

## Employee Handbook (Working Rules and Regulations) Effective from 1 January 2023

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TECHNOLOGIES



## 1. Introduction

### 1.1 Purpose

This Employee Handbook (here in after referred to as "the handbook") has been prepared to Familiarize all employees with the policies, practices, and other rules of Nexios Technologies LLP (here in after referred to as the Organization), with the key objective of providing guidelines to operate in an organized and efficient manner.

### 1.2 Definition of Employee

"Employee" in this handbook means a regular employee on the payrolls of the Organization, who works in and for the Organization, based on an employment contract with the Organization, but does not include trainees/ temporary/ casual employees.

### 1.3 Scope

These Working Rules & Regulations shall apply to employees as defined in Section 1.2 above.

### 1.4 Employee Obligations

All employees are obligated to observe the provisions of this handbook faithfully as well as other Organization regulations/policies, follow job instructions, preserve discipline, and co-operate with other employees, in order to complete assignments.

## 2. Employment

### 2.1 Probation / Training

Those applicants who have the minimum skills, qualification standards, and meet the minimum age requirement of 18 years set by the Organization and are deemed fit to be groomed into productive employees shall be employed on probation / training.

#### 2.1.1 Probation & Training Period Procedure

Probationary employees must submit the following documents (self-certified) on the first day of their joining.

- Original Identification Proof (PAN Card, Voter's Identity Card, Aadhar Card)
- Residential Address Proof (Aadhar Card)
- Educational Qualification Proof (Degree certificate)
- Experience / Employment Documents (Salary Slips)
- One latest passport size photographs
- Bank Account details
- Any other document/s as specified by the Organization

### 2.1.2 Revision Report

When a probationary employee experiences any change in one or more items specified in the documents listed above, the probationer employee should report immediately about the change(s) to Organization.

### 2.1.3 Probationary Period

Probation period shall be for 2 months duration. However, Management reserves the right to extend the probation / training period twice for a specified period or curtail the same before completion of the duration previously finalized based on probationer's / trainee's performance. In case, the probationer / trainee is not found suitable during the probation / training period, the Organization shall have the right to discharge the probationer / trainee without assigning any reason whatsoever.

A probationer / trainee on probation / training shall not be eligible to receive free Leave. Such leave shall only become available upon confirmation; these shall however be credited to the probationer's / trainee's leave account proportionately from her/his date of joining.

Once a probationer / trainee is confirmed as a regular employee, the probationary / training period shall be considered part of the employment period.

### 2.1.4 Regular Employment

A probationer / trainee shall be considered as regular employee only after his/her service has been confirmed in writing and communicated to him/her. Unless confirmation is given in writing, the probationer / trainee shall be deemed to be on probation / training.

The service of probationer can be terminated by giving one-month notice of termination or payment in lieu thereof, without assigning any reason.

## 2.2 Reassignment / Transfer

### 2.2.1 Business Trips

The Organization may, in consideration of business exigencies, require employees to undertake a business trip or stay for an extended period at a location different from her/his normal location. In such cases, the employee shall be entitled to travel expenses as per the Organization Travel Policy.

### 2.2.2 Overseas Assignments

The Organization may require employees to undertake an overseas assignment (or training) to a different position or discharge them from a current one. Such assignments shall be considered part of employment requirements and employees may not refuse to undertake such assignments without providing proper reason in writing and discussing the same duly with Management.

An employee being deputed for overseas assignments or training shall be required to enter into a Memorandum of Understanding with the Organization and sign a guarantee of not resigning from the services of the Organization for a minimum period of three 18 months excluding notice period (or a period as decided by the Management) upon return from Training or overseas assignment. The Memorandum of Understanding to this effect shall have to be signed prior to departure for the training or assignment.

## 2.3 Resignation and Dismissal

### 2.3.1 Dismissal Conditions

Organization may terminate an employee's service as per the Organization rules about disciplinary action on account of performance or behavioral reasons and where Organization believes the employee is not suitable for continued employment. An employee shall be dismissed when any of the following conditions mentioned below applies: -

- Acting against the Working Regulations of the Organization
- Continuous illness exceeding 2 months
- Physical and/or Mental disability
- Loss of confidence
- Continued inefficiency and/or lack of performance on key result areas
- Obtaining employment by supplying false information and/or documents
- Involvement in activities termed as criminal under the Indian Penal Code
- By the terms Discontinuation of operations, due to natural disasters, rioting, or other reasons beyond the Organization's control

### 2.3.2 Dismissal Notification

When the Organization decides to dismiss an employee, s/he shall be notified by the Organization of her/his dismissal (Writing & verbal), as per her/his appointment letter. However, in the case of dismissal by way of disciplinary action, notice will be provided for 1/2/3 month depends upon the respective position of employee.

- In the duration of dismissal notice period employee couldn't get any leave, as s/he will not be appearing to be the part of any benefits.
- If organization dismisses any employee without any notice period, then company will pay gross salary of [2 month] to the employee [depending on the notice that should serve by company before dismissing].
- No of months would be as follows for the positions.
  - Programmers - 60 days
  - Senior developers, Technical Leaders- 60 days
  - Manager / Directors / Chief Officers – 90 days

### 2.3.3 Termination of the Employment contract

An employee shall terminate his or her employment contract when one of the following conditions applies:

- Death.
- Acceptance by the Organization of a resignation request.
- Attaining retirement age.



#### **2.3.4 Retirement**

An employee shall retire on the first day after her/his 58th birthday or in certain cases, as decided upon by the Organization Management. The Management reserves the right to extend an employee's retirement age beyond the standard age of 58 years.

#### **2.3.5 Resignation Procedure**

When an employee intends to resign, s/he must submit her/his resignation in writing 2 months prior to the effective date of resignation for the Organization's approval or as per the provisions laid down in the appointment letter of the employee. The Organization reserves its right to waive off the notice period and accept the resignation with prior date and in such cases, the Organization shall not be liable to make any payments to the employee towards the remaining period of notice.

If any employee resigns without any notice period, then he/she will have to pay gross salary of 1/2/3/ months depends on respective position to the organization.

#### **2.3.6 Returning Organization Equipment / property**

When an employee leaves the Organization, because of either dismissal or resignation, s/he has to return her/his Organization ID card, any money owed to the Organization, and any kind of equipment, tools, documents, software source codes, other intellectual property, etc. belonging to the Organization and that had been issued to her/him for use in Organization work. The knowledge transfer on running project is inclusive and of prime importance to be accomplished during the notice period.

#### **2.3.7 Employment Certificate**

Every employee leaving the services of the Organization for whatever reason (except termination due to disciplinary reasons or abrupt discontinuance by the employee themselves) shall be issued a relieving letter and a service certificate. The Organization may, upon request from the employee, issue a certificate or and employment reference letter certifying her/his employment period, job description, status, job title, and salary.

### **3. Work Discipline**

#### **3.1 Employee Obligations**

You are required to observe the following rules at work:

##### **3.1.1 Work Conditions:**

- We have flexibility in timings so In time is between 9.00- 9:30am & out time is between 6:15 to 6:45 pm for all employees.
- Our daily schedule is 8.30 hours, in that 8:30 hours is working hours & 45 minutes would be a lunch break.
- As and when required by the Organization, all or specified employees might be required to work on Saturdays and Sundays / holidays. Such requirements shall



be announced through internal circulars as and when required. All concerned employees are expected to follow such circulars and be present for work on said days. Failure to do so without specific prior approval shall be considered a breach of discipline and unapproved absence from work.

- You must work faithfully by maintaining specified time and not leave the workplace without obtaining prior permission from your line manager and updating the movement register; and also restrain from engaging in unethical work, which goes against the interests of the Organization.
- You must make a continuous effort to improve work efficiency and procedures.
- You must keep the work environment safe, clean, and organized, always remain alert and not violate the safety rules.
- You must be in Organization approved dress code, wherever applicable, during official visit / business meetings.
- You must not abuse the authority commensurate with your position or capacity.
- You must dress and groom neatly, without giving an unpleasant or eccentric impression other employees.

### **3.1.2 Sincerity**

- You should not engage in work for a third party or be employed by another Organization without obtaining prior permission from Organization.
- You should not disclose confidential information accessed during your employment or involved in any action that might damage the Organization's interests following resignation or dismissal.
- Always write specified reports and observe specified procedures without negligence or falsification.

### **3.1.3 Prohibition on Unfaithful Acts**

- You should not use Organization equipment for personal use or deliberately destroy the same.
- You should not accept money, goods, or any form of benefits from other parties by taking advantage of your position or capacity in the interests of the Organization.
- During your tenure with, and for a period of two years after your separation from the Organization, you should not engage in business that is similar or competitive with the Organization without obtaining prior written permission from the Management.

- You should not commit unlawful acts which tarnish the image of the Organization.
- You should not transport hazardous materials or chemicals into Organization premises.
- You should not smoke, chew or drink alcohol, tobacco or other contrabands in the workplace.
- You should not take photographs or video shots of any of the equipment in the Organization.
- You should not deliver speeches, hold gatherings, distribute documents, or paste posters for purposes other than job requirements in the workplace.
- You should not engage or involve yourself in political or religious activities in the workplace.
- You should not commit any act that may break down or dilute work discipline or good work practices; or that may be considered shameful by others for an Organization employee to commit.
- The Organization discourages usage of Telephone/ Mobile Phones / E-mails for personal usages. While mobile phones usage is not prohibited, it is expected that all employees will use fair judgment and limit their usage of mobile phone during work timings only to emergency personal requirements.
- Employees are advised to take utmost care of Organization property during usage, and Organization may ask for reimbursement in case of loss/damage/theft due to negligence on the part of the employee.
- Organization discourages habitual late arrival or early leaving, both of which could result in strict disciplinary action up to termination of services.

### **3.2 Attendance and Reporting**

Employees must observe the following rules and procedures to enter or leave the Organization:

#### **3.2.1 Entrance and Exit**

Employees should enter and leave the workplace through specified gates only.

#### **3.2.2 Attendance Record**

Employees should record their time of entrance and leaving via IN/OUT punch without failure.





### **3.2.3 Carrying Items In and Out**

An employee must obtain prior approval from the Organization by following the required procedures to carry into or out from the workplace any item(s) that are not her/his belongings or in everyday use within the workplace.

### **3.2.4 Prohibition of Entrance or Expulsion from the Premises**

An employee may be restrained from entering or be ejected from the workplace when any one of the following conditions applies:

- Is found under the influence of alcohol or not found to be sober, disturbing work disciplines, or harming the hygienic environment.
- Is in possession of a firearm, dangerous weapon, or other hazardous item(s) not required for task completion.
- Indulges in eccentric dress or grooming.
- Commits any act or statement equivalent to the previous items.

### **3.2.5 Receiving Personal Visits**

Employees may accept personal visits only during breaks and in an area specified for such a purpose, except in special cases for which prior approval has been obtained from the Organization.

### **3.2.6 Leaving the Organization Premises for Personal Reasons**

Employees may not leave the premises during work hours for personal reasons, but in case of emergency they can be allowed to leave with proper intimation and prior permission.

### **3.2.7 Leaving the Organization Premises for Work-Related Reasons**

Employees must obtain prior approval from line manager before leaving the premises for work-related reasons.

### **3.2.8 Early Leaving**

Employees who wish to leave the premises during working hours due to unavoidable circumstances must submit the relevant request in advance to their line manager to the Technical Head and HR.

### **3.2.9 Procedure for Leaving the Workplace**

- Employees leaving the Organization premises at the end of the work day, whether as per their scheduled work time or earlier, must mark their outward attendance as per Organization procedure.
- Any employees leaving the workplace for work-related reasons must mark their exit-time upon exit and in-time upon re-entry into the workplace.



### **3.2.10 Absence without Prior Notification**

- Employees who cannot come in to work because of illness or other unavoidable circumstances must contact the Organization within one hour of the start of the work day on the day of absence.
- Employees who fail to follow the above advice shall be marked as absent without leave, for which the salary will not be paid.
- Absence without sanctioned leave or without intimation to line manager shall be treated as indiscipline. If an employee remains absent without prior sanction of leave for 10 consecutive days, he/she shall be deemed to have abandoned the job and her/his services shall be automatically terminated.

### **3.2.11 Absences**

- Employees who arrive for work after two hours of her/his shift without prior intimation and approval shall be considered absent for the half day.
- Employees who take leave after having enjoyed all accumulated free leaves shall be counted as absent & his/her leave will be deducted.

## **3.3 Work Hours during Business Trips**

Employees are assumed to be working as per the work hours specified in the previous article during business trips, except when different arrangements have been made by the Organization.

## **3.4 Holidays**

The organization shall provide total 109 leaves which include: (52 Saturday, 52 Sunday, 5 Public holidays & annual holidays).

## **3.5 Weekly Holiday**

The weekly holiday shall be every Saturday and every Sunday for all employees.

## **3.6 Public Holidays**

National and Festival Holidays shall be granted in accordance with the policies of the Organization.



### 3.7 Substitute Holidays

The Organization may substitute a holiday for another day due to operational reasons with prior notification.

### 3.8 Overtime

- "Overtime" refers to work conducted on a workday or holiday beyond specified work hours.
- The Organization may instruct an employee to do overtime if such work is required for efficient operations or a break in operations may cause a loss or damage to business. Overtime is applicable for employees up team leader level. If an employee is supposed to work beyond specified work hours to compensate for their lack of focus and incompleteness of tasks, such work may not be referred to as over time.

### 3.9 Compensation for Overtime

Overtime shall be paid in accordance with the norms of the Organization.

### 3.10 Calculation of Overtime

Overtime shall be calculated depending on the work timings, subject to a minimum of 1 hour. Overtime will be counted by their respective managers.

### 3.11 Attendance on Holidays

- Employees who have done work on a holiday or on weekly off may get 1 day extra pay (depending on working days), minimum eight hours working is required on that day.
- If any employee wants to work on week off, then he need to submit a written request to the management before 2 months.

## 4. Leave Rules

### 4.1 All Purpose Leaves

#### 4.1.1 Entitlement

- Employees in staff grade shall be entitled to 12 days of All Purpose free leaves in a calendar year.



- All Purpose Leaves shall be calculated as per year i.e. January to December every year.
- For availing leaves available in their account, employees are required to submit leave application in writing / by email to line manager / technical head at least 2 days in advance. Any holidays/weekly offs shall be prefixed or suffixed to privilege leave; however, holiday/weekly offs falling within the period of privilege leave shall be counted as leave and not as holiday/weekly off.

#### **4.2 Leave without Pay**

Management shall decide on case-to-case basis at their discretion.

### **5. Salaries**

#### **5.1 Salary Payment**

Salaries are paid by transfer to employees' accounts with the bank specified by the Organization. The following deductions are made each month:

- Income tax
- Professional Tax
- Provident fund (if applicable)
- ESIC / Superannuation etc. as applicable by government act.
- Advances/Loans

#### **5.2 Salary Slip**

A salary slip detailing earnings and deductions shall be provided to each employee upon payment of her/his salary.

#### **5.3 Payment day / Calculation of Salary**

- The salary of all employees shall be transferred to their bank accounts on or before the 5 th day of the month.
- Salaries shall be paid on the 5th day of each month. If payday falls on a holiday, salaries shall be paid on the next day.

## 5.4 Salary Increments & Promotion

- The Organization shall review the performance of permanent employees who are on Organization's role as on 31st December every year. The results of appraisals shall be reflected in the salary effective from 1st January.
- No employee shall earn her/his increment if s/he has not worked for a minimum duration of 06 months during the performance year.
- Promotion to an employee shall be granted with due regard to consistence and exceptional performance, merit, efficiency, conduct, experience and suitability for the post. The past records of the employee if any shall also be taken into consideration by the Management for the purpose of promotion.
- Management shall be at liberty to fill up a post by appointing a new employee and it shall not be necessary to fill up a vacant post or newly created post from amongst the existing employees only.

## 6. Rewards and Reprimands

### 6.1 General Rules

Employees shall be rewarded or reprimanded in accordance with the provisions of this chapter.

### 6.2 Commendations

#### 6.2.1 Application

Employees may be eligible for a commendation if one of the following standards apply:

- Exemplary and faithful performance for a month/year/s
- A proposal / suggestion / advice for an improvement that would prove useful for business operations or result in outstanding improvement
- Regular, punctual, and continuous attendance over the course of a month
- A distinguished national or social achievement that the Organization, as well as other employees, can be proud of
- Other deeds or activities comparable with the above standards

#### 6.2.2 Group Commendations

A department, section, or sales office may be commended as a group



### 6.2.3 Types and Forms of Commendations

A letter of commendation from the CEO / Management is awarded with or without one of the following:

- A prize
- Cash money
- Appreciation letter

Commendations shall be publicly announced.

## 6.3 Reprimands / Disciplinary Actions

### 6.3.1 Types and Forms of Reprimands / Disciplinary Actions

Reprimands or disciplinary actions shall be administered in one of more of the following five manners:

- A warning letter
- Suspension from attendance without pay for a certain period of time
- A salary cut
- A demotion and/or withholding of increment
- Disciplinary dismissal

A warning letter shall be effective for a period of six months from the date of issue. The employee can be terminated with immediate effect if there is continual of indiscipline or similar action.

### 6.3.2 Reasons for Reprimands / Disciplinary Actions

A. Negligence of duty, poor supervision over subordinates or managerial irresponsibility resulting in serious mistakes or losses. Further, other causes include but are not limited to:

- Falsification or negligence of reports.
- Insufficient transfer of duties that may result in or has resulted in harm to company's business or a project.

- Inappropriate behavior with any colleague.
- Employment gained via dishonest methods, including falsification of an employment application or her/his personal history.

**B. Absence without prior notice or repeated absenteeism**

**C. Work-regulation violations**

Not keeping time on various occasions, frequent tardiness, leaving early, leaving for personal reasons, exiting the workplace, and/or engagement in personal activities during work hours

**D. Violation of regulations on disaster prevention, safety, and public hygiene**

- Not complying with regulations and instructions on disaster prevention;
- Safety, public hygiene, and organization of the work environment;
- Consumption of tobacco or alcohol in office premises and/or smoking in a non-smoking area

**E. Forgery, modification, lending, or borrowing of an ID card**

Forging, modifying, letting another employee use, or borrowing an ID card or any documents that certify Organization employment

**F. Employment by another Organization**

Being employed by or engaging in work for another Organization without Organization's approval while maintaining an employment agreement with this Organization

**G. Receiving visits from outside guests**

Inviting an outsider or receiving a personal guest into the workplace without prior Organization approval

**H. Disturbing operations**

Disturbance of operational procedures, corporate events, or occasions; or other activities that may disturb efficient operations

**I. Insubordination**

Insubordination or refusal to comply with corporate regulations or operational instructions

- J.** Modifying or damaging posters  
Posting bills, distributing folders, or holding a gathering or demonstration within Organization premises without Organization approval
- K.** Damage or loss of Organization property  
Using machines, equipment, vehicles, facilities, supplies, products, documents, buildings or offices belonging to the Organization without Organization approval; or sneaking out, damaging, or losing items that belong to the Organization
- L.** Disorderly conduct
- Using abusive language or violence against a third party or another employee, or intimidating, confining, killing, injuring, or stealing something from a third party or another employee.
  - Embezzlement, fraud, gambling, humiliation, excessive debt, illegal acts for personal gain, or other shameful conduct that may endanger the well-being of any individual or interfere with Organization discipline.
  - Abuse of position or authority
- M.** Accepting money, goods, or any form of benefits from any person by abusing a position in or authority given by the Organization
- N.** Receiving a salary, fringe benefit, or other personal gain through dishonest methods
- O.** Leaking confidential information  
Leaking corporate or operational confidential information to an outsider or third party
- P.** Traffic accidents  
Violations of the Road Traffic Act or other road-traffic-related regulations that risk the individual safety seriously affect the Organization's reputation and operations
- Q.** Sexual harassment at Work Place  
For the purpose of this section, sexual harassment includes such unwelcomed sexually determined behavior (whether directly or by implication) such as: physical contact and advances, a demand or request for sexual favors, sexually colored remarks, showing pornography, or any other unwelcome physical, verbal or non- verbal conduct of sexual nature



**R. Other conduct**

Other conduct that is comparable with the above listed acts or may seriously affect the Organization's welfare or reputation

**6.3.3 Suspension from Attendance**

- In the event the Organization is investigating an employee who was engaged in dishonest conduct or has a disciplinary complaint against her/him, the Organization may instruct said employee not to enter the Organization premises or to stop working during the examination period / investigation period.
- In such an event, the Organization shall instruct the employee through either an attendance-suspension notice for less than 8 days or a work-prohibition notice specifying a specific work-prohibition period.
- During such suspension period, the employee shall be entitled to compensation as per the statutes laid down under the relevant laws.

**6.3.4 Disciplinary Action Decisions**

- Reprimands or disciplinary actions shall be determined following evaluation of motives, the gravity of the intention or negligence, the presence and gravity of violence or fraud, the damage or loss suffered, past work performance, attitude following the dishonest conduct, and other mitigating circumstances for each item listed in Reasons for Reprimands or Disciplinary Actions.
- For any misconduct listed under section 6.3.2 above, the procedure for determining disciplinary action has been provided in detail under the Disciplinary Action Procedure of the Organization.
- In all cases, the decision for Disciplinary Action shall be taken keeping in mind the Principles of Natural Justice.
- Disciplinary Termination / Dismissal:  
An employee shall be liable for disciplinary termination / if s/he has been involved in any of the actions below:
  - Grave and dishonest conduct in connection with her/his job or position
  - A deliberate crime against the Organization
  - Gross negligence causing extensive loss or damage to the Organization
  - Insubordination or refusal to comply with Organization Work Regulations or other proper instructions despite having received a written warning for earlier offences

- Absence from work for 10 consecutive days without approval or unavoidable circumstances. This rule shall also apply if the employee has been absent without prior approval for 10 days with one or more holidays in between.
- Other conduct comparable to the above listed items or considered to be purposefully malicious.

#### **6.3.5 Instigation**

Employees who urge or encourage other employees to commit a crime or commit a crime in conspiracy with another person shall be punished accordingly, together with the person who actually commits the crime.

#### **6.3.6 Aiding and Abetting**

Employees who aid and abet another person in committing a violation shall also be punished with a reasonable salary reduction, depending on the level of involvement.

#### **6.3.7 Attempted Violation**

Attempted and abortive violations refer to planned violations in terms of the actions listed under section 6.3.2. In the event of an attempted violation, the employee is liable to face disciplinary action as per the procedure outlined under the Organization Disciplinary Action Procedure.

#### **6.3.8 Exemption from Reprimand / Disciplinary Action**

A verbal warning shall be given in lieu of reprimand / disciplinary action in cases where the gravity of violence is light, a mitigating circumstance is considered, or repentance is clearly shown.

## **7. Welfare Schemes**

### **7.1 Benefits for Working on Weekly Offs**

Employees shall be entitled to overtime payment or Compensatory Off for working on a holiday/weekly off day as per the rules of the Leave Policy of the Organization.

### **7.2 Retirement & Terminal Benefits**

Provident Fund, Gratuity, and other benefits shall be applicable and payable as per the statutes established under the relevant laws and government policies.



## 8. Loading of Complaints

### 8.1 Purpose

Any complaints or grievances lodged by the employees should be resolved in the fairest manner at their workplace. Employees, however, may lodge a complaint if their problem is not resolved at their work station in the Organization.

### 8.2 Scope of Complaints

Employees may lodge one or more of the following complaints in writing either to their line manager / directors and/or the HR department:

- A complaint about the application or interpretation of work regulations
- A complaint about the application or interpretation of other regulations or instructions provided by the Organization
- A complaint about the daily work environment

The following complaints are not accepted by the Organization:

- A complaint offensive to public order and morality
- A complaint deemed to be based on personal animosity toward a supervisor and/or colleague
- A complaint classified as a proposal
- A complaint that can be easily resolved through a discussion with a supervisor and/or colleague

### 8.3 Complaint Procedure

Employees may lodge a complaint seeking a solution in the following manner:

A complaint must have badged in writing by an employee who is directly involved in the complaint within 7 days of the occurrence of the root cause

A letter lodging the complaint must include the following details and be signed by the complainant:

- The name of the employee lodging the complaint. All names should be listed in the event multiple employees are involved
- A title for the complaint
- A detailed description of the complaint, including specific persons, places, and occasions involved
- Reasons for the complaint
- Desired solutions

#### **8.4 Complaint Examination**

The Organization shall, through the HR department begin examination of a complaint within 15 days of receiving it. The Organization shall make efforts to ensure a fair and careful examination by hearing testimony from the complainant and other relevant parties.

#### **8.5 Notification of Examination Results**

- The HR department of the Organization shall notify the complainant of examination results within 7 days of completing the examination
- The Organization shall not treat an employee who has lodged a complaint and / or other relevant parties unfavorably in any way just because they are involved in a complaint.

### **9. Protection against sexual harassment**

#### **9.1 Duty of the Employer or other responsible persons in work places and their institutions**

It shall be the duty of the employer or other responsible person in work places or their institutions to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts of sexual harassment by taking all steps required.



## 9.2 Definition

- For the purpose of these Working Regulations, sexual harassment includes such ungraceful sexually intentioned behaviors (whether directly or by implication) as:
  - Physical contact and/or advances;
  - A demand or request for sexual favors;
  - Sexually colored remarks;
  - Showing pornography;
  - Any other ungraceful physical, verbal or non-verbal conduct of a sexual nature.
- If any of the above acts is committed in circumstances wherein, the victim of such conduct has a reasonable apprehension that, in relation to the victim's employment or work whether she is drawing salary, or honorarium, or voluntary, whether in public or private such conduct can be humiliating and may constitute a health and safety problem.
- It is discriminatory for instance when the woman has reasonable grounds to believe that her objection would disadvantage her in connection with her employment or work including recruiting or promotion or when it creates a hostile work environment. Adverse consequences might be visited if the victim does not consent to the conduct in question, may raise his/her objection with appropriate authority.
- One harassment committee has been nominated for this situation where female employee can openly talk about this issue. For contact details of member, you can contact to HR.

## 9.3 Preventive Actions:

The employer or person in charge of workplace should take the following steps:

- Express prohibition of sexual harassment as defined above at the work place should be notified, published and circulated in appropriate ways.
- If anyone is found guilty of the above act the same may be taken into account and the penalty imposed on the offender as per Conduct Rules.
- Where such conduct amounts to a specific offence under the Indian Penal Code or under any other law, the employer shall initiate an appropriate action in accordance with law by making a complaint with the appropriate authority.

#### **9.4 Complaint Mechanism:**

Whether or not such conduct constitutes any offence under law or a breach of the Service Rules, an appropriate complaint mechanism shall be created in the organization for redress of the complaint made by the victim.

### **10. Evaluation and Review**

Management reserves the right to make any changes to the policies that are part of this document at its own discretion. Any such changes shall be communicated to all employees.

### **11. Implementation Date**

The implementation of this set of Employee Policies and Working Regulations shall start from 01 January 2023 and a copy of the same shall be available with the Human Resources department. All current and future employees of the organization shall be made fully acquainted with these working regulations.

