledge Transfer: Employee to transfer the responsibilities to the identified replacement and to make sure that the KT document is shared with the Manager.

★ Previous Payslips, Form-16, Appraisal Letters, Employment verification letter and Certifications: Employee needs to download all the necessary documents before the email id is deactivated.

6.2.3. Exit 1-1 connect

★ Exit Interview: Before an employee's last day (5 to 7 days prior), the company's human resources office will conduct an exit interview in person. During this interview, HashedIn encourages the departing employee to speak freely regarding the reason for leaving and any other concerns. Exit questionnaires completed by the departing employee will be kept separate from the employee's personnel records. All employees who voluntarily leave employment are expected to complete the employee exit process with Human Resources (HR).

★ Return the assets: All the company's properties such as keys, laptops etc. to the concerned authority

6.2.4. Full and Final Settlement and Performance Based Compensation Payment

★ Full and Final settlement will be paid within 30 to 45 days from the date of leaving. Performance Performance Based Compensation will be considered only if the employee has completed the Performance Based Compensation cycle. If the employee resigns before the completion of the Performance Based Compensation cycle, he/she will not be paid the Performance Based Compensation for that cycle.

6.2.5. Beyond the last working day

★ Contact Point: For any queries post release Employee can contact the HR team at hashedinhr@deloitte.com Queries will be answered in 2 working days.

6.2.6. As a HashedIn Alumni

★ Stay in touch: Employees are invited to stay in touch on Facebook @ Facebook-HashedIn and on Twitter @Twitter-HashedIn .

6.3. Miscellaneous

Check the following sections as they have few points related to Exit Process

- Leave Encashment
- Variable Performance Based Compensation
- Laptop Policy

7. POLICIES AGAINST SEXUAL AND WORKPLACE HARASSMENT

PREVENTION OF SEXUAL HARASSMENT AT WORKPLACES
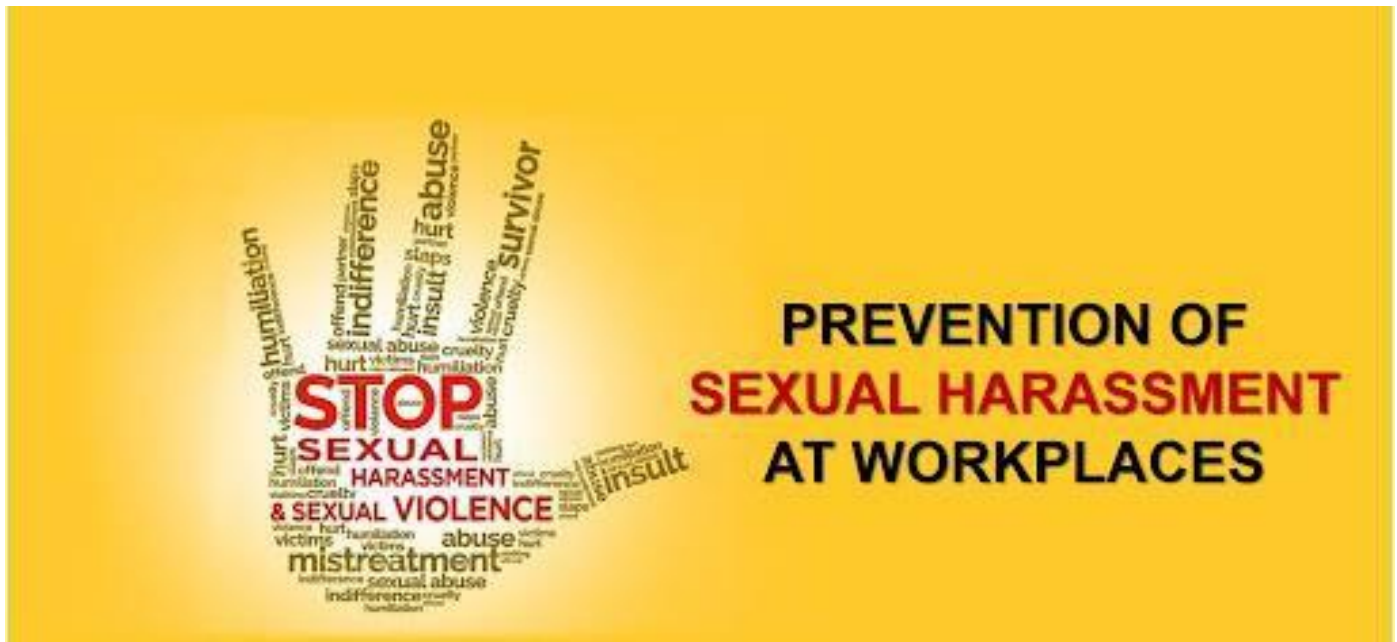
14.1 POSH POLICY

At Hashedin Technologies Private Limited ("Company"), we are committed to providing a work environment that is free from harassment of any form.

In continuation to this commitment and in accordance with The Sexual Harassment of Women at the Workplace (Prevention, Prohibition and Redressal) Act, 2013, we have formed an Internal Complaints Committee (ICC) for the Company's Bengaluru location.

The ICC will receive and resolve all the complaints pertaining to sexual harassment.

You can also contact ICC Members at **ushashedinicc@deloitte.com**

Mode of redressal:

• The ICC function with a code of conduct that ensures complete secrecy, impartiality and follows a principle of natural justice in initiating, conducting investigations and presenting recommendations.

• All investigations, enquiries and communications are conducted in accordance with procedures laid down by law as well as Company's internal policies, including that of non-retaliation.

• Company professionals are encouraged to contact the ICC at **ushashedinicc@deloitte.com** to report any incident of sexual harassment.

- To understand what constitutes sexual harassment, refer to APR 213.

- Consistent with APR 213 Harassment (IND), Company prohibits sexual harassment. Anyone who engages in prohibited behavior is subject to formal disciplinary action, up to and including dismissal.

SL. No.	Name	Details of the members	Email- id
1	Masroor Hamdani	Presiding Officer	mhamdani@deloitte.com
2	Gurrala Satya Achuta Murali	Internal Member	sgurrala@deloitte.com
3	Nibin Varghese Charley	Internal Member	ncharley@deloitte.com
4	Shubhi Gupta	Internal Member	shubhigupta7@deloitte.com
5	Rashmi Vishwanatha	Internal Member	raviswanatha@deloitte.com
6	Supriya Saharya**	Internal Member	ssaharya@deloitte.com
7	Firoza Begam**	Internal Member	fbegam@deloitte.com
8	Saurabh Prakash*	External Member	saurabhanandprakash@gmail.com

14.2 Integrity Helpline

Your ability to recognize and report a potentially unethical situation is a fundamental responsibility as a HashedIn professional. You can report any kind of harassment of any form- verbal, written, visual or physical to create a healthy work environment. You can report the incident or conduct in question to a supervisor or manager, Talent, a managing director, or Integrity Helpline,

What happens when you speak up?

1. **Report:**

When you call the Integrity Helpline you will speak with a call center specialist at Ethics Point, a third-party vendor that provides a confidential tool with 24-hour access, and if requested, a resource for submitting anonymous questions and reports. Deloitte's Integrity Helpline website, mobile app, and phone number are hosted by Ethics Point. If reporting anonymously, your identity is not revealed by Ethics Point through telephone or internet records.
There will be no tolerance for reprisals against anyone who, in good faith, reports an ethics or compliance concern.

2. **Capture:**

Ethics Point captures your inquiry or report, which you may choose to submit anonymously; however, doing so may limit the comprehensiveness of the investigation into the matter. You should be prepared to provide the names of witnesses and potential victims of the alleged unethical conduct to increase the

effectiveness of an investigation into your issue. While inquiries and reports may be submitted anonymously, we cannot guarantee confidentiality or anonymity as the nature of the issue and/or related case details may reveal the identities of those involved.

3. **Investigation**:

- If you submit an inquiry, the Ethics & Compliance Office will provide you with appropriate guidance, sometimes with assistance from a subject matter resource.
- If you file a report, and an investigation is deemed necessary to look into the matter, the Ethics & Compliance Office will assign your report to a case manager who will typically conduct or oversee the investigation.

Everyone involved is very conscious of protecting your confidentiality and anonymity, to the extent possible. It is important that you stay in contact with the Ethics & Compliance Office via the Integrity Helpline, through the web portal, mobile app, or via phone. Your responsibility does not end with filing a

report—you should continue to cooperate throughout the investigation.

4. **Findings:**

The findings are typically presented to the Ethics & Compliance Office, which, in consultation with the case manager or any appropriate subject matter resources, reviews the final determination on the report's resolution, including any required disciplinary action.

5. **Follow Up:**

The Ethics & Compliance Office, or a case manager assigned to your report, will follow up with you after the conclusion of the investigation to confirm the issue has been addressed. The case manager may also connect with you in the weeks and months following the resolution of the investigation as part of our

efforts to help prevent and detect potential retaliation and to support you going forward. If you reported anonymously and want to obtain information on the resolution of the investigation, you can check the report you submitted via the Integrity Helpline, as the case manager will be unable to contact you.

14.3 POSH POLICY LINK:

All Hashedin professionals are required to review and comply with the complete policy. Policy section tiles are provided only for ease of access.

You can access the link here: https://resources.deloitte.com/sites/US/About/Policies/Admin/Pages/home.aspx?India_200_213_CP

8. GRIEVANCE / SUGGESTION BOX

The grievance/suggestion box is placed at the entrance of the 4th floor. The employees can file anonymous complaints about their dissatisfaction in these boxes. The idea behind having a physical box is to give the employees the provision of a transparent grievance/suggestion reporting procedure and to get a free and fair view of the employee. Hashers who want to raise complaints or suggestions may prefer to do so anonymously as you might want a reporting system that guarantees confidentiality as well as identify the specific areas of concern.

16.1 Method of handling the grievance and suggestions:

Any appeals, complaints, disputes, grievances, and actions will be dealt with in accordance with the policies and procedures of HashedIn. The HR team will look into the grievances and suggestions collected in the box and work to resolve them genuinely. Also, it will be discussed in the open house so that employees are aware of the issues and will get to know the status of the concerns raised.

Drop us a mail to hashedingrievances@deloitte.com if you have any grievances.

9. NEPOTISIM CHECK

As per policy, Nepotism must be declared as soon as an employee is aware of relation working for Deloitte & its affiliates. To declare,

1. Go to Talent on Demand through Deloitte Net, Type "Nepotism" in the search area (Or) click this link directly: https://talent--c.na121.visual.force.com/apex/todNewCase?sa=Nepotism

2. Select "Nepotism - Active Personnel" from the results

3. Select the Category as "Nepotism - Active Personnel" and fill in the details accordingly and click submit (If they are assigned to separate Projects, Clients/Engagements or Teams, confirm it in the General questions field "*Please provide any other further details or concerns around this matter.")

Upon receiving the declaration, the ELE Compliance team will review Nepotism check as per policy.

NOTE: Points to keep in mind while filling the form:

1. Please fill YOUR details in **EMPLOYEE/CLOSE RELATIVE #1 INFO** and details of the related person under **EMPLOYEE/CLOSE RELATIVE #2 INFO** and submit the form.

10. VISITOR MANAGEMENT PROCESS

As a security measure, a visitor process has been set up to be followed by all visitors to HashedIn office as advised by the Deloitte U.S. Office of Security. Visitors include **all non-Deloitte personnel such as business guests, external vendors, contractors, interview candidates, personal guests and family members.** However, those working on contract or maintenance at the site are not considered visitors as they are issued ID cards. Towards making this process effective, all our professionals have a responsibility to implement the guidelines enumerated below:-

- **Mandatory Pre-authorisation for Guest Visit**: Please send an email to usblrfrontoffice@deloitte.com before 4:00PM on the day before the scheduled visit.
- Refer Visitor Management Process for the detailed process, identification requirements, procedures/guidelines to be followed and escorting requirements.
- For any unresolved/unattended requests meriting attention, Hashers can reach out to Raju Lakshmipathy - SPOC for safety & security related issues at HashedIn Office.

11. BUSINESS TRAVEL PROCESS

Refer to "Travel Guide - Domestic & International .pdf" which elucidates the step-by-step process for **Domestic** and **International travel** (Billable/Non-billable) - mandatory approvals, travel bookings, various expense types, reimbursements, relevant links, and contact details of Travel Helpdesk to seek assistance as needed.

12. EMPLOYEE CARE CENTER (ECC) LETTERS:

Hashers can request official letters that are required for various purposes through **Employee Care Center (ECC)**. (Talent on Demand (ToD) Page→Benefits→I want to→Employee Care Center. You can also access it through the direct link- ECCLetters (deloitte.com).

Address Proof letter

- Employee should update the address in secondary address field with the current address on https://talentondemand.deloittenet.deloitte.com/apps/?p=/my-information/contact/
- To download the Address Proof Letter, we have implemented a self-service option that will give you access to download a letter at any time. Also, you will have an option to select additional fields to customize the letter for your needs. This link will take you to this self-service option.
- Click on create Letter button on the right side of the page as per the screenshot below.

Note: Address proof letters will be provided for all Deloitte base location addresses only.

Visa NOC

- Employee must seek PTO approval from the Reporting Manager for PTOs with start and end dates mentioned.
- Once approved, share the approval email as an attachment by raising a case for Visa NOC through an Intake form. Mention the below details in the additional comment of the Intake form.
  - From and to travel dates:
  - Name of the country/countries:
  - Date when you resume work in Deloitte:
  - Reporting Manager's approval as email attachment:

Note: ECC will provide Visa NOC personal travel only.

Skill Set/Roles & Responsibilities/Employment letter

- Employee must prepare a draft on their own in a word document and seek for business approval from reporting Structure (Career Level 5 and above).
- Upon receiving the approval, employee must raise a case for roles & responsibilities letter through an Intake form.
- Post this, the concerned team issues the letter to employee on the official Deloitte letterhead.
- Separated employees can reach out to GCC team for raising a request to get the roles & responsibilities letter.

Letters of Reference & Recommendation

Deloitte Talent does not issue recommendation letters on the company letter head. The requester can directly reach out to the Reporting Manager and coordinate with them to obtain the recommendation letter, without Deloitte Talent's intervention and without using company letter head.

The following guidelines must be followed by the requester & recommender:

- Deloitte specific / Project specific / Client specific / PII information cannot be included in the letter.
- The letter is to be drafted and signed in personal capacity.
- Deloitte letter head cannot be used for issuance of recommendation letters.

OUTSIDE EMPLOYMENT

For personal capacity requests, please submit the Outside employment/activity form using the below link for the approval. The ELE Compliance team would review your request and get in touch with you for the next steps.

Instructions for Submission:
1. Click on this link to access the APR 218 Outside Employment/Activity Form
https://deloitteus.service-now.com/tod?id=sc_cat_item&sys_id=f0ee99308389b590bf2078426daad37c
2. Once the form opens, select "What is this inquiry regarding?" and choose "Active Employee Inquiry" from the dropdown menu.
3. Enter the required details about your outside employment activities.
4. Click SUBMIT to finalize your submission.

HUNGERBOX:

 Hashers working from Pune, Chennai, Mumbai, Kolkata, and Hyderabad will now receive ₹150 meal credit every day via the HungerBox app (Active from 1st April 2025). Whether it's lunch, a quick snack, or an evening bite—it's totally on us, every single day.

How It Works:

- Open the HungerBox app (the same one you already use to order food!).
- Make sure your HungerBox account is linked to the mobile number updated in DNA—you'll need this for activation. If the number in DNA is changed, it will take a week to align with the Meal Benefit.
- Your HungerBox wallet will be topped up with ₹150 daily. Unused credits expire @ 5AM the next day, so don't let them go to waste! If your bill is over ₹150, just pay the difference.
- If your number is already registered and you are still unable to access it, please reach out for assistance to hello@hungerbox.com.

Hungerbox Guidelines and FAQ: HB_Deloitte_FAQ_3.pdf

IMPORTANT LINKS

Here are the links of the important applications that we use in HashedIn:

Dashboard: https://tools.hashedin.com/dashboard/ss/

Deloitte Dashboard: My Compliance Dashboard (deloitte.com)

Excelity Portal: https://talentsites.deloittenet.deloitte.com/vendorsso/indiapayroll.aspx

Hire Tool: Hire Tool

RT Tool: https://tools.hashedin.com/rt/self/

HR Query Box: HR Query Box

ToD: Talent On Demand (deloitte.com)

IMPORTANT POINT OF CONTACT

The best way to contact all the teams is by mailing the query/concerns the team group mail IDs. When in an emergency situation, you can call us as well. Avoid pinging over Teams if there is some action to be taken as there are high chances that it will get missed as chat do not have an option to make the message 'unread' or put it in our action items or follow up. Below is the list of POCs, do make sure to contact the right person to get your issues resolved quickly:

HiD- POINT OF CONTACT

Departments	Contact Detail	Typical Queries
INSURANCE	**health@bajajallianz.co.in.**	Health Insurance related queries, please reach out to Bajaj Allianz Team.
PAYROLL	**MASTER Payroll Page -** https://deloittenet.deloitte.com/PC/PracticeComm/regions/India/SS/Finance/Pages/HashedIn-usi.aspx#	
	Excelity SSO Link https://talentsites.deloittenet.deloitte.com/vendorsso/indiapayroll.aspx	Easy Reference material : Payroll guide

	Contact Options:	Discrepancy in Personal data on Payslip, My earnings & tax tab on HR Workways portal, if any.
	❖ 2222(Choose option 1)-Through your skype ID	Onetime earnings and deductions.
	❖ +91 40 6762 2222/ 1800-2582-2222 (choose option 1)- Through your mobile	Escalation, if query was not addressed within 48 hours or not satisfied with explanation provided by Excelity team
	❖ Chat Option – TOD Page	
	❖ hashedinpayroll@deloitte.com	
	payrollqueries@excelityglobal.com	Issues while accessing HR workways, Issues related to tax saving reimbursement bills submission, Salary calculation, Investment declaration, Income tax deduction
DTE	usindiaexpensecompliance@deloitte.com

Call 2222
Raise a ticket Service Catalog - Deloitte US Service Portal (service-now.com) | For DTE Expense related queries

For Access issues |
| VANTAGE CIRCLE | Support@vantagecircle.com | Vantage Circle Profile is made by the individuals (i.e. hashers), any data issues should be checked with vantage support team.

For creating your profile, start with https://deloitte.vantagecircle.com/ |
| COMPLIANCE HELP DESK | • **Open a Compliance Ticket:** Compliance helpdesk
• Call for support: 1800-2582-2222
• Use "CHAT" option, located on right upper side of MCD (After 11 am IST)
Use alternative link to access (error 109): TalentOnDemand (deloitte.com) | Any queries related to compliance, MCD, Tracking & Trading, etc.

Error 109, need to populate portfolio, courses completion not reflecting |

Hashedin
by Deloitte

CHANGE BANK ACCOUNT DETAILS	- Visit https://solveit.deloitte.com/ - In the search bar, type "Personal Information" - Select "solve your issue" within the "Personal Information" section On the left side of the page, click on "Direct Deposit & Banking"	Change primary and expense bank account details on Talent on Demand page.
DISPLAY NAME CHANGE HELP DESK	Deloitte Technology Support: 1-1800-335-6488 or 040-67622222 URL to Raise a Complaint: Service Catalog - Deloitte US Service Portal (service-now.com)	For changing the display name in teams, outlook, skype and zoom
SMART PHONE	https://mytechnology.deloitte.com/smartphone-usi	In case of any delays/issues with the orders, reach out to usr10pda@deloitte.com
BENEFITS (WE ARE DELOITTE)	Benefits Expense & Claim Process Guide.pdf (sharepoint.com)	Document has all the information and FAQs about the benefits and claim process

HR	https://dna.hashedin.com (Service -->HR Query Box).	Employee Policies, Employee Data (Tools Updation), Grievances, HR Processes, Onboarding & Offboarding, Employee Loans, PoSH Related
RECRUITMENT	hashedinrecruitment@deloitte.com	Lateral Employee Referrals, Lateral Interview schedules
	hashedincampus@deloitte.com	Campus Employee Referrals, Campus Interview schedules
IT SUPPORT	- Users working from office location can visit the ITS walk-up center at the 1st Floor, Hashedin by Deloitte Bengaluru office. - CHAT with the Call Center Technology Support team - SEARCH the Online Help Desk, view the top Technology tips & solutions - CREATE A TICKET - Submit a Non urgent support ticket **IF IT'S URGENT** - Call 1 800 DELOITTE (1 800 335 6488) (US), or 1 800 2582 2222 (USI) or 040 - 67622222 outside the office to speak	- Laptop delivery issue - Laptop change process - Software and peripherals issues - Internet Issues in Office - Password / login issues - Access Issues (Teams, OneDrive, Zoom, DNet, etc • Software installation and issue resolution For more detailed information check here: IT Helpdesk process

	to a technician 24x7.	
LEARNING & DEVELOPMENT	HashedInLD@deloitte.com	HashedIn Universities, Ongoing training sessions Certification Details

ALLOCATIONS	hashedinallocations@deloitte.com	Project allocations related, Manager reporting mismatches
TECH	Reach out to Tech Channel in Microsoft Teams	Discussions/queries related to anything Technical
FRONT DESK (ADMIN)	hashedinfrontdesk@deloitte.com	Procurement, Office Facilities, Travel related
Self-Verification Letter	- Click on https://talentondemand.deloittenet.deloitte.com/ 'My information' (on the left) - From the drop-down, under 'Employment Details' click on 'Employment Verification Letter' - Go to 'Create Letter' (on the right) >> Select 'Personal Address' for **Address Proof** >> Click on 'Create letter.pdf' Or - Go to 'Create Letter' (on the right) >> Select 'Office Address' for **employment letter** >> Click on 'Create letter.pdf' - Download the letter which is created	For Address Proof and Employment Verification Letter.

Background verification of loans	• Please use the following email address for employment verification requests: useleindiaemploymentverification@deloitte.com. Ask bank officials to include the employee's full name and employee ID for accurate processing. • Employees can also download an employment verification letter directly from the Talent On Demand (TOD) system. • Connect with 2222 for further details (internal/Deloitte HR contacts are not to shared with bank officials)	Verification purpose for loans
AMEX	• Applying new card : HashedIn Application Instructions - Green Card.docx. • Application related queries:usicorporatecards@deloitte.com • Amex helpline for any payment and bank related issues: 1800 419 1222 • Call for support: 1800-2582-2222 (choose option 1)	Amex card application, Queries related to payment, late fees, Direct pay reimbursement
Business Travel	• For domestic and international business travel :Travel guide	Guidelines for Approval, travel booking, Expense and reimbursements
POSH	• Deloitte's Posh policy : Homepage (deloitte.com) • POSH section : Employee handbook • Mail to:ushashedinicc@deloitte.com	Any concerns, queries related to POSH
Direct connect to Leaders	• Process Details - HashedIn Direct Connect to Leaders • Mail to: HashedInDirectConnect2Leaders@deloitte.com	Reach out to HashedIn Leadership - Delivery/Project issues and concerns to Work-life balance, Career progression, any other unresolved concerns, suggestions etc.
DE&I	• Mail to: HashedInDiversityComm@deloitte.com	Reporting any challenges concerned to Diversity, Equity & Inclusion
Talent experience	• Mail to: UShashedintalentexperience@deloitte.com	Reporting any ongoing challenges/ suggestions concerning to Your HashedIn Experience
Org updates	• HashedInNet - Home (sharepoint.com)	News, updates, information's related to Org

ADDITIONAL REFERENCES:

Holiday	• Holiday list • Leaves (hashedin.com)	Upcoming holidays/festivities list
Free pool document	• Free pool process guidelines	Action items, Timesheet submission, Leaves, Process flow, Guidelines, Project nominations
Exit kit	• Exit process kit • Asset submission Location list	Timelines, To-do list, Guidelines, FnF, PF, Gratuity, asset submission location
APRs	• Homepage (deloitte.com)	Policy APRs related to all categories

	HashedinEcoworldEvents@deloitte.com	US BLR HASHECW EVENTS
Office Experience Team	HashedinEcoworldReception@deloitte.com	US BLR HASHECW RECEPTION
	HashedinEcoworldSA@deloitte.com	US BLR HASHECW SERVICE AMBASSADORS
	HashedinEcoworldMMS@deloitte.com	US BLR HASHECW MANAGED MEETING SPACE

Level 2 POCs (In case the issues do not get resolved at L1):

SL.NO	QUESTIONS RELATED TO	POC (LEVEL 2)	OFFICIAL EMAIL ID
1	All HR related	Thanmayi Devaladakere	tseethapathy@deloitte.com
2	Recruitment	Spandan Ghosh	schandankumarghos@deloitte.com
3	Payroll and Reimbursement	Rashmi Vikram	rreddyvari@deloitte.com

ACKNOWLEDGEMENT

I understand that this policy describes important information about HashedIn. I understand that the contents of this employee handbook are simply policies and guidelines, not a contract or implied contract with employees. The contents of the employee handbook may change at any time. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

FAQ DOCUMENT:

If your queries are still not answered please have a look at the FAQ Doc: [FAQ Doc](#)