

# **WORK ENVIRONMENT POLICY**

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## DOCUMENT REVISION HISTORY

Version Number	Modified Date	Modified By	Changes	Approval Authority
1.0	01/01/2018	HR Operations	Initial Draft, Removed POSH, Ethical Charter, Anti-corruption kept the separate document	Head, HR

## 1. OBJECTIVE

Altran strives to create a healthy work environment that is safe and professional and that promotes teamwork, diversity and trust. This includes the strongest commitment to provide equal employment opportunities for all employees. A good working environment is important for all employees to thrive, develop and for Altran to recruit and retain skilled co-workers. Preventive work environment management leads to a good working environment that benefits everyone in the workplace

## 2. SCOPE

All employees of Altran Technologies India Pvt Ltd.

## 3. GUIDELINES ON WORKING HOURS AND ATTENDANCE

To encourage Altran Technologies, India employees to become punctual and report to work in stipulated time and there by maintain discipline at the work place.

### A. WORKING HOURS & PERIOD OF WORK

**a) Working Days/Hours:** The working days of the Company for all employees will be from Monday to Friday. The timings would be as under:

- Shift I – 6:00 am to 2:30 pm
- Shift II – 2:30 pm to 11:00 pm
- General Shift – 9:00 am to 6:00 pm

Depending on the demands of the job role and exigencies of work, the employee may be required to work extra hours at office to complete the assigned tasks or work in a different shift subject to approval from the reporting authority/Management.

**b) Weekly offs:** Saturday and Sunday of the month will be the weekly offs, however owing to work exigencies, an employee may be expected to attend calls or work either on a weekly off or on a public holiday.

**c) Lunch hours:** For shift employees, the company allows for 1 hour of lunch/tea-coffee breaks in the day. Shift employees will be provided 30 minutes for lunch / tea-coffee breaks during the shift.

## B. ATTENDANCE

### a) Attendance Guidelines:

- **Employees at Altran offices must mark their attendance using Biometrics:** By swiping their access card on the card reader located in the reception area, first thing in the morning while entering the office and similarly in the evening while leaving the office. Failure of doing so might result into an absence marked for the employee for that particular day. Employees must refrain from manipulation/falsification of attendance records including proxy attendance / tailgating. Employees may face strict disciplinary action if found guilty.
- **Employees at client locations need to use either Geo tagging or Web punch:**  
Attendance module captures In & Out time records based on punches (through Web and Mobile app both) and records the working hours based on In & Out time calculations.  
Attendance Punch-In happens once but Attendance Punch-Out can be marked any time, Attendance system takes only first & last time logs for work hour calculation
- **Single mode of attendance must be followed (Either web/Geo tagging or biometrics)**

Employees to refer the ESS portal for attendance manual.

- b) **Flexibility and late arrivals:** Employees working in general shift are required to arrive in office by 9.00 a.m. However, a flexi-entry between 8:30 am and 10:30 am will be allowed with the intention of 9 hours to be clocked-in for the day. Repeated default will be considered as indiscipline and can lead to strict disciplinary action. Shift employees are required to clock in 8 and a half hour of duty, failing which the shift allowance will not be paid for that particular day. In case an employee opts for a half day during the shift duty timings, and then the shift allowance is not paid. Refer the compensation policy for the same in ESS portal.
- c) **Absence from office:** Any employee, who is outside the office during working hours/on a visit to the customers office/on an outbound training/ forgot to swipe the card/ or visit to any other campus should ensure that his/her immediate reporting manager is aware of his/ her whereabouts. If an employee forgets to get his/her card or loses his/her card, he/she should inform admin and ask for a temporary card. Employees must regularize their attendance immediately the next day by applying for attendance regularization on ESS portal. Unauthorized absence from office or absence from office without prior approval from the immediate reporting manager will be considered as indiscipline and will be dealt accordingly.
- d) **Attending office on Holidays:** As an organization's philosophy, Altran promotes smart working concept. This is basically for 2 reasons; one is to allow the employee to have a balance between his personal life and professional life and the other is to encourage an employee to concentrate fully on the work during office hours, so that employees do not have to stretch beyond office hours to complete their task. Due to Customer's needs, Project requirements and work commitments, some of the employees may be requested by their managers to work on holidays or weekends. In such cases, employees can work on holidays, subject to certain guidelines in Employee Benefits policy. Compensatory off can be availed in lieu of working on holidays.

#### e) Attendance Regularization:

- Attendance regularisation will be done on monthly basis for below scenarios:
  - Employee working from a different location
  - Employee is on training, workshops, seminars
  - Employee is on a business travel
  - Absenteeism & without applying for leaves in the ESS portal
  - Forgot the ID card and used the temporary card
  - An employee can regularize attendance records in case of any missed attendance or any other attendance issues.
  - Attendance regularization is not required on Holidays, Weekly off and leave
  - The regularization request needs to be approved by L1 manager.
  - Leaves attendance & timesheet integration will be done on monthly basis.
  - Refer the Attendance manual in ESS portal.

## C. IDENTITY CARD AND ACCESS CARD

**a) Issue of Access and Identity Cards:** Single Access Card and Identity Card in a prescribed design would be issued to each employee on joining, at company's cost. In case of loss of or damage to the access/identity card another card will be issued to employee and cost of the card (Rs. 250) will be recovered from the employee.

**b) Wearing of Identity Card is Mandatory:** It is mandatory to wear/display the company Identity Card properly at the workplace all the time. Company may deny entry to employees not displaying the identity card. It is also mandatory to wear the identity card at clients' / customers' / vendors' or any other premises, while on visit on behalf of company.

#### c) Purpose of issuing/Wearing Identity Cards:

- To establish identity of all employees.
- To create a bond between company and the employee and to cultivate sense of belongingness and team spirit among all employees.
- To control and ensure entry at workplace only to authorized employees having valid identity card.
- To establish identity at clients/customers office.

## GENERAL RULES FOR ID & ACCESS CARD

- Administration Department is vested with the authority and responsibility as regards issuing of the access and identity card.
- Identity and Access Card is company's property. It is mandatory to return both the cards to the company at the time of separation from the company. Return of the identity and access card will be recorded on the Clearance Form.
- Each employee will be issued only single identity and access card at a time. Any employee wrongfully holding more than one identity/access card is liable to be penalized.
- Each employee is responsible for safe keeping and preserving his/her identity and access card as it is. Any changes/alterations made on the identity and access card by employee will be considered as forgery.
- Each identity and access card is issued to a particular individual employee and it is not transferable. Exchange of the identity and access card or Proxy Usage is not allowed and will be viewed very seriously.
- Loss or robbery of the identity/access card should be immediately reported to HR/Administration Department and the concern employee should apply for another identity/access card which will attract penalty.
- Security staff is authorized to check the identity cards of the employees at any place within the office premises and will report violations to HR Department. Security staff can also deny entry to employee not having the identity/access card and later can give entry to such employee after issuing a temporary access card and establishing his/her identity, in consultation with HR Department.
- Employees are advised to use the access cards each time they access the doors.

## 4. DRESS CODE

The importance of projecting Altran Technologies, India's professional image through attire and bearing necessitates the need to lay down guidelines and standards of dress and personal hygiene of employees, with adequate concern for employee comfort.

The Management expects that the following Dress Code:

CATEGORY	STANDARD DRESS CODE
Meeting with important Customers / Business Associates	Business Formals
Meeting with Altran Board Members	Business Formals
Making presentations in seminars/ conferences	Business Formals
Working Days( Mon-Friday)	Formals/Casuals

- For employees visiting / working at a client's location the Dress Code shall be in accordance with the code observed by the client.
- For employees located in establishments outside India, the Dress Code of respective establishment will be applicable.
- In the absence of any specified Dress Code, the above Dress Code would be applicable.

## A. DRESS CODE GUIDELINES:

DRESS CODE	WOMEN	MEN
<b>BUSINESS FORMAL</b>	<b>FORMAL INDIAN:</b> <ul style="list-style-type: none"> <li>• Pinned Sarees (Not Gaudy)</li> <li>• Salwar Kameez</li> <li>• Chudidar Kurta</li> </ul> <b>FORMAL WESTERN:</b> <ul style="list-style-type: none"> <li>• Formal Trousers/skirts</li> <li>• Shirts: Full Sleeves</li> <li>• Blazers/Business Suit</li> <li>• Scarf(optional)</li> <li>• Formal sandals/shoes</li> </ul>	<ul style="list-style-type: none"> <li>• Tucked in shirts: Full sleeves, Light /Medium shades</li> <li>• Formal Trousers</li> <li>• Shoes- Leather Shoes</li> <li>• Socks: Complimenting the Trousers</li> <li>• Tie: (Optional)</li> <li>• Blazers/Business Suit</li> <li>• Clean shaved or neatly kept moustache / beard for men</li> </ul>
<b>BUSINESS CASUALS</b>	<ul style="list-style-type: none"> <li>• Salwar Kameez</li> <li>• Chudidar Kurta</li> <li>• Formal Trousers</li> <li>• Formal Skirts</li> <li>• Formal Shirts: Full/Half sleeves</li> <li>• Formal Tunic tops: Full/Half sleeves</li> <li>• Formal shoes/sandals</li> </ul>	<ul style="list-style-type: none"> <li>• Tucked in Shirts: Full/Half sleeves</li> <li>• Formal Trousers</li> <li>• Shoes: Leather shoes</li> <li>• Tie: (Optional)</li> </ul>
<b>SMART CASUALS</b>	<ul style="list-style-type: none"> <li>• Jeans/Skirts</li> <li>• T shirt</li> <li>• Smart footwear</li> </ul>	<ul style="list-style-type: none"> <li>• Jeans</li> <li>• T shirt – with collar</li> <li>• Sports Shoes</li> </ul>



## B. INAPPROPRIATE ATTIRE:

WOMEN	MEN
<ul style="list-style-type: none"> <li>Attire that is Torn, dirty, frayed or with Unfinished seams. Tank Tops, Cold Shoulder Tops, Spaghetti straps,</li> </ul>	<ul style="list-style-type: none"> <li>Attire that is Torn, dirty, frayed or with unfinished seams</li> </ul>
<ul style="list-style-type: none"> <li>Attire that has graffiti/ message/ pictures</li> </ul>	<ul style="list-style-type: none"> <li>Attire that has graffiti/ message/ pictures</li> </ul>
<ul style="list-style-type: none"> <li>Shirts/ T shirts with Logos of other Companies</li> </ul>	<ul style="list-style-type: none"> <li>Shirts/T shirts with Logos of other Companies</li> </ul>
<ul style="list-style-type: none"> <li>Shorts, Capris, Multi pocket pants, Cargos, Track pants, leg-ins</li> <li>Slippers/floaters</li> </ul>	<ul style="list-style-type: none"> <li>Shorts, Capri, Multi pocket pants, Cargos, Kurta-Pyjamas, Sherwani, Track pants</li> <li>Slippers/Floaters</li> </ul>

## C. EXCEPTIONS:

Exceptions to the guidelines may be made on specific days by the Management team/ Department Heads, e.g. on Festival days/ medical reasons.

## 5. CODE OF CONDUCT

Every employee of the organization is expected to be professional, honest and possessing high moral and ethical standards. Such conduct will be exhibited in all dealings by employees at all times, whether in or out of the organisation. Every employee is responsible for the implementation of and compliance of the organization's ethical code in his / her personal and professional environment. Any act or moral turpitude or lack of integrity will be viewed seriously.

### A. Security and Storage of Personal Records and Medical Information

All paper based documents relating to Altran Technologies, India personnel record system are kept in secure, locked files with the Human Resources Division. These files are accessible only to authorized Human Resource employees who have a valid, demonstrable business need to obtain specific information from an employee's personnel record.

### B. Confidentiality of Information

Altran Technologies India treats personal information of employees confidential and respects the need for protecting each employee's privacy by enforcing secure information handling procedures on the part of all personnel whose job duties involve gathering, retaining, using or releasing personal information about the organization's employees.

#### What is confidential information?

- Salary structure of employees of the organization.
- Policies and guidelines, specifically with respect to performance management, selection procedures and future initiatives.
- Internal decisions like future plans with respect to infrastructure, facilities and software design.
- Information about costs, profits, markets, sales, contracts and lists of customers and distributors.
- Software details, source code, passwords, back up information and network information.
- Formulate, research and development techniques, processes, trade secrets, computer programs, software, election codes, mask works, inventions, innovations, patents, patent application, discoveries, improvements, data, know-how, formal, test results, and research projects.
- Business, marketing and strategic plans.
- Forecasts, unpublished financial information budgets, projections, and customer identities, characteristics and agreements; and personnel files.
- Curriculum vitae and background information of persons who apply for a position in the organization.
- Details of the employees in organization (Names, email ID's extension numbers, Designation, skill sets).

### **C. Conflict of Interest**

- On accepting employment with The Organization, it is expected that the individual's interest and attention is directed to his / her assignment. During the term of engagement with the Organization, employee must not represent, handle or otherwise undertake any other business or activity. He/she will devote full working time to the organization.
- An employee must anticipate and prevent situations that result in a conflict between personal interests and that of the organization. Care should be taken to avoid situations of conflict in dealings with suppliers, customers, or any other organization or individuals seeking business. Employees should consult the immediate superior on potential involvement, or situations that may conflict with organization interests.

### **D. Use of Organization Resources and Infrastructure**

- The Organization provides each employee with the necessary work station, facilities and equipment to perform their specific task. Such equipment may not be utilized for personal use or removed or moved without authorization from ISS. Equipment like computers, Laptop's, mobiles and fax machines are not for personal use. USB Keys, CD's, printers cannot be used to copy or print personal material.
- Company stationary, such as letterheads and envelopes, should not be used for personal correspondence.

### **E. Disclosure or release of Employee Information to Government Agencies**

On occasion, Altran Technologies India, provides information and data from its personnel records and files to federal, state, and local government agencies in accordance with record keeping and reporting requirements imposed by such agencies. In instances where a government agency requests information beyond that which it normally requires, Altran Technologies, India ordinarily advises the affected employee of the agency's information request. If, however, an agency's information request occurs in the course of an agency investigation or if an agency asks Altran Technologies, India to keep such a request confidential, at management may comply with the agency only upon written request and valid reason for the request.

### **F. Outside Employment**

Altran employees must devote the whole of their time, attention and abilities during hours of work for the Company. You may not, under any circumstances, whether directly or indirectly, undertake any other duties, of whatever kind, during hours of work for the Company.

Employees may not without the prior written consent of the Company (which will not be unreasonably withheld) engage, whether directly or indirectly, in any business or employment which is similar to or in any way connected or competitive with the business of the Company outside your hours of work for the Company.

### **G. Confidentiality Policy within India Operations and Business**

A significant part of the Company's strength lies in its accumulated knowledge and skills. In order to retain and build upon our market leadership it is therefore essential that employees do not divulge technical details of the Company's databases, computer programs and operating procedures to outsiders. Such confidential information includes but is not restricted to research, marketing and sales information, business plans or dealings and confidential customer

information including customer lists and pricing policies. The sole exception to this policy is provision of approved technical support information to potential customers. Failure to comply with this policy could be extremely damaging to the Company's business and will therefore be considered a severe breach of your Contract of Employment which may lead to disciplinary action being taken, and which in appropriate cases could lead to summary dismissal.

Your obligations of confidentiality continue to apply even after your employment has ended for up to one year.

All documents and equipment owned by the Company or relating to the Company's business that any employee uses or prepares or comes into contact with, including, without limitation, any memoranda, notes, records, files, customer records, books, literature, lists, plans, reports, manuals, other documents, and copies thereof, shall remain the sole and exclusive property of the Company. Each employee must deliver such property to the Company on termination of his employment or at any other time when requested to do so by the Company.

#### **H. Confidentiality Policy within India, Clients and Prospective Clients**

Every employee who sees, obtains or uses information that is the property of Altran Technologies India Private Limited's clients and potential clients is obliged to maintain confidentiality over that information. That means the information must not be disclosed outside of Altran Technologies India Private Limited. Our terms of business with our clients impose an obligation on us to observe confidentiality.

In some cases Altran Technologies India Private Limited may have a Non-Disclosure Agreement (NDA) with clients or potential clients. This usually restricts knowledge of the information to named individuals. If you are affected, you will be advised, and must not disclose information to other employees or directors of Altran Technologies India Private Limited, unless they too are within the agreement.

Any breaches of a Non-Disclosure Agreement could expose Altran Technologies India Private Limited to litigation. Accordingly, any breaches will be considered a severe breach of your Contract of Employment, which in appropriate cases could lead to disciplinary action and/or to summary dismissal. This may lead to Altran taking legal steps after termination of your employment to ensure the confidentiality of Altran and both their current and potential clients.

## **6. EMPLOYEE ENGAGEMENT /COMMUNICATION**

Employee engagement plays an important role in attracting, retaining, developing top talent for organization, and is important to business success. To ensure Altran engage in activities that complement their work and allow for an atmosphere wherein all population is included, in organization sponsored events.

### **A. BUSINESS LEVEL ALL HANDS MEET**

The All Hands Meet encourages open communication. It provides the employees with a platform to interact with the business leaders, share updates & concerns. At the end of the meet, rewards are handed over. These meetings are organised subject to business decision.

### **B. MONTHLY BUSINESS CONNECTS**

HRBPs have monthly business connects with the managers to update a new process & policies in HR & address any concerns from business leaders.

### **C. EMAIL COMMUNICATION**

Email communication is shared with employees to share information regarding organizational announcements, policies, employee referral, and employee engagement activities.

## D. REWARD AND RECOGNITION

There is a communication on reward & recognition shared to employees on a periodic basis. Refer Reward & Recognition policy for more details on type of awards



## E. CELEBRATION AND EMPLOYEE RECREATION

### ▪ Altran Day

The key to employee involvement in the Organization is sharing of information about business performance, achievements, plans, goals and strategies. Alongside, it becomes important to celebrate employee achievements and personal milestones.

Employees are invited for a get-together on this special day as it marks as important chapter in the history of the Organization. The day will have theme based events, awards and performances by employees. Each and every employee can contribute in making this day more eventful and meaningful.

### ▪ Team Outing/Team Lunch

The team organizes a team outing with team building activities for employees. Beyond work, this helps employees to bond outside professional interaction and is welcomed every year by employees.

- **CULTURAL COMMITTEE- MAVERICKS**

“The Mavericks” is a group of like-minded, enthusiastic and fun individuals who are responsible for various exciting activities at Altran such as sports, cultural, volunteering, events and much more! The activities can include (but are not limited to) off-beat ideas such as meet-up groups for music bands, photography, book reading, street sketching, and nature walk clubs.

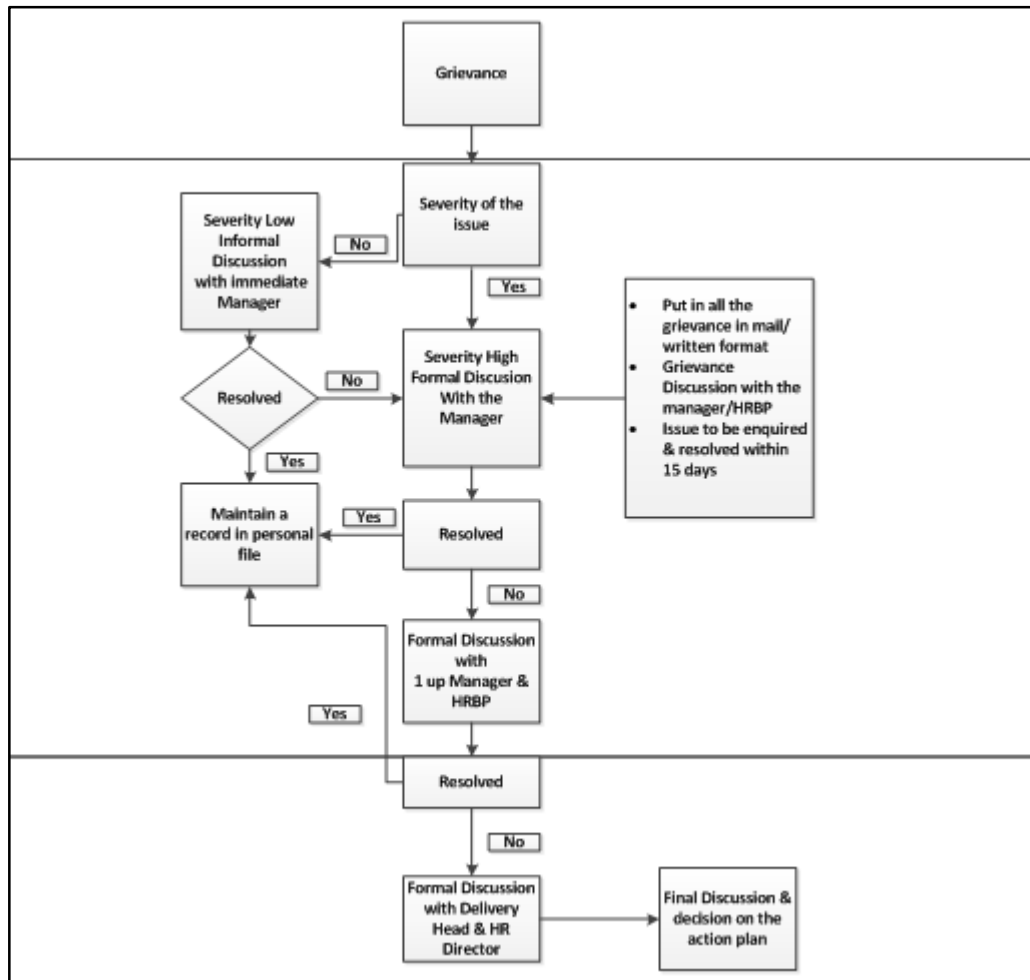
It has a group of dynamic core committee members from various zones across India. Whether you want to take the lead or act as an advisory committee, you get to shape the manner in which future fun activities are rolled out at Altran! This is Altran’s one of a kind platform where anyone can exhibit their talents and unleash their creativity in fun ways.

For more information, please write to us at [communication.india@altran.com](mailto:communication.india@altran.com)

## 7. GRIEVANCE HANDLING MECHANISM

At Altran India, every employee has an equal opportunity to voice his / her concern arising out of work related issues, irrespective of their position. The employee can approach his / her immediate Manager, Operation Unit Head and the HRBP to voice his / her concern. First the employee has to discuss the problem with his manager. If he/she does not get an appropriate solution he can escalate it to one level above the immediate manager. In case employee does not want to raise a concern with the immediate manager, he/she can raise a concern with the respective HRBP.

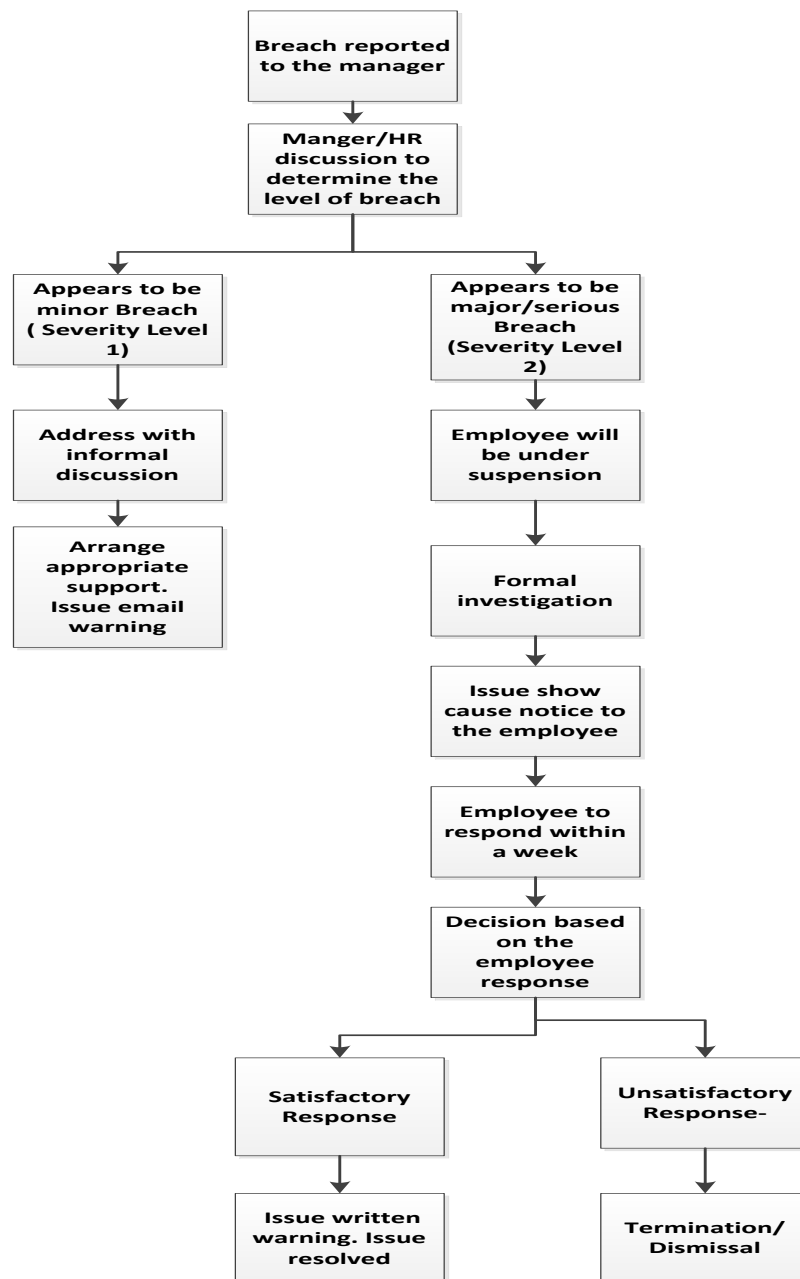
Below is the process:



## 8. DISCIPLINARY PROCESS

For any disciplinary action as per code of conduct, conflict of interest, information security breach etc, below mentioned process will be followed.





## 9. INTERNET/MOBILE USAGE GUIDELINES

### • Authorization and Use of Hardware and Software

In order to comply and to minimise the risk of damage to the Company's computer systems by potentially harmful software the following points must be adhered to as part of your Contract of Employment:

- The only software that may be run on your terminal or personal computer is that which has been specifically provided by the Company to enable you to perform your work.
- No other software of any kind (including freeware, shareware, Evaluation license, trial license, computer games or other any other software) may be run without express permission from the IT Department.
- The Company's computers may only be used to access any remote on-line database or electronic mail service with prior authorisation from the IT Department.

### • Use of the Internet and the Email System

The company provides access to the Internet and provides an email system for employees based at the headquarters only to further the business of the company, and not for personal use. Because the company's reputation is at stake, our Acceptable Use Policy is that you must not deliberately send, download, view, or receive any information that is inconsistent with the professional image of the company.

### • Telephones

Correct use of the telephone is essential. Remember that for many customers, suppliers, etc., the telephone is often the first personal contact that they will have with the Company. It is, therefore, very important that each employee conveys a professional image to the caller at all times.

If you answer the telephone on behalf of another employee, take a message, which should include: name of caller, company, telephone number, date, time and a short message.

Office telephones to be used only for official communication - private calls are expensive, time consuming and interfere with your work. This also applies to the telephones of client companies. Personal use of telephones must be limited to urgency.

However, in case any employee is found using the office phones (Local/STD/ISD) for their personal purpose, same will be viewed seriously and the amount of such calls will be recovered from their salaries.

### • Mobile Phone and Usage of Mobile Phone

Altran technologies India has facilitated usage and procurement of mobile phones to cater to the organizational needs of its employees by providing limits on the handset cost and monthly usage.

- All employees at L6 and above and depending upon business requirements will be provided with the handset from the organization.
- The usage of mobile/ calls/ internet should be for official purpose only.
- Usage charges will include talk time, plan charges and taxes as applicable.
- The responsibility for maintenance and safe custody of the instrument shall lie with the employee.

## 10. ADMIN GUIDELINES

### I. Health and Safety

Altran Technologies, India is committed to providing a safe and healthy workplace for all employees by compiling with all applicable requirements issued by the Occupational Health and Safety. Management and employees share the responsibility for the success of the safety and health at workplace.

Altran Technologies, India exercise all precautions necessary to protect and prevent its employees from all work-related injuries and illnesses.

### II. Health and Safety Guidelines

As part of our commitment to safeguard the health of our employees, to provide a safe place for its employees to work and to promote a drug-free community Altran Technologies, India has made a restriction on the use or abuse of alcohol and drugs by its employees.

- All employees are expected to take an active role in promoting workplace safety. Any accident or an unsafe working situation, employee must report it promptly to manager or to the Administration department.
- It is a violation to our commitment towards drug-free workplace to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs, or intoxicants.
- An employee who is injured in the course and scope of his employment and tests positive on a drug, or alcohol he/she forfeits automatic termination of employment.
- Employees should draw to management's attention any reasonable suspicions they have of colleagues working under the influence of alcohol or controlled drugs. Managers shall treat any such information in their strictest confidence.
- Individuals should inform management immediately if they are taking any type of prescription or proprietary medication that could affect their ability to work safely or in any way impair their performance. Individuals are responsible for seeking advice from their doctor or pharmacist if they are concerned about the possible side effects of any medication they are taking.
- To help provide a healthy and comfortable working environment for all Altran Technologies India employees, smoking and the use of tobacco products are not permitted in office premises, except the areas designated for smoking purpose. This applies to all the employees and all visitors of Altran Technologies India Private Limited and includes the use of any and all smoking materials and tobacco products.
- Any employee not able to carry out his/her duties properly through the effects of alcohol and/or drugs will be sent home and disciplinary action shall be taken.
- Altran Technologies, India provides its employees with Mediclaim insurance facility,
- Employee should take note of where the fire extinguishers, first-aid kits, and emergency exits are located.
- Maintain toilets, pantry and cafeteria in a good state of cleanliness.
- Maintain a clean work area. A clean work area is a Safe work area. Not only will a clean environment remove many hazards, employee will be ensured of greater productivity.

- Employees should be prepared for a wide range of unexpected emergency events. An emergency plan should be inclusive and reflect all possible contingencies.
- All the employees should use the fire exit in case of contingencies and follow the instructions.
- Employees are expected not to carry any hazardous materials which are inflammable into the office premises

### **III. First Aid Facility**

First aid facilities will be maintained on a regular basis.

- Employees are requested to seek help at the Reception in case they need any medicine or first-aid.
- Employees shall seek care when injured, and are responsible for reporting all work-related injuries to their reporting manager or Administration department.
- Employees are provided with first aid as preventive medication. Employees have to seek medical attention for permanent cure.
- Receptionist shall make an entry in the records before issuing any medicines and the same shall be initialled by the employee.
- Employees should check the medicine before he/she takes, as few may be prone to allergies and other side effects to certain type of drugs.

Altran Technologies, India accepts willingly all obligations in respect of physical security and to protect its employees and other resources by implementing recognized best practices that will achieve a balance between cost and risk.

All the employees, visitors and vendors are expected to co-operate with the management to have a safe working place. Altran Technologies, India is fully equipped to avoid and/or minimize any mishap happening in its premises. Some key security controls and measures are as follows which are taken up to provide safe working place:

- A. Physical manning
- B. Security Equipment
- C. Employees movement
- D. Emergency Evacuation

#### **A. Physical Manning**

- The administration team is responsible for maintaining and reviewing the security service providers chosen to cater to the security maintenance.
- Security guards will be safeguarding the office premises 24x7 in 2 shifts. The security service providers will be held responsible for any loop holes in the security system of Altran Technologies, India.
- The office premises will be under CCTV surveillance which will be monitored by the security guard 24x7.
- Management is not responsible for loss of personal belongings of employees in office premises, but if any employee needs assistance for tracing of their lost belongings they can approach the front office executives.
- All lost property is handed over to the Administration department immediately.

## **B. Security Equipment**

- CCTVS, Smoke detectors, Access control system are maintained by Altran Technologies, India. All the security equipment's are periodically reviewed and maintained in good condition 24x7.
- Access control system is installed at the entrance of the office premises. No personnel can enter the office without a valid authenticated access card. Access control system back up is taken on a Weekly basis and data is retrievable up to 21 days on the server. Antipas back system is installed to avoid Tail gating.
- Material moving into and out of office will be checked by the Security. The security documents it in his register and issues an appropriate gate pass.

## **C. Employee's Movement**

- Every employee will be provided with an access card which will be used by them for their entry and exit to the office premises.
- All employees are expected to display their ID & Access cards during the working hours and should be worn without fail.
- In case any employee loses the ID card, he/she needs to report in the reception and collect temporary card immediately and the same need to be informed to the Administration department as well to get the duplicate ID card on payment of INR 250.
- Tail gating is strictly prohibited.
- For New joiners, the HR intimates the Administration Manager for issuing the access card on the date of joining.

## **D. Emergency Evacuation**

- Defined process will be followed for an emergency evacuation.
- Fire Wardens are identified to enhance quick evacuation. Basic fire and health Safety training is provided to the volunteers.
- Mock drills will be conducted on regular basis.

## **IV. Company Property**

The unauthorised possession of Company property (which includes any publications, sample products, etc. provided to the Company in pursuit of its business) may lead to disciplinary action being taken.

## **V. Office Infrastructure & Resources**

- Be environment friendly & an urge to save the natural resources
- Keep the environment hygienic/clean

## **VI. Cafeteria & Pantry**

- Cafeteria located on the floor.
- Dry Pantries are also available for Tea /Coffee.

## **VII. Working Desk**

- Paperless and Clean desk policy.
- Eatables or Coffee /Tea is not allowed at desk/work stations

## **VIII. Conference and Meeting Room**

Conference and meeting rooms in Altran Technologies, India is open for booking for employees using Microsoft outlook. The conference and meeting rooms are open for booking subject to availability. The Conference and

Meeting Rooms are for use by employees for meetings with visiting companies, confidential meetings, training, etc.

- Leave the room in good order for the next group's use.
- Eating is not permitted in these rooms, except for authorized business lunch.

## **IX. Personal Property**

The Company is not responsible for loss or damage to your personal property. This includes motor vehicles left on Company premises and other personal effects left at the place of business. The Company's insurance does not include cover for the loss or theft of personal property.

## 11. WOMEN SAFETY AT WORK PLACE

Altran believes that every woman Employee is entitled to a work environment that is free from any conduct which can be considered as infringement of women's safety. Women's safety is the fundamental right of a woman to gender equality under Article 14 and 15 of the Constitution of India and her right to life and live life with dignity under Article 21 of the Constitution of India, which includes the right to a safe environment free from harassment. The right to work with dignity are recognized as universal human rights by International Convention such as Convention on the Elimination of all Forms of Discrimination against Women, which has been ratified by Government of India. The objectives are below:

- To define Women's Safety;
- To lay down the guidelines for reporting acts of Harassment at the workplace;
- To provide the procedure for the resolution and redressal of complaints of women employees.
- Provide congenial Environment and Physical facility to support Safe work environment for woman

This is based on the laws of India and therefore the Policy is applicable to all female Employees of Altran located in India, irrespective of their level, rank or designation, across all departments, functions and operations. Altran will ensure safe workplace. In scope are female full time, fixed term contract and vendor resources operating out of Altran offices across India

### A. Definitions

#### 1. Physical Aspects

This focuses on the physical security of women employees in the organization. Company is committed to providing safe & secured environment for female employees

#### 2. Environmental Aspects

The environmental aspect complements the physical aspect of security and helps maintain a safe and secure standard in office premises.

#### 3. Organizational Aspects

Organization creates a positive atmosphere at the workplace where a woman is encouraged to come to work, secure in the knowledge that she will be treated with dignity, respect and will be protected from harassment

#### 4. Educational / Awareness Aspects

Employees are made aware of company policies on sexual harassment and gender discrimination, So that they are encouraged to report all the instances of discrimination without fear. This will increase the feeling of security and empowerment.

### B. Procedure

#### 1. Physical Aspects

**Organization is committed to providing safe physical environment to female employees.**

##### I. Vendor Selection

- Administration Team follows a due diligence process in selection of vendors for Employees services like

Transportation, Food ,Housekeeping and security.

- At the time of selection of vendor ,identification proof documents (driving license, photo ID, address proof, Finger prints) collected from drivers, security guards and all casual staff.
- Security staff and drivers are employed only after assurance letter from reputed agencies that have such measures in place

## **II. Transportation**

- Admin team hires cabs/ transport vehicles on a regular basis only from established agencies
- Compliance and Audits / Random Checks / Patrolling is done periodically by Admin team
- Employee provide Feedback on Company transport via Emails

## **III. Company Premises**

- Company has installed 24x7 operational CCTV cameras at work place, such as entry/ exit, common passages.
- Access cards are being used for facility access for employees
- Vendor meeting is organized in the reception area meeting room
- Strict surveillance of visitors is done, visitor enter the details on the register at the reception.

## **2. Environment Aspects**

- Employees are provided with the first aid facility.
- Health room is being provided for female employees having health issues like maternity cases
- Women employees are supposed to follow the strict working hours/shifts. None of the women employees are allowed to work after 8pm.In case due to the business requirement, women employee needs to stay back, prior approval is to be taken from immediate manager and respective BU head & admin needs to be informed about late working. For such employees, company transport facility will be provided along with the escort. If Information is provided 6 hrs in advance
- For any employee event, company transport is provided with a security escort for female employees.

## **3. Organizational Aspects**

- All employees are made aware of the POSH (Prevention of sexual harassment) policy during the 1<sup>st</sup> Day of their orientation. Also the women employees can approach the POSH committee members for addressing the complaint.
- Sexual harassment committee is in place reporting to the CHRO.
- Regional heads designated as members of the committee in view of Pan India presence
- The majority members in the committee are women.
- Every complaint verbal or written is documented and investigated promptly by the committee and appropriate action is taken irrespective of the person being a senior, supervisor, colleague, staff, customer or vendor



- Company has a Code of Conduct to clarify the norms & disciplinary action against those who are found violating the code of conduct.
- Women employees are assured to have a speedy redressal and confidentiality of their complaints and protection from reprisal.

#### **4. Educational / Awareness Aspects**

Employees are made aware of company policies on sexual harassment and gender discrimination, So that they are encouraged to report all the instances of discrimination without fear. This increases the feeling of security and empowerment.

- Women employees are made aware of the company policy on sexual harassment, on gender discrimination or gender biased approach and the complaint process
- Awareness of the company policy on sexual harassment, on gender discrimination or gender biased approach and the complaint process is shared with employees
- Communications are made where women employees are guided on how to act when faced with sexual harassment.

## **12. IT USER GUIDELINES**

### **DESKTOP/LAPTOP USAGE GUIDELINES**

1. Altran employees are given access to computers/systems for performing job related duties and all such usage must ensure compliance with Altran's IT and IS policies as well as all state and International laws governing usage and communication of information. Any failure to comply with Altran's IT and IS policies will result in the denial of access privileges and for employees may lead to disciplinary action which may lead to dismissal from employment and for any contractor non-compliance may lead to the cancellation of the contractual agreement.
2. In the effort to protect the integrity of the organization network and its systems, any proof of unauthorized or illegal use of any Altran's computer and/or its accounts will warrant the immediate cessation of access to these files, accounts and/or systems by the Altran IT and information systems staff and appropriate action will be taken
3. Information Security Policy for computer usage prohibits the use of its resources to:
  - A. Send email using someone else's identity (Email forgery).
  - B. Take any action that knowingly will interfere with the normal operation of the network, its systems, peripherals and/or access to external networks.
  - C. Install any system or software or application on any of Altran's IT assets without prior approval.
  - D. Install any software systems or hardware that may have virus, Trojan horse, worm or any other known or unknown destructive mechanism.

- E. Attempt IP spoofing.
  - F. Attempt the unauthorized downloading, posting or dissemination of copyrighted materials.
  - G. Attempt any unauthorized downloading or installing of software from the Internet.
  - H. Transmit personal comments or statements in a manner that may be mistaken as the position of Altran.
  - I. Access, create, transmit (send or receive), print or download material that is discriminatory, derogatory, defamatory, obscene, sexually explicit, offensive or harassing based on gender, race, religion, national origin, ancestry, age, disability, medical condition, sexual orientation or any other status protected by state and International laws.
4. The Organization reserves the right to access, inspect and monitor the usage of all of its technology assets including any files or messages stored on those assets at any time, in its sole discretion, in order to determine compliance with its policies, for purposes of legal proceedings, to investigate misconduct, to locate information or for any other business purpose.

## EMAIL USAGE

1. Electronic mail (email) is a highly efficient form of modern communication media. Used appropriately, email provides people with a means to communicate thereby facilitating business contact. The improper use of this email technology may jeopardize systems integrity, security and service levels. Access to email is provided to users to assist them to perform their work and their use of email must not jeopardize operation of the system or the reputation and/or integrity of Altran.
2. Email accounts are made available to all Altran staff that require the service for the performance of the respective job related functions. The following statements apply:
  - A. All email and associated system resources are the property of Altran. Email is subject to the same restrictions on its use and the same review process for the use of Altran employees. Its use and content may be monitored.
  - B. Email usage must be able to withstand public scrutiny. Users must comply with all applicable legislation, regulations, policies and standards. This includes complying with copyright and license provisions with respect to both programs and data.
  - C. While email is provided as a business tool to users, its reasonable, incidental use for personal purposes is acceptable. This use must not, however, detrimentally affect employee productivity, disrupt the system and/or harm the Altran's reputation.
3. Users may not:
  - A. Use email for commercial solicitation or for conducting or pursuing their own business interests or those of any other organization.
  - B. use email to distribute hoaxes, chain letters or advertisements and/or send rude, obscene, threatening or harassing messages,
  - C. use email to distribute pornographic material or hate literature,
  - D. use email to harass other staff members,

- E. use email to send executable programs or games,
  - F. use email to send potentially offensive material, and
  - G. propagate viruses knowingly or unknowingly or maliciously.
4. Email is a record and therefore management of email must comply with existing legislation, regulations, policies and standards. Alleged inappropriate use of the email technology will be reviewed on a case by case basis and may lead to disciplinary action up to and including dismissal. In respect to contractors, it may lead to cancellation of the contractual arrangement.

## MOBILE COMPUTING

1. Altran staff will have to take due care when using mobile computing facilities in public places, meeting rooms and other unprotected areas outside of the organization's premises.  
It is important that when such facilities are used in public places care is taken to avoid the risk of overlooking by unauthorized persons.
2. Protection against malicious software should adequately installed and with latest patch updates.
3. Remote access to business information across public network using mobile computing facilities should be done only after successful identification and authentication and with suitable access control mechanisms in place
4. Mobile computing devices should also be physically protected against theft especially when left, for example, in cars and other forms of transport, hotel rooms, conference centers and meeting places. Equipment carrying important, sensitive and/or critical business information should not be left unattended and, where possible, should be physically locked away, or special locks should be used to secure the equipment.

## INTERNET ACCESS

1. Altran employees are expected to use the Internet responsibly and productively. Internet access is limited to job-related activities where such use supports the goals and objectives of the business and personal use is not permitted
2. However job-related activities may include research and educational tasks that may be found via the Internet that would help in the Altran employee's role
3. All Internet data that is composed, transmitted and/or received by Altran's computer systems is considered to belong to Altran and is recognized as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties
4. All sites and downloads may be monitored and/or blocked by Altran if they are deemed to be harmful and/or not productive to business

## SERVICE DESK

ALTRAN INDIA IT Operations Structure and Escalation Matrix to connect with IT.

End user IT Operations for Altran India is managed by centralized service desk accessible through ITSM Tool <https://support.altran.co.in>

Local IT Support (LITS) personnel available at each site responsible for Hands and Feet Support.

Operating Hours:

- Service Desk 08:00 to 20:00 (IST)
- LITS 08:30 to 18:00 (IST)

For Incidents :( Issues in existing services like wireless, application, links etc.)

- Raise an Incident Ticket on Sapphire <https://support.altran.co.in>
- If Sapphire is not accessible, please call IT Service Desk on Extn: 3815 / +91 80 42883815

For Service Requests: (New services like New hardware requirement, First time Installation of Software etc.)

- Raise a Service Request ticket on Sapphire <https://support.altran.co.in>
- If Sapphire is not accessible, please send e-mail to [itservicedesk.india@altran.com](mailto:itservicedesk.india@altran.com)

4. If your request is extremely urgent, please call IT Service Desk on Extn: 3815 / +91 80 42883815

ESCALATION MATRIX

- Point of Escalation – IT Operations Manager

INFRASTRUCTURE MAINTENANCE WINDOW

Operating Hours:

Platform & Network 9x5      09:00 – 18:00hrs

Maintenance Windows	Day	Time
Daily	Weekdays	21:00 – 07:00 (NBD)
Weekly	Weekends	Friday 21:00 – Sunday 18:00

13. DISCLAIMER

This policy and its contents are confidential and intended solely for the use by employees of Altran Technologies India Pvt. Ltd. Transmitting, Disclosing, Copying, distributing these content to other than the intended recipient / users is strictly prohibited. It is the sole discretion of the Management to change, amend the entire policy and/or its clause/s from time to time and/or withdraw the same, without any notice. This policy supersedes all earlier versions if any.