

## Purpose

The purpose of this document is to set out general HR guidelines for maintaining workspace decorum and ensure transparency among all team members.

## Scope

The policy guidelines are applicable to all the team members, that are employees full-time employed with the company.

## Guidelines

### Attendance

- The check-in time is 10:00 a.m.
- In case of late arrival, the team member shall notify the All Team (WhatsApp) Group.
- Similarly, in case of early sign-off, the team member shall notify the All Team (WhatsApp) Group / Teams General Group (Microsoft Teams).
- Team members shall check in and check out using their Easy Work Account when working from the office or home.
- In case of a missing Attendance, it will count as leave.
- The break hours are flexible therefore the team member should notify the rest of the team via Teams General Group (Microsoft Teams).

### Leave

Data Pilot's motto is Trust. We trust our people and give the accountability and responsibility to them that they can plan their leaves whenever they want but just plan ahead. The Leave policy guidelines are applicable to all the full-time team members of the company.

- Each team member is entitled to 8 casual leaves, 8 sick leaves, 4 Mental Health leave and 10 annual leaves in one calendar year. Casual and annual leaves will be available on a pro-rata basis. During probation, only 3 leaves are allowed. However, a team member will be eligible for Annual Leaves after 3 months of full-time service.
- Annual and casual leaves are pro-rata basis. For casual,  $8/12=0.67$  per month and for annual  $10/12=0.83$  per month.
- Leaves only apply after probation and are applicable to full-time team members only.
- For annual leaves, two weeks prior notice should be given and all tasks should be discussed and planned with the team lead and project manager to ensure that the project timeline is not affected
- Two people working on the same project cannot take annual leaves simultaneously

- The calendar year for leave is from January to December.
- Each team member should send out an email for leave and log their leave on Easy Work.
- For casual leave approval, the team member shall notify the Team Lead ideally at least one day in advance.
- In case of three or more consecutive casual leaves, the leaves will be deducted from the annual leave balance.
- Annual Leaves shall be planned after consultation and approval from the Team Lead.
- Mental Health leave will not be carry forwarded and team members are allowed to maximum 2 leaves together.

## **Work From Home**

Team members may work from home if their job duties permit it. For example, people who are obliged to come in direct physical contact with customers may not be eligible to work from home. They may work from home full-day or half-day. However, work-from-home arrangements can be occasional/temporary and not permanent, unless authorized by the competent authority. To list current policy and to avoid ad-hoc work-from-home days:

- Currently, the company has a policy of three days of work from the office and two days of work from home for all full-time employees. However, there are some exceptions based on business needs. For example, colleagues who have face-to-face customer meetings or in-office presentations or preparation/ working sessions will have to be in the office.
- Please note that the company management reviews the work-from-home policy on monthly basis; therefore, it can change and a formal notification will be sent to all employees via email and other communication channels.
- Ad-hoc work-from-home days are not allowed other than in emergencies and any extenuating circumstances in which case the company has been and always will be very supportive.
- In case of an emergency or any valid reason for ad-hoc work-from-home, please ensure to inform all colleagues via the All Team WhatsApp Group before 9 a.m. that day.
- Once signed in, the team member shall inform on Teams General Group (Microsoft Teams). Similarly, when signing out the team member shall notify the same group.
- While working from home, colleagues are expected to respond to other colleagues (who are working from the office) within 30 minutes. If you are on a break, please message that you will revert. This rule applies to colleagues working in the office as well, i.e. when a colleague (who is working from home) contacts anyone in the office, the response time of 30 minutes must be practised.
- The break hours are flexible therefore the team member should notify the rest of the team via Teams General Group (Microsoft Teams).

## **Benefits**

All benefits apply to full-time employees only

- 4% of Gross salary or a fixed amount of 5000 PKR per month for out-patient medical allowance. OPD is applicable to you, your wife, your kids, and your parents.
- Travel allowance is applicable for outstation employees for first-time relocation only
- Rs. 100,000 per annum for in-patient allowance, dental excluded
- Multi-vitamins can be claimed once every 4 months.
- In order to claim your all medical allowance, medical receipt and prescriptions (wherever applicable) should be added to Easy Work and add [rafay@data-pilot.com](mailto:rafay@data-pilot.com) as an approver
- The company will put 8.33% of your gross salary as a gratuity fund every month. To be eligible for this, you will have to spend at least 1 year with the company.
- For women, during pregnancy two weeks of paid leaves are allowed at any time during their pregnancy. In addition to that, three months of maternity leave is allowed.
- A bi-annual appraisal is applicable