

Effective from 1st February, 2016

ASSOCIATECODE

On your Day of joining, you will be required to provide all your personal details in GreytHR and every Associate will be allotted with an Associate Code (7 digit, alpha-numeric) which should be retained, used and referred for all official purposes.

Personal details provided by an Associate while joining PARKAR, during and post the course of employment may be shared with third-party business partners to meet PARKAR's business requirements. Business requirements include, but are not limited to, Human Resources Information System (HRIS), Personal Insurance, and Health Insurance. PARKAR at all times will ensure that sufficient agreement clauses are maintained with the third parties that disallow the latter to share the personal details furnished by PARKAR Associates, without appropriate authorization.

IDENTITY &ACCESSCARD

You will be issued an access and photo-identity card within a week of joining the Company.

In case you lose your access/identity card you should immediately contact the Admin department for obtaining a duplicate access/identity card. In case of loss of card, an amount of Rs.250/- (Two hundred and fifty rupees) will be charged to the Associate for issuance of new card; which will be deducted from the subsequent month's salary of the Associate. The Associate will not be charged for replacement of photo on the identity card.

Associate shall be sole responsible if he/ she fails to report loss of card and any consequences accrued out of that.

WORK SPACE ALLOCATION

PARKAR follows an open office model. An Associate can choose to work at any workstation allotted to his/her Project. Support groups i.e. HR & Admin, Finance, Procurement, and the local infrastructure team will be allotted fixed work stations in view of the nature of their jobs & responsibilities to execute their everyday transactions with internal customers and Associates.

LAPTOP/ DESKTOP ALLOTMENT

Laptop/desktop will be allocated on the same day based on the availability of laptop/desktop. (Please refer to the point on "Recovery towards Loss/Damage of Company Assets" for further details.

E-MAIL FACILITY

The IT Team will generate a new email ID configured as per the Parkar email naming policy on the day of joining.

PERSONAL RECORDS

Personnel records are the property of Parkar, and access to the information they contain is restricted and confidential. A personnel file shall be kept for each Associate and should include the Associate's job application, copy of the letter of employment and position description, performance reviews, disciplinary records, records of salary increases and any other relevant personnel information. It is the

responsibility of each Associate to promptly update personnel data in GreytHR, including personal mailing addresses, telephone numbers, names of dependents, and individuals to be contacted in the event of an emergency. Tampering, altering, or falsifying time records, or recording time on another Associate's time record may result in disciplinary action

Importance of accurate data

PARKAR relies upon the accuracy of information contained in the Employment Application Form (updated in the HRIS System), as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, may result in termination of employment.

Version Control

Date	Prepared by	Reviewed by	Action
1 st March, 2016	Kiran Satpute	Gaurav Singh	Created Policy