

EMPLOYEE HANDBOOK

Code of Business Conduct and Ethics

This Code of Business Conduct and Ethics applies to all employees and officers of the subsidiaries and affiliates of United Techno Info Systems Private Limited, which are referred to in this Code as Company.

You are accountable for reading, understanding, and adhering to this Code. If you are uncertain about what to do, speak with your supervisor/HR or, if you prefer, communicate with any of the other points of contact indicated.

Equal Employment Opportunity

The talents and skills needed to conduct business successfully are not limited to any group of people. The company has a long-standing commitment to a meaningful policy of equal employment opportunity. The Company's policy is to ensure equal employment and advancement opportunity for all qualified individuals without distinction or discrimination because of race, color, religion, gender, sexual orientation, age, national origin, disability, covered veteran status, marital status, or any other unlawful basis. As part of this commitment, the Company will provide reasonable accommodation for applicants and qualified employees.

Protection and Proper Use of Company Assets

Safeguarding and appropriately using Company assets, whether those assets take the form of paper files, electronic data, computer resources, trademarks or otherwise, is critical.

Terms of employment

Terms of employment are as set out in the appointment letter.

The terms of employment are as per the details contained in the appointment letter. The company reserves the right to amend, alter, change any or all the terms and conditions governing employment. The company will also be the sole judge of the meaning and interpretation of all or any of these terms and conditions and its decision thereon shall be binding on all employees.

The employment contract is a contract between the individual employee and the company, and the terms of the contract are individual to each employee. Hence, all employees are required not to share the terms of contract with others including fellow employees.

Joining process

The copies of the following documents shall be submitted by an employee on the date of joining:

- Proof of age (Aadhar/birth certificate/school leaving certificate/passport copy).
- Educational and other qualification certificates.
- Release letter from the previous employer (if applicable).
- Acknowledgement for receipt of the HR Policies and Code of Conduct guidelines.

General Administrative Matters Working days

The working days at the Company will be from Monday to Friday. Unless otherwise stated, work hours would be as follows:

Days - Monday - Friday Timings

0900 hrs. To 1800 hrs.

Lunch break - 60 minutes

Owing to work exigencies, an employee's working hours may be different from the timings mentioned above.

Weekly off

Saturday and Sunday will be the weekly holidays.

Owing to work exigencies, an employee may also be required to work either on a weekly off or a public holiday. In such a case, and after obtaining due approval from his/her immediate manager, the employee is entitled to take any of the weekdays in the following week as a compensatory off in lieu of the day of the weekly off/public holiday.

Late arrival

Employees are expected to arrive at work and for meetings on time. If an employee anticipates late arrival, he/she must inform the immediate manager (or a colleague in case the immediate manager is not available) in advance to allow for schedule changes and to handle coverage of working hours.

Repeat challenges with late arrivals will be recorded as misconduct in the employee's file. All employees working with customers must ensure that all meeting commitments are met on time. Lapses in punctuality will not be acceptable.

Absence from office

Any employee who is outside the office during working hours should ensure that the immediate manager (or a colleague if the immediate manager is not available) is aware of his/her whereabouts. Unauthorized absence from office, or absence from office without prior approval from the immediate manager, will be recorded as misconduct in the employee's file.

Unauthorized absence will be treated as Loss of Pay (LOP).

Telecommuting

Employees must ensure they are accessible via phone and instant messenger throughout the workday. Unproductive days may be treated as Loss of Pay (LOP).

Housekeeping

It will be the responsibility of all employees to ensure that the offices of the company are always kept neat and tidy. The work area should be cleared of all files and papers every evening prior to leaving the office. Computers and any lights in the work area need to be switched off.

Dress code

At United Techno, we follow a "Professional Attire" dress code. Every employee is required to be in Formal wear on Mondays, Tuesdays, and Wednesdays. Business Casuals are allowed on Thursdays and Fridays. Casual Dressing should also be within the boundaries of professionalism and to respect workplace sanctity.

Being a developing organization with most of our business with foreign customers, we expect to maintain a high level of professionalism in everything we do here at United Techno. Professionalism should reverberate in everything including Dress, Conduct, Communications and Work.

Dress Code - Men

Formal Trousers

Full sleeve formal shirts Formal shoes with socks

Business Casuals

Jeans

Full or half sleeve shirts T Shirts (with collars)

Casual shoes with socks

Not Allowed:

Round neck t-shirts, Sweatshirts, Torn Jeans, Flip Flops, Clogs

Dress Code - Women

Salwar Kameez/Kurta & Churidar/Patiala; Dupatta optional/Formal shirts, Tops with formal pants. Only on Friday, Dress Below Knee Length can be permitted.

Not Allowed

Round neck t-shirts, Sweatshirts, Dresses, and skirts above knee length.

Employees are expected to use their discretion in determining what appropriate office wear is. If in doubt, check with Human Resources for guidance.

Smoking

Smoking is prohibited within office premises. To maintain a clean and healthy atmosphere in the workplace and out of the concern of fellow employees, smoking is prohibited within the office premises.

Resignation

An employee who wishes to leave the services of the company are required to first discuss their intention to resign with their respective managers and then submit a formal resignation serving as stipulated in his/her appointment letter, to the Head of Human Resources function and a copy of the same to his/her immediate manager.

The notice period from the employee is essential for the company to ensure a timely and smooth handover of existing responsibilities to another employee. However, under special circumstances, the company may make an exception and either waive off the entire notice period amount or deduct Cost to Company (CTC) pay for less than the stipulated notice period.

On acceptance of resignation, a communication in writing shall be given to the employee with a copy to Accounts and other related departments for his/her full and final settlement of dues. Items like computers, cellular phones, calculators, books, etc. must be handed over to authorized persons.

Dismissal**An employee's services may be terminated due to**

- lack of job-related skills,
- inadequate work performance,
- improper character or attitude,
- integrity issues, or any other reason that the company believes renders the employee unsuitable for continuing employment with the company.

Benefits

- Health Insurance for an amount equivalent to Rupees Three lakhs is provided for all employees, their spouse, and children.
- Yearly team lunch sponsored by the company for team building efforts.
- Award & Recognition
- Retention Bonus

Shift Allowance Policy

Night Shift allowance

- Applicable to employees who are allocated to deliverables and scheduled to work in shifts for at least three hours between 10:30 PM and 6:30 AM (IST) with prior approval from Reporting Manager
- Employees working from home during the night shift will be eligible for night Shift allowance as per the work schedule and requirement.
- Employees shall use only United Techno/Client-provided assets for delivery while working from home.

Weekend/Company Holiday Day Working Allowance

- Employees are eligible to avail one day compensatory off within three working days instead of the overtime allowance, they can choose to comp off or allowance.
- Employees who are provided Weekend/Company Holiday Day allowance will not be given compensatory off.
- Employees working on the Weekend/Company Holiday Day shall be considered for payment of Weekend/Company Holiday Day allowance irrespective of the leaves availed during the week.

24/7 Shift Allowance

Employees are eligible for the allowance irrespective of whichever shift they work as they will be working on a rotational shift basis based on project requirements.

Type of Shift	Shift Timing	Allowance Amount
First Shift	6 AM to 3 PM	Rs. 400/-
Second Shift	2 PM to 11 PM	Rs. 400/-
Third Shift	10:30 PM to 6:30 AM	Rs. 600/-
Fourth Shift	6 PM to 2 AM	Rs. 600/-

- Weekend Day shift allowance of Rs.600
- Festival Holidays double the payment.

Note:

- It is Managers' responsibility to validate and ensure the eligibility requirements are met to consider the employees for Weekend/Company Holiday Day allowance or any night shift allowance.
- If 24/7 shift Employees work for 4.5 hours (half a day), the amount varies accordingly.

Leave Policy 2023

All the full-time employees are eligible for casual leave of 20 days in a year credited to the employee card in a half-yearly distribution.

Maternity Leave – All married women employees are eligible for the 6 Months of Paid Leave.

Paternity Leave – All the men employees are eligible for 5 days of Paid Leave.

Bereavement Leave – All full-time employees are eligible for 2 days of Paid Leave.

Leave Breakups

- Casual Leave - 6
- Sick Leave – 6 (Sick leave will not be encashed)
- Earned Leave – 8

Leave Encashment

The no. of leave balance more than 10 days a year will be encashed up to the maximum of 30 days. Any other category of leave other than the earned leave cannot be encashed.

Compensatory Off

The no. of hours worked additionally including the weekend support can be claimed as compensatory off. Weekly approval to be taken for any of the additional work. There is no encashment permitted for the comp off and the same should be utilized in the same month or can be carry forwarded next year, but should be utilized in 6 months.

Key Points

All the employees should submit their leave in the Greythr portal on time.

Comp. offs addition to be taken approval in the same week.

Maternity Leave

- 6 months of paid leave.
- Is applicable to all female employees who are married (the employee should be married as per company's records, with information having been provided at the time of joining or at the time of marriage)
- Is to be availed as soon as the child is born (within a week's time) and is available for two child only.

Paternity Leave

- Is applicable to all male employees who are married (the employee should be married as per company's records, with information having been provided at the time of joining or at the time of marriage)
- Is to be availed as soon as the child is born (within a week's time) and is available for one child only.
- Cannot be carried forward or added to other leave categories.
- An employee is entitled to 5 continuous working days of leave.

Leave during Notice Period

Employees are not eligible to take any leave when they are serving their notice period. Any leave taken during the notice period will be considered as leave on loss of pay.