

These policies provide a strong foundation for Ander Baher to build a positive workplace culture and ensure compliance with local laws and regulations. Implementing these policies can help the company build a strong reputation and attract and nurture top talent

Code of Conduct:

Ander Baher's code of conduct outlines the expectations for behavior, ethics, and professionalism within the company. This includes guidelines on communication, conflict resolution, compliance with laws and regulations, and appropriate use of company resources. The policy emphasizes the company's commitment to creating a respectful and inclusive workplace culture.

Time Off Policy:

Ander Baher's time off policy provides guidelines for sick leave, personal days, and vacation time. The policy outlines the process for requesting time off, the amount of notice required, and the approval process. The policy also emphasizes the company's commitment to work-life balance and encourages employees to utilize their time off to recharge and maintain well-being.

Remote Work Policy:

Ander Baher's remote work policy provides guidelines for employees who work remotely, including communication expectations, equipment requirements, and data privacy and security guidelines. The policy emphasizes the company's commitment to maintaining productivity and collaboration while working remotely and outlines the process for requesting remote work.

Performance Management Policy:

Ander Baher's performance management policy outlines the company's approach to evaluating employee performance, providing feedback, and creating opportunities for growth and development. The policy includes regular performance evaluations, goal-setting processes, and recognition and reward programs.

Intellectual Property Policy:

Ander Baher's intellectual property policy outlines the company's approach to protecting its intellectual property, including patents, trademarks, and copyrights. The policy emphasises the importance of confidentiality and

ownership of intellectual property and outlines the process for protecting and licensing the company's intellectual property.

Anti-Discrimination and Harassment Policy:

Ander Baher's anti-discrimination and harassment policy outlines the company's commitment to creating a safe and respectful workplace for all employees. The policy includes guidelines on gender, race, religion, sexual orientation, and disability discrimination and harassment. The policy outlines the process for reporting discrimination or harassment and the company's commitment to investigating and addressing these issues.

Health and Safety Policy:

Ander Baher's health and safety policy outlines the company's commitment to providing a safe and healthy workplace for all employees. The policy includes guidelines on safety procedures, emergency response, and how to report workplace hazards. The policy also emphasizes the company's commitment to promoting employee well-being and provides resources for mental health support.

IT Security Policy:

Ander Baher's IT security policy outlines the company's approach to protecting its technology assets, including data privacy and security. The policy includes guidelines on password security, data protection, and how to report security incidents. The policy also emphasizes the company's commitment to compliance with data privacy laws and regulations.

Customer Site Visit Policy:

Ander Baher recognizes the importance of having clear and consistent policies to guide the behavior of its employees and to promote a positive work environment. This policy sets out the guidelines and procedures that employees must follow when seeking reimbursement for expenses incurred during their work, including local city site visits.

Bring Your Own System (BYOS) Computer Policy

This concise policy provides a summary of key components. For comprehensive guidelines and specific details, employees should refer to the complete BYOS computer policy document.

Daily Work Shift Policy

This policy intends to provide clear guidelines and expectations for Ander Baher employees regarding their work shifts. It outlines the designated work hours, including the start and end times, as well as the duration of the lunch break. The policy also emphasizes the importance of timekeeping and accurately recording work hours.

Annual Appraisal Policy

At Ander Baher, we believe in recognizing and rewarding our employees' contributions and fostering their professional growth. The Annual Appraisal Policy is designed to provide a structured framework for evaluating employee performance and determining appropriate salary increases, promotions, and other recognition for their hard work and achievements.

Notice period

This policy outlines the consequences and penalties for employees who do not serve their stipulated notice period as per their employment contract and by Indian labor laws. The firm holds all the ownership and decision-making power regarding the duration of the notice period that is expected to be served by the employee in their resignation or PIP state.