**ANNEXURE**

**PROBATION PERIOD:**

There will be 6 **months** of probation period. During this period, you are only allowed to take three leaves. Employee can carry forward the leaves. Company and employee may terminate this agreement at any time during probation with giving 7 days notice period.

**WORK HOURS AND SHIFT TIMINGS:**

Your daily work hours will be 9 hours from Monday to Friday inclusive of a 60 minutes break.

Shift timings will be 10:00 am to 07:00 pm but Beyond Root Technology Services management reserves the right to change the shift timing with a one-day prior intimation based on business exigencies.

**LEAVE ENTITLEMENTS:**

There will be 14 National Holidays and one leave per month after the confirmation which will be carry forward to next month if pending.

You need to inform:

* **3** working days before for 1 Leave.
* **7** working days before for more than 1 leaves.
* 15 working days before for more than 5 leaves

1 x 8 hours (Full Day Leave) = 1 Paid Leave

2 x 4 hours (Half Day Leave) = 1 Paid Leave

4 x 2 hours (Short Day Leave) = 1 Paid Leave

**Sandwich Leave Policy:**

Your leave shall be deducted for even weekly off days when in case you are taking leaves on previous day to it and post that day without informing or approval of the leave.

e.g. If you take a leave on Friday and Monday without informing (Two working days) You may face leave deductions of 4 days instead of only two days.

On completion of 2 years and every subsequent year thereafter, you will be eligible to avail 15 paid leaves.

Any leave that is beyond your entitlement or is unauthorized will result in a loss of pay.

At the end of the year employee can encash their leaves if he/she has leaves balance. But they can’t carry forward their leaves to next year.

**DISCIPLINE**

Beyond Root expects all its employees to follow decorum, discipline and show dedication. You are requested to maintain punctuality and attendance norms.

**TERMINATION**

Upon confirmation, either party can terminate this employment by giving thirty days’ notice or pay salary in lieu of the same to the other party.

Management reserves the right to waive off notice pay in view of circumstances.

During probation period or after confirmation however, should your termination be due to non-performance, misconduct, fraud, negligence, theft, wilful violation of the company rule/s, misappropriation, imprisonment by the court of law or as it may deem fit in that case the company will not be liable to pay any notice pay as applicable.

In the event of your termination from service due to unauthorised absence from duty, company reserves the right to recover the notice pay from you.

In case of **3 unapproved holidays, company will be having right to terminate your services without any notice period.**

All dues of full and final payment shall be paid one month after the date of physically leaving the company.

Initially you are on probation period**, if you leave the company before 1 year you will have to pay 3 months gross salary to the company**. If both the parties agree to breach this agreement then you don’t have to pay 3 months gross salaries.

**Notice Period:**

Experience letter or other documents will only be provided if employees have fulfilled all the exit formalities along with prior one-month notice period. During notice-period all leaves will be marked as unpaid leave, results in a loss of pay or extension of notice period**. During notice period you can take maximum 1 leave only not more than that and company have right to extend your notice period by informing you as per the project requirements.**

**CONFIDENTIALITY**

All documents, plans, prints, trade secrets, technical information, reports, statements, correspondence etc. written or unwritten and also information and instructions that pass through you and come to your knowledge shall be treated as confidential. You shall not utilize them for your own use or disclose to other person during or after your employment. During the course of employment with the company, you will acquire, gain, generate, gather and develop knowledge of refinements and business plan and business secrets and other information concerning the products/ business of the company, hereinafter called “secrets”. You will be liable for prosecution for damages for divulgence, sharing or parting any of such information during the course of employment and on cessation for at least 2 years periods.