

Employee Handbook

Version 1.0

Company Confidential

For Internal Use Only

Official Office Address

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1 Introduction

1.1 Objective

General guide to help new and existing employees understand the general policies and practices followed at Haloocom

1.2 Distribution and control of this Document

This document is controlled by Human Resources It is a controlled document meant for internal circulation and reference only with the exception of the external auditors.

2 Scope

This document is applicable to the new and existing employees of Haloocom

3 Content

3.1 Welcome Onboard

Dear Employee,

Congrats on joining Haloocom! This document is to help you get setup and make sure you start being productive from day 1.

This handbook is intended as a general guide to help new and existing employees understand the general policies and practices followed at Haloocom.

We welcome you to spend time becoming familiar with these policies and practices to make your transition into our family smoother and a rewarding experience for you as well as for the company.

While the handbook will assist you in familiarizing yourself with the general policies and practices, you must take the initiative to clarify and understand the policies.

If you have any questions concerning the information provided in this handbook, please contact the Human Resources Team.

We hope and wish you a successful career at Haloocom!

Management Team
Haloocom

S.N. Sarode

3.2 About Estontec

Estontec Group Managing FOUR rapidly growing brands in India. All Brands are founded & executed with a vision to create a better tomorrow for everyone. Creating Jobs & means of livelihood for over 500 people globally. Management Team brings in over 100-man years of experience in Technology, Innovation, Marketing & Building Businesses.

3.3 Our Brands

Haloocom

Fastest growing brand in the Enterprise Communications Platform. Now present in 6 countries & spread across all the major cities in India, constantly innovating & upgrading its applications based on the ANI (Artificial Narrow Intelligence) tools like NLP Voice BOTS & Chat BOTS.

Brand on Wheels – BWZ

India's Most Trusted Transit Media Advertising Brand. Operational in 82+ cities with over 100 impactful campaigns. BrandOnWheelz uses Technology & Transparent processes to give Real-time Status of campaigns for the Customers.

Kottanz – Handcrafted Gifts

Popularly Known as the: **GIFTS OF INDIA**. Creating, Changing & Uplifting the Lives of over thousands of underprivileged Families in India. Kottanz today has become a livelihood for more than many women in need. All our products are 100% natural & handmade

ADZ – In- App Advertising

AdZ is on a mission to fuel innovation in the in-app advertising industry and it is part of more than 100 popular apps so far, and the rapid growth has made AdZ the fastest-growing advertising platform of its kind. AdZ believes in turning your dream marketing campaigns into a plan and executing the same with measurable tools to scale your business's outcomes.

4. Basics

4.1 You and Haloocom

To provide growth, the company aims for the best mix of experienced professionals across our range of core business and support functions. Haloocom is continually seeking enthusiastic, flexible, self-disciplined and motivated individuals who are committed to excellence to be a part of its family. We seek members, who value integrity, can work effectively in teams and who are looking to build a long-term career with the company.

4.2 Opportunities and Responsibilities

It is important that employees accept responsibility and take charge of their allocated functions, tasks or projects. Our culture encourages employees to welcome opportunities to broaden their skills, knowledge and experience. In allocating tasks,



our approach is to look forward by considering individual potential rather than looking backward at past achievements

4.3 Professional Conduct and Ethics

Employees are expected to conduct and present themselves in a professional manner at all times. All employees are expected to play a role in both contributing to and upholding our reputation as a successful establishment that holds to the highest ethical standards.

4.4 Protecting Confidentiality

All employees must treat all customers, employee and company proprietary information as confidential and protect that information from unauthorized use or disclosure. This includes disclosure to family, friends and acquaintances. It is your responsibility to make sure that confidential information, in any form (e.g. hard copy documents, computer files or verbal comments), is only accessed by or discussed with authorized people within the company. For more details on the Confidentiality and Non-Disclosure Agreement also refer to your Employment letter.

4.5 Gifts, prizes and hospitality

To ensure an ethical and sound business relationship with clients and contacts, each employee must carefully consider the acceptance or receipt of gift in order to protect his or her professional integrity and objectivity towards such client or relation.

No cash gifts of any amount are allowed.

Material gifts must be suitable and generally accepted as ethical in business relationships.

5. Employment Conditions

5.1 Employment Contract

Haloocom requires all new employees, prior to their commencement, to sign a contract of employment. By signing the contract, you agree to all the terms and conditions of employment as described in the contract and all the attachments to the contract.

5.2 Personal Records

Employee Personnel records are kept by the Human Resource Department. It is mandatory for all employees to furnish necessary information at the time of joining (and whenever there is a change) together with relevant documents and certificates. This information will be kept in your personnel file. In the event of any change in any of the details, the employees are required to notify the Human Resource Department immediately with the required proof of change.

The company also assures you that all your information will be confidential. The company will restrict disclosure of your personnel file to authorized individuals within the company. Disclosure of personnel information to anyone outside the company will be made only when the company is legally required to do so.

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5.3 Probation

- Probation period starts immediately after the joining of new employee. It is for 6 months.
- Only 6 paid leaves can be availed, during the probationary period as per the leave policy of the company. (Reference: Leave Policy)
- Appropriate induction will be given to the employee with a clear indication of performance expectations, set through targeted objectives and timeline. This should be given in writing to form the basis for review in consultation with HR.
- Periodic reviews and feedback to be given during the probation.

Clause 1:

- An employee shall be confirmed as a regular employee upon satisfactory completion of the probation period. Performance during probation shall be considered for performance appraisal and promotion.

Clause 2:

- If the performance of the employee is not meeting the objectives and if the metrics indicate that there is no improvement in performance anytime during the probation, the employee may be asked to leave the organization.

Clause 3:

- If the performance of the employee is not meeting the objectives, the probation period may be extended, if there is scope of improvement after close monitoring and mentoring.

Clause 4:

- Management will give 1 to 3 months to employee to prove her/himself performance.
- The employee's performance is not satisfactory even after the extension of probation period, s/he may be terminated from the services of the company immediately.

5.4 Hours of Work

The official workweek is from **Monday to Saturday** and Employees are expected to work for 9 hours including 1 hour of lunch (or dinner depending on your shift).

The normal office hours of the Company are:

- **From 9.30 am to 6.30 pm** Monday to Friday
- **10:00 AM to 5:00 PM** on Saturday.

-Saturdays will be flexible to take off, however Management can provide Training, learning & development & work from home requirements as per projects & deadlines.

Based on the different existing time zones of our clients and the nature of work, employees may be working in different shifts and work outside these

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5.5 Grace Time:

The grace time to report at the office is till **09:45 AM**.

Any employee misses to report at office beyond the grace time more than 4 times in a month, there will be a deduction of half day leave for each late coming henceforth (from 4th late coming onwards).

5.6 Personal Work during office:

If the employee is out of office for any personal work during the working hours, beyond three hours, it may be considered as half day leave. And if it is beyond five hours, it may be considered as full day leave

5.7 Biometric System of Attendance

All Employees will be provided with an Access card that will enable them to gain entry into the main work areas. It is expected that the employees always carry their cards while on duty. In case of loss or theft of the cards, the Human Resource Executive should be notified immediately.

Every employee has to punch in and punch out on the **KEKA Software** for attendance while entering and leaving the office to mark / record their attendance.

6. Salary Packages

The standard salary package is composed of **Fixed Pay Components including Flexible Benefit Plan**.

6.1 Salary Payments

The monthly salary is credited directly to your respective bank account by the last day of each month. The pay slip detailing the various deductions made and the amount credited will be issued to you by the first week of the month.

You can log into Keka

- View/download payslips
- Declare investments
- Declare previous employment income (if an employee joins Haloocom after the start of the new FY)
- View income tax computations

6.2 Salary Account

Only applicable for full time employees. Haloocom has corporate salary account relationship with ICICI. If you are already an account holder with ICICI, we can use the same account details. If not, we need to open a new salary account.

6.3 Provident Fund

All benefits are available as per the provisions of the Provident Fund & Miscellaneous Provisions Act, to the members.

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6.4 Leave Entitlements

Public Holidays

Company shall declare 12 (Twelve) paid National and Festival Holidays per calendar year. These holidays shall be the combination of national and regional festival holidays decided based on announcements made by local authorities, banks etc. HR Department shall announce the list of holidays during the beginning of each calendar year.

List of Holidays - 2023

The policy and procedure mentioned in this document is subject to review from time to time and the management at its sole discretion may amend or delete the policy in part or in full.

List of National Holidays 2023 for Estontec From 1st January till 31st December			
S.No	Date	Day	Occasion
1	Jan 26th	Thursday	Republic Day
2	Mar 22nd	Wednesday	Ugadi (Gudi Padwa)
3	April 7th	Friday	Good Friday
4	April 21st	Friday	Ramzan
5	Aug 15th	Tuesday	Indian Independence Day
6	Aug 31st	Thursday	Onam
7	Sep 19th	Tuesday	Ganesh Chaturthi
8	Oct 2nd	Monday	Gandhi Jayanthi
9	Oct 24th	Tuesday	Dussehra/ Vijayadashami
10	Nov 1st	Wednesday	Karnataka Rajyotsava
11	Nov 14th	Tuesday	Diwali
12	Dec 25th	Monday	Christmas Day

Leave Objective and Scope:

- Leave is provided to employees as a measure for providing adequate rest and recreation to employees to enable them to come back refreshed for their job and also to comply with the requirements.
- This Policy is applicable to all levels of employees who are on regular rolls of the organization
- Leave year – 1st April to 31st March – Financial Year
- The employees who are appointed during the course of the year shall be entitled to the above leaves on the pro-rata basis.

Different types of Leaves:

- Privilege Leave (PL)
- Maternity Leave (ML)
- Paternity Leave (PL)
- Loss of Pay (LOP)
- Comp-Off
- Sick Leave (SL)
- Bereavement Leave (BL)

Privilege/Casual Leave:

- It is applicable for all the confirmed employees.
- In conformity with The Karnataka Shops and Commercial Establishments Act, 1961, every Employee who is above the age of 18 (eighteen) shall earn 1 (one) paid leave for 12 (twelve) full days that he works with the Company. The Employee can ask the supervising/concerned authority to utilize the earned leaves. The maximum carry forward for such leaves to the next calendar year shall be 45 (forty-five) days. After reaching the maximum limit, there shall be no accrual of any further leaves. Total paid leave accrued for 1 year is **18 days**.
- It is calculated on pro-rata basis for a period of 1 year (1st April to 31st March)
- Employees will be credited with 1 day of leave for every month till completion of probation period after Employee's confirmation s/he is entitled to take 2 days leave in a month.
- Employees can carry forward up to 5 un-availed portion of casual leaves per year.

Comp-off Leave:

- Employee is entitled to take comp-Off Leave if they are working on national holiday or state holidays.

Maternity Leave & Paternity Leave:

In conformity with the Maternity Benefit Act, 1961, every woman/female employee who has completed **1 Year** of employment with the Company shall be entitled to Maternity Leave. The leave can be bifurcated into pre-natal and post-delivery leave. The total maximum amount of leave that a female employee can be entitled to is 26 weeks*. Out of the 26 weeks, up to 8 weeks can be sought before the delivery and remaining after the delivery. The whole 26 weeks will be paid for by the Company.

Furthermore, in case of any illness arising from the pregnancy or delivery, the female employee is also entitled to 30 extra days of paid leave. However, the company may ask for relevant medical documents to confirm the same.

Intervening National / declared / festival / weekly off days will be counted as part of the leave. The employee should provide a certificate from a registered Doctor giving the expected date of delivery at least one month prior to commencing the leave.

This policy is limited to 2 children only

Paternity Leave

A male employee shall be entitled to Paternity benefit only if he has worked with Halocom for a period of 1 year. Paternity leave is granted for a period of 15 days on full salary.

Loss of Pay:

- Employees not having leave balance but have taken leave, their absence will be treated as Leave without pay or Loss of Pay.
- Leaves exceed more than the accrued leaves of any month, will be considered as loss of pay (LOP).
- Leave without pay for one day will be computed as one day loss of wage while computing salary for the month. It will be deducted as one day gross salary for the month.

Sick Leave – Paid Time Off

Every employee of the Company will have 12 (twelve) days of PTO in one calendar year. However, In case an employee joins in the middle of a calendar year, then they would be entitled to PTO on a prorated basis, depending on the time they join the organization or exit from the organization.

PTO includes scope larger than being sick. It includes time off for mental wellness, body pains, headaches, menstrual pains or even if you don't feel like working.

In case of longer illnesses (like surgery, therapy, etc.) that require longer recovery time, firstly, the personal time off leaves and the Paid Leaves will be exhausted. Employees can take a maximum of 7 days of leaves in case of hospitalization which includes weekends. In exceptional circumstances, where the illness requires long recovery times, the Company's management shall decide as to the holidays after the exhaustion of personal time off and Paid Leaves.

All the accumulated Person time off leaves will Lapse at the end of the year. There is no option of carry-forward with PTO Leaves.

Bereavement Leave

The Company recognizes the grief that an individual goes through after losing someone close in their life. Considering this, the Company affords the Employee a bereavement leave of (5) days. The same shall be applicable in the event of the death of a below-mentioned relationship(s):

- Spouse/Common-Law Partner
- Parents/Step-Parents



- Spouse's/Common Law Partner's Parents
- Children/Step-Children
- Immediate Siblings/Step Siblings

In case you require bereavement leave, you shall inform the concerned person/authority at the earliest. There shall be no deduction of any salary for bereavement leave.

Carry Forward Leaves:

Only 5 Privilege leave can be carried forward yearly remaining will Lapse.

The maximum carry forward leaves that one can en-cash at the time of separation will be on based on accrued leave at the time of Full & Final Settlement (Encashment is processed on basic salary of the current fiscal year).

Employee can reduce his/her notice period by using accrued leaves.

Process of availing leave:

- Planned leave: Any planned leave should be requested 72 hours before availing the leave.
- If the planned leave is for 2 days, request should be made at-least 1 week before availing the leave, for an approval.
- Unplanned leave: In case of unplanned leaves employees are requested to inform at least 2 hours before the start of the shift, failing which it will be considered as LOP.
- May there be any personal exigencies, you are required to keep your Reporting Manager / HR informed about the unplanned leave. (It has to be conveyed through phone call)
- Employees are encouraged to apply for leaves on Keka only.

Un-authorized absenteeism:

- Employees not falling in above two categories of leave i.e. planned and Un-planned leaves can be considered as UA (Un-authorized absenteeism).
- We discourage employees to take UA (Un-authorized absenteeism) as it has an impact on his/her career progression opportunities, incentives and service with the organization.
- Un-authorized absenteeism, will attract appropriate action.

6.5 Insurance

Haloocom provides corporate health insurance for all full-time employees. Currently this is applicable for employees, spouse and max two children.

For more details about the insurance policy from ICICI Lombard Healthcare. You can access it through the Plum dashboard.

<https://sso.plumhq.com/web/login?redirect=https://app.plumhq.com/sso/receiver>

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Emergency Claims (An employee is on the way to the hospital) Immediate Dial **080 47170505** for immediate assistance) – plum

For any other queries, kindly reach out the team care@plumhq.com

Please find the below link for Claim form.

https://www.icicilombard.com/docs/default-source/default-document-library/claim_form_ihealthcare.pdf?sfvrsn=2

Link for cashless hospital list

<https://www.icicilombard.com/cashless-hospitals>

7. Equal Opportunity

Haloocom is an **equal opportunity employer**. Our workplace is free from all discrimination on the basis of color, race, religion, nationality, ethnic origin, sex, gender, sexual orientation, age, marital status or any disability. All the employment decisions regarding hiring, promotion opportunities; pay or other benefits are based on company needs, job requirements and individual qualifications. Person and job specifications are limited to those requirements, which are necessary for the effective performance of the job. Interviews are conducted on an objective basis.

All employees have a right to equality of opportunity and a duty to implement this policy. Breach of the equal opportunity policy is a serious disciplinary matter. Anyone who believes that he or she may have been disadvantaged on discriminatory grounds should report the matter to their superior who will then investigate and attempt to resolve the situation by taking remedial actions. The company will not retaliate against you for filing a complaint.

8. Harassment and Discrimination free Work Environment

Haloocom is committed to provide all its employees with a **work environment free of discrimination and harassment**, including sexual harassment, from all persons involved in the operations of the company including supervisors, co-workers or subordinates. The Company shall not tolerate discrimination or harassment of any of our employees based on color, race, religion, nationality, ethnic origin, sex, gender, sexual orientation, age, marital status or any disability.

Sexual harassment is illegal and violates company policies. The Company shall not tolerate sexual comments or conduct whether it is in the form of physical or verbal harassment, and regardless of whether committed by supervisory or non-supervisory personnel. This includes, but is not limited to, offensive or unwelcome sexual flirtations, advances, propositions, graphic verbal commentaries, sexually degrading words and the display in the work place of sexually suggestive objects or pictures. Any complaints of harassment will be taken up seriously.

Concerned Employee should report any kind of discrimination or harassment situations immediately to his / her superior in writing through e-mail or in person. The complaint should be specific and should include the names of the individuals involved and the

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names of any witnesses. The company will not retaliate against you for filing a complaint. All such reports will be investigated promptly and appropriate corrective action, commensurate with the severity of the offence, will be taken. Any employee determined by the Company to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to, and including termination from the services of the Company.

For more details about the anti-sexual Harassment policy please refer to the policy manual.

Violence

Haloocom prohibits its employees from engaging in violence or other deliberate acts intended to harm another person or their property. Violence or threats of violence should immediately be reported to the security officers. Any employee engaging in any kind of violence will be subject to appropriate disciplinary action, up to and including termination from the services of the Company.

9. Traveling on behalf of Haloocom

Local Travel Conveyance

- Employees can submit their travelling bills to get the reimbursement.
- If Employee is travelling in local area (Bangalore), Petrol reimbursement is applicable.
- Employee can submit petrol details for the reimbursement per km 5 Rs (Two-Wheeler)
- Employee can submit petrol details for the reimbursement per km 6 Rs (Four-Wheeler).
- Those Employees who are going on the basis of Haloocom tracking app their reimbursement will be done as per app.
- Employees can claim these expenses by submitting receipts and get a reimbursement on the same.

Pan India Travel Conveyance

- Employees can submit their travelling bills to get the reimbursement.
- If Employee is travelling in local area (Pan India), food (500 Rs) fixed per day reimbursement is applicable.
- Employees Travel & Accommodation shall be booked by the Company
- Employee can submit travel bill local for the reimbursement
- Those Employees who are going on the basis of Haloocom tracking app their reimbursement will be done as per app.
- Employees can claim these expenses by submitting receipts and get a reimbursement on the same.

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10. Conversations

10.1 One on One Conversations

One-on-one meetings are an opportunity for you to meet with your manager and discuss anything you want, in private. This is your time! *You* set the agenda, format, and location. During this time, you can give feedback, build and enhance trust with your manager, discuss new ideas and problems, and brainstorm on ways to advance your career. We specifically devote this time to you.

10.2 Agenda

You, as the direct report, decide the agenda of your one-on-one with your manager. You create a format that works best for you, and it may change each time, depending on your priorities. We recommend focusing on topics that pertain only to you. In other words, things you are not ready to discuss in front of the entire team. We suggest covering: positive work events, negative work events, manager feedback and outside life. Each one-on-one, though, does not need to cover all four areas. These proposed topics provide general guidance, but you have ultimate control.

10.3 Positive work events

Discussing what drives you shows your manager what you enjoy and want to do. By conveying this information, it makes it easier for your manager to provide you with more of those opportunities.

10.4 Negative Work Events

We spend a lot of time at work, so let's make the experience a pleasant one. To do that, your manager also needs to know what is not working for you. While we do not want these meetings to turn into gripe sessions, vent your frustrations and together we will find a solution.

10.5 Feedback for the Manager

Hopefully, you already provide your manager with immediate, personal one-on-one feedback regularly, whether after a meeting, privately, or through written communication. However, sometimes you might need more time. Use these meetings to give advice on how your manager can impact you directly. Also, use this time to follow up on previous advice you gave your manager to let them know how it is going.

10.6 What can the manager do more of?

What can your manager do to make you more productive and happier?

10.7 What can the manager do less of?

Tell your manager what they could stop doing to make your job easier.

11. Career Management

Learning and development

At Haloocom, “career management” is about providing rewarding long-term careers for employees and covers Training and Development. Haloocom considers it the responsibility of each employee to keep up-to-date in his or her field of expertise. Ongoing professional self-development is a necessity.

Training and development programs help in individual and career development and improve the quality of performance. **Employees should take the initiative to develop their soft skills** such as communication, interpersonal skills, leadership skills, effective time management, presentation skills etc. Employees should self-initiate the process i.e., identify the areas where they require training as per their job responsibilities and communicate the same to their departmental heads. Wherever possible the company will provide training programs to all its employees after understanding the needs to assist them in personal and professional development. Both in-house experts and professional training institutes, depending upon the needs, will conduct the training programs.

12. ISSUES MANAGEMENT

Grievance Redress

The objective of grievance redress procedure is to enable employees to get resolve their grievances or any complaints relating to their work, work environment, etc. arising from their employment with the Company within as short a time as possible. These guidelines shall apply to all employees, irrespective of job, role, status or grade.

Concerned employee shall submit his / her grievance **in writing or through e-mail** to the concerned superior who will then attempt to deal with the matter after making necessary consultations. Every opportunity will be given to the employee to state the grievance and the same will be discussed thoroughly. At the end of the discussions the employee will be informed of the decision and the appropriate action. However, if the employee is not satisfied with the decision and action, he / she may appeal against the same in writing to the Management.

Management shall consider the matter and on deliberations, shall deliver its decision and appropriate action. Management’s decision shall be final and binding on all the parties.

Escalation

If you need something and you requested - that hasn’t been acknowledged or actioned upon, you should escalate to the next level.

- Person Responsible
- Post 2 business days, Lead
- Post 3 business days, HR

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13. Open Door Policy

We follow a policy of **open door** i.e., employees are welcome to make any suggestions, complaints, ask questions regarding their job, working conditions etc. Employees are also free to approach the top management for suggestions, complaints or questions, if any.

To encourage employees to contribute constructive suggestions to improve productivity and quality and to reduce costs, employees are welcome to come up with their valued suggestions and submit their suggestions to their immediate superior / Human Resources Manager or to the Management Team.

14. Separation from Employment

Termination of Employment

Termination can be due to criminal activity, poor performance, dishonesty, security breach, insubordination, absenteeism, company policy violations, health and safety threat etc. Haloocom is entitled to terminate your employment at any time and at its sole discretion by giving you an advance written notice of termination, as stated in your offer of employment or paying compensation in lieu thereof.

Resignation

Haloocom understands that an employee may want to separate from the company for various reasons. In such a case the employee should give sufficient notice to the company, as per his / her employment terms. This enables the company to find a replacement, meet any deadlines and also to ensure that all the work is duly completed and handed over.

All company owned property, including access cards, office supplies, employee handbook; keys and any other official documents must be returned to the company.

Management reserves the right to relieve an employee earlier than the actual completion of notice period without paying any compensation in lieu thereof. Management also reserves the right to waive off notice period or accept compensation in lieu of notice period from the separating employee.

Separating employee will have to complete the exit formalities before leaving the organization.

Voluntary Separation: In case of separation initiated by the employee

- S/he to discuss the matter with the Reporting Manager FIRST
- S/he to submit the resignation letter to the reporting manager keeping the HR in loop.
- The resignation letter should be sent via mail or in written (undersigned format) and the notice period starts from the date of resignation.
- Verbal/oral/Text (Via SMS or WhatsApp) resignations will not be considered as resignation.

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- During **Probation Period (first 6 months of Joining) Notice Period is 30 days** by Either party. •
- **Post Probation Period 60 days'** Notice to be given by either party.

No Dues Clearance:

The employee should submit the No dues clearance on/before the last working day. Without which the employee will not be relieved from the services of the organization and the Full & Final Settlement will be withheld.

Attendance

- 100% attendance is compulsory
- The employee has to be physically present in the office and work from home during this period is not applicable if they are in same city.
- Any Leaves incurred during this period will cause a corresponding extension in the notice period

Official Assets

- All official assets assigned to the employee shall be brought to the notice of HR at the beginning of the notice period
- Employees are not allowed to carry official IT assets including laptops/Tablets/Cameras/Pen-drives to the site/home.
- All IT assets are required to be submitted back to the HR department on the last working day

Relieving & Experience Letter

1. To process the relieving letter or Experience letter minimum 5 days are required after that month payroll cut-Off is done. This letter will be sent to your personal mail id (as per HR records) or Ex-employee can come and collect from HR Department.

Full & Final Payment

- The employee needs to provide all the necessary bills / documents / information on or before the last working day for calculating the Full & Final Settlement amount.
- After final clearance from HR, IT & Accounts Department Full and Final payment will be done within 5 days from the date of that month Payroll.

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15. EMPLOYEE CAREERS

Hiring Philosophy

1. Can they work individually with no/less supervision? (Ask people to discuss previous discuss current projects - how were they assigned tasks? what do they do when you have no work?)
2. Do they take ownership for the product, feel responsible? (Ask - What do you when there is a blocker bug? What do you do when you get designs which just feel wrong?)

*We are always hiring - please send referrals to Careers@haloocom.com, careers@brandonwheelz.com, info@kottanz.com. **Rs 10,000 referral bonus**. The person referred should stay around in the company for at least Six months.*

16. DISCLAIMER

The Handbook is a statement of policies and practices of Haloocom and **does not constitute contractual obligations** on the part of the company.

The company reserves the rights to revise, modify, delete or add to any and all policies, procedures, rules or benefits stated in this handbook. Any changes that will be made will be communicated to you by the Human Resource Department.

S.N.Sarode

17. LETTER of ACKNOWLEDGEMENT

Please sign the Acknowledgement letter below and return it to the Human Resource Department.

ACKNOWLEDGEMENT LETTER

This is to acknowledge that I have received a copy of the Company Handbook. I have read, understood and agree to abide by the clauses stated in the book. I also understand that this handbook is not intended to cover every situation that may arise during my employment, but is simply a general guide to the goals, policies, practices, benefits and expectations of the company. Finally, I understand that the handbook is not a contract of employment and that my employment with Haloocom is “at will” and may, at any time, be terminated by the company with notice.

Name: *Sauravi Nivrutti Sarode*

Signature: *S.N. Sarode*

Date: *17-01-2024*