

Orientation/Induction of New Employees

All newly hired employees must attend an orientation session conducted by the Human Resources Department, which would educate you on the Company's history, growth, policies, procedures and any employee benefits programs. The management shall take on the responsibility to explain to you the specific duties in relation to your job, introducing you to your fellow employees and provide you with other specific departmental information.

GENERAL EXPECTATIONS OF THE COMPANY

It is our goal to employ professional individuals who will make a successful contribution to our team. To do this, we expect you to:

- Provide quality service to all of our customers (internal and external);
- Facilitate a teamwork environment;
- Satisfactorily complete your job duties and assignments; and
- Support and adhere to the Company's policies and procedures.

In return, we will strive to provide you with a pleasant and comfortable work environment. We will treat you fairly and respectfully and assist you in achieving your professional goals. We believe that the most productive and satisfied employees are those who maintain a healthy balance between their professional and personal lives. We will provide you with various benefits and resources that are intended to help you meet your professional and personal needs.

Employee Particulars

At the time of joining the Company, the following documents would have to be signed and executed by you

- Employment Information Form
- Medical Insurance Nomination Form
- Group Accidental Insurance Nomination Form
- Provident Fund Nomination Form 2a (1 copy)
- Voluntary Provident Fund Declaration Form (1 copy)
- Corporate salary account will be opened in Axis bank

You must produce the photocopies of the following documents along with originals for verification:

- Copy of your passport;
- Copy of your educational certificates;
- Copy of your service/experience certificates from the previous employer (s)
- Copy of your relieving letter from last employer;
- Copy of your salary slip showing salary last drawn along with Form 16 filed with Income tax authorities;
- Copy of your PAN Card;
- Your color passport size photographs- 3(in nos);

It is however clarified that in the event that an employee does not have a passport at the time of joining the Company and such employee is required to travel on business related to the Company, he would be required to apply for and obtain a passport.

Reference & Background Check

Appropriate reference and background checks will be conducted to confirm the employee's background and credentials. If during the investigation, it is revealed that he/she has concealed any information at the time of joining, he/she shall be held answerable and appropriate disciplinary action may be initiated against such employee including termination.