



# **EMPLOYEE HANDBOOK**

## ***The Synopsis of Employee Handbook***

*This Employee Handbook establishes policies, procedures, benefits and working conditions that will be followed by all the employees of Eminence Internet Technology Pvt. Ltd. as a condition of their employment. The Standards of Conduct describe the expected actions and behaviour of employees while conducting company's business.*

*The Eminence Technology Employee Handbook is not a contract of employment nor is it intended to create contractual obligations on the company of any kind.*

*The company will make every effort to notify each and every employee whenever any official changes in the policy or procedure will be made but the employees will be responsible for their own up-to-date knowledge about the company policies, procedures, benefits and working conditions. Below mentioned are a few points that form the crux of the full handbook.*

## ***Benefits of joining Eminence Technology***

- 1. Five Days Working - Monday to Friday working. Saturdays and Sundays are off.*
- 2. Flexible working hours - Innovative minds need open skies to fly. Come and work as per your requirement with our flexible working hours.*
- 3. Bonus for extra work - We give credit to extra efforts and appreciate it in one or the other way.*
- 4. Company Tour - We sponsor trips for every employee so that he/she can relax.*
- 5. Annual Party - Throw back your hair and chill at the Annual Party on New Year's Eve. One of our small gestures to make you feel special for the hard work you put in throughout the year.*
- 6. Sports Event - We make full efforts to make our employees fit and fine physically as well as mentally.*
- 7. Monthly Activity - We believe in making our employees refreshed with innovative management games and activities.*
- 8. Celebration for Work Anniversary and Birthdays - We believe our employees are our assets and to make them feel special is our duty.*



9. *Referral Bonus - Refer your friends and family and earn bonus on their joining.*

10. *Incentive - for extraordinary performance and accomplishment.*

11. *Early Increment – Based on the performance and extra ordinary responsibility/efforts employee is taking in the interest of the organization.*

### **WORKING SCHEDULE & COMPENSATION**

*Every Monday to Friday - 9.00 am to 6:30 pm*

*(Flexibility of 1 hour for Monday only)*

*Lunch Break -1.30 pm to 2.30 pm*

#### **Working Hours**

*You will work as per time schedule and report to work on all regular working days. In case of emergency or any personal work, you have to inform your immediate manager or HR for late coming. Maximum 15 minutes late in any shift will be considerable after that there will be implementation of leave policy. Frequent late coming/poor attendance will impact performance and eventually the career.*

*Though reporting time to office is 9:00 AM but the relaxation of 1 hr. will be provided to each employee (genuine cases) for Mondays, implied that the employees have to complete their working hours the same day with productive output.*

*While it is mandatory that you work for a given 9 Hours and 30 Minutes shift, it may be required, at times, that you put in additional hours, based on project/assignment deadlines and requirements.*

*Sometimes the client may require your presence round the clock- seven days a week. This will be organized by the reporting authority and you are expected to co-operate and work on weekly off days/holidays during exigencies of work. Under such circumstances, Compensatory Off/Encashment of those days may be availed with the approval from the respective heads.*

*Normally employees work on a regular shift .If for some reason employees have to work on other shifts, the respective reporting authority will communicate the changes in advance.*

### **PROBATION PERIOD**

*The probation period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets expectations of both the company and the employee.*

*You shall be initially on a probation period of three months, which may be extended or reduced at the sole discretion of the management. During this period your performance will be observed and properly evaluated for further confirmation.*



*During this period, new employees are not eligible for any company benefits program. You are not allowed to take any leave during this period, in case you take so it will be considered as LWP (Leave without Pay). On confirmation, they will be eligible for benefits provided by Eminence Technology, subject to terms and conditions of each benefit program. On confirmation, leaves for the probation period will be credited to the employee's account.*

*Termination under probation period can be immediate or by asking employee to serve 60 days' notice depending upon the circumstances and cost incurred to the company to hold such a profile.*

### ***Holidays***

*Eminence Technology employees can enjoy the list of holidays declared by the Management*

<i>Date</i>	<i>Holiday</i>
<i>January 26</i>	<i>Republic day</i>
<i>As per calendar</i>	<i>Holi</i>
<i>As per calendar</i>	<i>Raksha Bandhan</i>
<i>August 15</i>	<i>Independence day</i>
<i>October 02</i>	<i>Gandhi Jayanti</i>
<i>As per calendar</i>	<i>Dussehra</i>
<i>As per calendar</i>	<i>Diwali</i>
<i>Next day after Diwali</i>	<i>Vishwakarma Day</i>
<i>As per calendar</i>	<i>Gurupurab</i>
<i>December 25</i>	<i>Christmas</i>



## **LEAVE POLICY**

### **PURPOSE OF LEAVE**

*Leave is granted to employees with the good intention of providing rest, recuperation of health and for fulfilling social and family obligations. This provides for a healthy and efficient staff for the company.*

### **LEAVE YEAR AND APPLICABILITY**

- *Leave is not a matter of right.*
- *Sanctioning of leave is at Management discretion based on exigencies of business or seriousness of the case.*
- *Leave year is from 1st January to 31st December.*
- *Eligible leave is credited to the employees in the beginning of every month.*

*The different types of leaves given under the policy are:*

- *Casual Leave (CL)*
- *Sick Leave (SL)*
- *Emergency Leave*
- *Compensatory Off*

*The Leave policy is applicable for all employees of Eminence Technology. Employees who are appointed during the course of the year shall be entitled to the above leaves on pro-rata basis.*

*Employees whose date of joining service falls between 1st to the 15th of a month are entitled to get the leave credit for that month.*

■ *Employees whose date of joining service falls between 16th to the end of the month are not entitled for the leave credit for that month.*

### **CASUAL LEAVE**

#### ☐ **ELIGIBILITY**

- *All employees of Eminence Technology.*
- *Casual leave is calculated for a period of one year (January to December)*

#### ☐ **ENTITLEMENT**



- 12 days of Casual Leave in a Calendar year is been entitled, the same will be credited to the employee month on month.
- For the first 3 months, 1 CL will be credited per month to the new joiners in the system. ■ Employee will allow to take the CL after completion of 3 months in the system. If Employee needs any leave in first 3 months that leave will be treated under LOP (Loss of Pay).
- A minimum of half CL can be availed & a maximum of 3 days can be taken and to avail casual leave, employee is supposed to mark an email 3 days prior (to their respective manager and HR) before commencing on it.
- On the basis of humanitarian ground employee is eligible for one Emergency/Contingency/CL (only) per month, subjected to approve/disapprove by management.
- Maximum 3 CL(s) can be availed in a month.
- If CL extends beyond 3 days, then the excess days taken will be treated under LOP (Loss of Pay) subjected to sanction criteria.
- Employee is not eligible for CL grant in a particular month, if he/she takes more than 3 CLs in that month.
- Employee is eligible to avail leave for one week (7 Days), in case they haven't taken any from past 6 months.
- CL remaining unutilized as on 31st December will be lapsed.
- When leave is taken without prior sanction (under certain unavoidable circumstances), the absence should be notified to the respective HR on the same day through phone and text message.
- In case of exigency the approved leave application should reach HR within 2 working days of re-joining failing which it will be treated as Loss of Pay.

## **PROCEDURE FOR APPLYING LEAVE**

The available leave balance is to be checked and prior approval/proper approval to be obtained from the reporting manager and to be applied in the Eminence Technology ([hr@eminencetechnology.com](mailto:hr@eminencetechnology.com)) for the approval of respective Reporting Manager or HR of ET. It is mandatory to keep reporting manager/ Project manager in cc while applying for leave,

The reporting manager and Eminence Technology HR are authorized to either grant or disapprove the leave on valid grounds. The approved leave will be treated by Eminence Technology HR for recordings and subsequent processing.



*For attendance organization follow biometric system/Official Skype Group for daily sign in and*

*Sign out. Any employee unable to do so may contact the HR department for manual marking of attendance. Failing to mark attendance through any of the above mentioned ways shall be marked absent and will be treated as LOP (Loss of Pay).*

### ***ABSENCE FROM DUTY***

- When an employee takes off from duty without prior leave approval or without proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty.*
- The days of absence will be treated under Loss of Pay.*
- If an employee is absent from duty continuously for more than 7 days (including any National/Festival/Declared/weekly off days which may fall in-between), an official correspondence from the HR department will be sent to him/her asking to report to duty and to provide explanation for his absence.*
- Based on the enquiry any action deemed fit will/would be taken by the management*
- Any National/Festival/Declared/weekly off days which may fall in-between this absent period will be counted as leave.*
- If there were no response from the employee within the stipulated time mentioned in official correspondence, it would be assumed that the employee has withdrawn his/her service from the company on their own accord and recorded accordingly.*
- If an employee takes off from duty without any intimation to the concern authorities (Reporting Manager, Management or HR Dept.) then those day/days will be treated as absence from duty (absent) followed by double deduction.*

### ***OTHER LEAVE RULES –***

- Sandwich leave policy: If your week off is on Saturday and Sunday and you have taken leave (Half day or Full day) on either Friday or Monday, then it will be counted as sandwich. For example:*
- If you have taken leave on Friday or Monday (Half-Day) then as per policy it will be considered as 2.5 Days LOP (Loss of Pay) and in case of Full Day it will be 3 days LOP (Loss of Pay).*
- Employee is eligible to take one sandwich leave on every alternate month from the month of their confirmation.*



### **Miscellaneous**

- *Employee is required to work at least 4 days a week, until and unless he/she is taking no sandwich leaves.*
- *For five days working every employee has to make sure that they must complete 34 hours of working in order to avail Saturday/Sunday off.*
- *No Short leave/half day leaves will be granted on the last day of week or day falling before the long weekend.*
- *One short leave is allowed every month, employee need to complete their pending work hours for the day short leave is taken by next day for availing the same.*

### **SALARY PAYMENT AND BANK CREDITS**

*The salary date is the 7<sup>th</sup> of every following month. In case of any delay due to some uncontrolled circumstances you will either be communicated through email or over official chat system regarding the same. The salary is credited in your corporate savings bank account after completion of probation period.*

*Following are few additional points listed regarding your emolument:*

- *Salary reviews and re-fitment will always be subject to schedules as may be implemented by the Company from time to time.*
- *Please note that the salary structure of the company may be altered/modified at any time without prior notice and your package of remuneration and any other terms may accordingly be altered/modified from time to time. Further, salary, allowances and all other payments and*
- *Benefits will be governed by the Company's rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes at source.*
- *your remuneration package is strictly confidential between you and the company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.*

### **Appraisal Policy:**

*Eminence Technology is having yearly appraisal policy, effective from the date of joining or date of Last appraisal effective which so ever is later.*

*This yearly appraisal is completely performance based process and will be evaluated as per the work progress you have shown during your tenure of employment.*

*Employee is also eligible for early appraisal if the salary is less than Rs. 1.80 LPA. Appraisal may happen after 6 months solely depending upon the performance during the tenure.*





### ***Freelancing***

*None of the employees are allowed to do freelancing and doing so will lead to sudden termination of their employment.*

### ***Data and Client confidentiality***

*None of the employees are allowed to share any company data or client details or project details to any outsider and doing so will be considered a serious offence which will lead to legal actions and sudden termination of their employment. If the company finds someone who shared personal numbers or email IDs to any client, the company shall be forced to take legal actions against that person.*

*Also the employee is not allowed to contact/work with any of the company's clients for 3 years even after their termination. Legal actions will be taken if any former employee is found to do so.*

### ***Disciplinary actions***

- 1. In case an employee is terminated due to any of such reasons of non-performance, behavioural issues or dispute, the company will terminate the employee giving 7 days as paid notice to the said employee.*
- 2. In case any employee indulged, supporting or surrounding any types of activities in office hours or office premises directly or indirectly in any such illegal activity like use of alcohol and drugs, weapons, or any verbal arguments or physical conflicts will be held responsible. For all the employees indulging will be terminated without the responsibility of the organisation to send them notice or any full and final settlement.*
- 3. Office premises are under surveillance and are being monitored time to time when ever required. Employees are not allowed to use/entertain personal accounts/portals during office time (until/unless it is required for office work).*
- 4. Taking personal calls in development areas is strictly prohibited, but in case of emergency employee is allowed to take call(s) and may use conference/meeting room. Also, it is advised to all employees to keep their mobile phones on silent/vibration mode in order to avoid any disturbance in the work space.*
- 5. It's not advisable to have personal talks or stand outside the organization during the work hours.*

### ***Work from Home***

*Work from home was introduced during COVID-19 for the safety of our employees as per the protocol of GOI. Employees can be provided with this facility but only with prior approval of the management only for specific days. Impromptu requests of 'Work from Home' will not be taken into consideration.*





*Exceptions to this rule will be applicable maximum twice a month in case of contingencies, also making sure it doesn't fall with a holiday. Grant will be given with approval from management only.*

- *Any non-approved request will be considered as LOP (Leave without Pay).*
- *The company can cancel this facility for any individual if the person is not following the work ethics and rules during the working hours.*
- *No one is allowed to take any WFH without prior approval.*

### ***Separation and Termination:***

*Resignation - Voluntary employment termination initiated by an employee.*

*Discharge - Involuntary employment termination initiated by an employee.*

*Lay off - Involuntary employment termination by the organization for non-disciplinary reasons. Retirement - Voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for the retirement from the organisation.*

*Some important points that are to be taken care of:*

- 1. In case of Discharge, all the rules will be the same as mentioned above except if management takes the decision to relieve the employee immediately or may reduce the total number of days mentioned above.*
- 2. You may terminate your employment with the Company, without any cause, by giving no less than 2 Months prior notice or salary for the unserved period left, after adjustment of pending leaves, as on date. In case of TL/PM/PC/BA the notice period is of 3 months.*
- 3. How and to whom to put papers during resignation - The employee needs to send his/her resignation letter stating the reason for his resignation to the HR manager along with both the Directors of the organisation. Based on the ongoing projects, the employee will have to serve the required Notice Period before formally leaving the organisation.*
- 4. In case employee fails to serve the notice period, company has the right to take the necessary legal actions against the employee, and employee will be responsible to compensate the loss happen to the organization.*

### ***NOTICE PERIOD:***

*You will be entitled to serve notice period for proper transition of your roles and responsibilities.*

- *Employee is entitled to serve notice period of 60 calendar days.*
- *Notice period for TL/PM/PC/BA to be 60-90 days depending upon the project.*
- *During notice period employee is not eligible for any privilege of confirmed employee.*



- *During your notice period you are not allowed to take any leave. In case you take so it will be considered as LWP (Leave without Pay) and your notice period will extend with subsequent no. of days leave taken.*
- *Your notice period is also subjected to extend in case of any pending work dependency.*
- *During the notice period it is responsibility of the employee to make the transition smooth and follow proper process in order to achieve the same.*
- *Employee is required to perform knowledge transfer to the next person with the help of their PM/BA/TL. Failing to do so might lead to serious repercussions.*
- *Negative Communication during Notice Period - An employee is strictly advised to not indulge in any kind of negative conversation during notice period. He/she shouldn't convince any other employee to leave the organisation along with him. The employee is not allowed to reveal any sort of business secret or share any sensitive information (in written or verbal form) about the company with any other employee or outsider. If any employee is found doing anything from the above mentioned things, strict action shall be taken against him/her.*

***FNF (Full and Final) SETTLEMENT:***

- *You are entitling to the FNF to serve the proper notice period.*
- *You are entitled to get your FNF settlement after completion of your notice period.*
- *In case of your notice period, your performance should be at par or above your routine performance; else the company reserves the right to not clear salary dues if any.*
- *Full and final settlement in relation to your employment, if any, would be done after completion of your Notice period.*
- *Full and final will include Experience Letter, Relieving Letter as well as final pay disbursement.*
- *For FNF process you have to follow all the terms & condition agreed and signed by you under non-disclosure agreement during your tenure.*

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