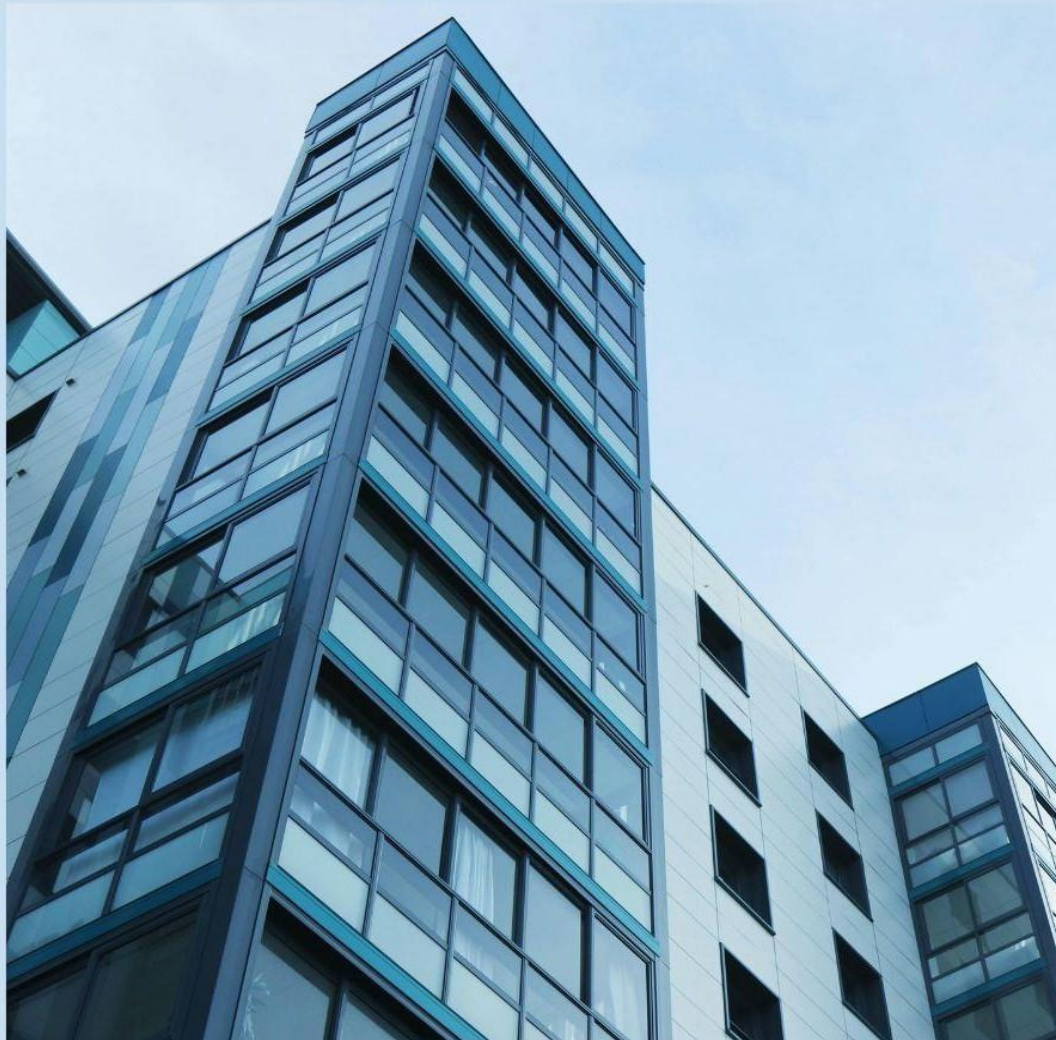


# HR HANDBOOK

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## WELCOME TO REBOOT TECHNOLOGIES PVT. LTD

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We're excited to welcome you to the **Reboot Technologies Pvt. Ltd** family!

We are thrilled to have you as part of our team. Your selection was based on our confidence in your ability to contribute to our business' success and your alignment with our commitment to achieving our mission.

At **Reboot Technologies Pvt. Ltd**, we are committed to achieving excellence and delivering high-quality results in every aspect of our work. As part of our team, we trust you will find that striving for excellence is a fulfilling part of your career with us.

This employee handbook outlines the essential policies, objectives, benefits, and expectations at **Reboot Technologies Pvt. Ltd**, along with other important information you will need as an employee of our organization.

We trust that your tenure with us will be engaging and rewarding, and we look forward to your valuable contributions.

Sincerely,

**The Reboot Technologies Pvt. Ltd. Team**

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## 1. INTRODUCTION

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### 1.1 ABOUT HANDBOOK

This Employee Handbook is intended to familiarize employees with employment regulations with **Reboot Technologies Pvt. Ltd.** Compliance with **Reboot Technologies Pvt. Ltd** policies are a mandatory condition of employment, and this Handbook applies to all employees. It supersedes all prior employment policies, whether written, oral, express, or implied.

**Reboot Technologies Pvt. Ltd.** reserves the right to modify, rescind, or add to this Handbook at the discretion of management. Employees will be notified of significant changes. This Handbook is not a binding contract and does not alter the at-will employment relationship. The company may interpret or deviate from these policies as needed.

For questions or assistance regarding this Handbook, please contact Senior Management or the HR department

### 1.2 ABOUT REBOOT TECHNOLOGIES PVT. LTD

**Reboot Technologies Pvt.** is a leading FinTech company specializing in Order & Execution Management solutions and real-time FIX connectivity. Our products meet the functional and regulatory needs of the Financial Services Industry, offering scalable solutions that address the evolving challenges of trading. Supporting electronic equity, options, and complex options trading, our open architecture ensures seamless integration of future technologies, keeping clients at the forefront of market developments.

At **Reboot Technologies Pvt. Ltd**, we are dedicated to excellence by enhancing our solutions to provide robust, reliable tools that empower trading professionals and elevate trading operations.

### 1.3 MISSION STATEMENT

At **Reboot Technologies Pvt. Ltd**, our mission is to foster a dynamic culture of innovation where creativity and progressive ideas are not only encouraged but are integral to our success. We are committed to empowering our employees by providing them with the tools, resources, and support needed to transform their innovative ideas

into actionable solutions. Through continuous learning, collaborative cross-functional teams, and open platforms for idea sharing, we aim to drive growth and improvement across all facets of our organization. By recognizing and rewarding exceptional innovation and ensuring steadfast leadership support, we strive to create an environment where every employee is inspired to contribute to our vision of excellence and advancement in the financial technology industry.

## **1.4 AT WILL EMPLOYMENT RELATIONSHIP**

Employment with **Reboot Technologies Pvt. Ltd** Technologies is at-will unless specified otherwise in a written employment agreement. This means that employment is not for any specified duration and may be terminated by either the employee or **Reboot Technologies Pvt. Ltd** Technologies at any time, with or without cause or notice.

**Reboot Technologies Pvt. Ltd** Technologies reserves the right to modify or alter the terms and conditions of employment, including compensation, position, and other aspects, at its sole discretion, with or without cause or notice. These changes may include actions such as demotion, promotion, transfer, reclassification, or reassignment. Additionally, **Reboot Technologies Pvt. Ltd** Technologies maintains the right to impose any disciplinary measures it deems appropriate.

Only the Director of **Reboot Technologies Pvt. Ltd** Technologies has the authority to enter into an agreement that deviates from this policy. Any such agreement must be specific, in writing, and signed by both the Director and the employee to be valid.

## **1.5 COMMUNICATION**

At **Reboot Technologies Pvt. Ltd**, our mission and core values guide our approach to communication, ensuring it is effective, considerate, and aligned with our goals. We prioritize user needs and demonstrate empathy, striving to provide value and address challenges. Our commitment to quality is reflected in our clear and precise communication, which supports continuous improvement. Collaboration is key, so we promote teamwork, transparency, and safety, creating an environment where everyone feels comfortable sharing ideas and feedback. We also encourage continuous learning and knowledge sharing, viewing communication challenges as opportunities for growth. Additionally, by adhering to these principles, we foster a positive and productive work environment that aligns with our core values.

## 2. COMPANY VALUES AND CULTURE

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### 2.1 CORE VALUES

At our core, we are dedicated to excellence, collaboration, and growth.

#### USER-CENTRIC

- Prioritize user needs and deliver exceptional value.
- Design solutions that ease user challenges.

#### QUALITY AND EXCELLENCE

- Deliver high-quality, reliable software.
- Write efficient, maintainable code.
- Always seek to enhance processes and code.

#### COLLABORATION AND COMMUNICATION

- Collaborate effectively to achieve goals.
- Foster transparency and honesty.
- Create a supportive environment for sharing ideas and resolving issues.

#### LEARNING AND GROWTH

- Commit to ongoing personal and professional development.
- Encourage mutual learning and support.
- View challenges as opportunities for growth.

### 2.2 COMPANY CULTURE

At our company, we adopt a user-centric approach that prioritizes the needs of our users in all aspects of our work. Our environment fosters empathy, ensuring that our solutions are designed to address and simplify user challenges effectively.

We take pride in the quality of our work, holding ourselves to the highest standards of technical excellence. Our focus on clean, efficient code and dedication to continuous improvement drive us to constantly refine our processes and deliver top-notch software. Collaboration and open communication foster a supportive, innovative environment where every voice is valued, ideas are shared, and learning is encouraged.

## 3. EMPLOYEE POLICIES

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The following terms are used to describe employees and their statuses:

### 3.1 REGULAR FULL-TIME EMPLOYEES

Regular full-time employees are scheduled to work 40 hours per week and are eligible for all company benefits, subject to the terms and conditions of the applicable benefit plans or policies. Each employee will be informed of their status upon hire and any subsequent changes to their status.

All employees, regardless of their status, are employed at will. This means that the employment relationship can be terminated by either **Reboot Technologies Pvt. Ltd** Technologies or the employee at any time, with or without cause or notice.

### 3.2 PROBATION PERIOD

The initial three-month (90 days) period of this agreement is designated as "**probationary**" for the following purposes:

- **PERFORMANCE EVALUATION:** During this period, the Employer will evaluate the Employee's overall performance and other job-related attributes.
- **DEGREE COMPLETION:** If the employee's degree has not yet been received by the end of the initial probationary period, the probation duration will be extended until the degree is obtained and verified.
- **CONFIRMATION:** Upon successful completion of the probationary period and satisfactory performance, an employee will be confirmed in their position. During this time, employees will remain on probation based on the management's decision.
- **RESIGNATION POLICY:** If an employee resigns during this probationary period, the company is not obligated to compensate them, monetarily or otherwise, for the days worked during that time.
- **TERMINATION RIGHTS:** The Employer reserves the right to terminate employment during the probationary period without notice or justification and any further obligations. Additionally, the discovery of forged documents will result in immediate termination without notice or compensation.



- **POST - CONFIRMATION TERMINATION:** Following confirmation, an employee's employment may be terminated with one month's notice in writing or by providing one month's gross salary instead of notice. Additionally, if an employee leaves the company during the probationary period without proper justification or communication, the company reserves the right to withhold any outstanding dues.

### **3.3 RESIGNATION AND NOTICE PERIOD**

If an employee decides to resign from the company, they must follow these criteria to ensure a smooth and seamless transition:

- An employee should discuss their decision with their manager in a one-on-one meeting to address any concerns.
- Upon mutual agreement, submit a formal resignation letter in writing to both the line manager and the HR manager.
- Participate in an exit interview with the HR manager.
- Complete a 30-day notice period (9 hours per day), excluding weekends, following the line manager's and HR manager's approval. This applies to both permanent and probationary employees.
- During the notice period, taking casual or annual leave is not permitted.
- HR will provide a formal acknowledgment confirming the employees' final day of employment and detailing the Full and Final (FNF) settlement.
- The final settlement check (if applicable) will be issued after returning all company property and verifying working hours.
- Employees will receive their FNF settlement (if applicable) and an experience letter two weeks after separation.
- Failure to serve the full 30-day notice period may result in the forfeiture of dues and the experience letter.
- Immediate resignation without serving the one-month notice period is not permitted and may lead to the forfeiture of unpaid salary and further company action.

### **3.4 EMPLOYEE INTER-DEPARTMENTAL TRANSFER POLICY**

#### **PURPOSE**

This policy establishes a framework for employees seeking to transfer to another department or role within **Reboot Technologies Pvt Ltd.**, ensuring a fair and efficient

process that supports career development and aligns with the organization's operational needs.

#### **SCOPE**

This policy applies to all full-time employees of **Reboot Technologies Pvt Ltd.** who have completed one year of employment at the company and are in good standing, defined as having no performance or disciplinary issues.

#### **POLICY STATEMENT**

**Reboot Technologies Pvt Ltd.** encourages internal mobility to enhance employee growth, job satisfaction, and talent retention. Employees are empowered to pursue new opportunities while ensuring smooth transitions and business efficiency.

#### **ELIGIBILITY CRITERIA**

- Employees must have completed at least one year in their current role, excluding the probation period.
- Employees must meet the minimum qualifications and experience requirements for the new position.
- Employees should have satisfactory performance reviews, defined as meeting or exceeding expectations and having no disciplinary issues.

#### **APPLICATION PROCESS**

- Employees should assess their skills, qualifications, and motivations for seeking a transfer.
- They must discuss their intent to transfer with their current supervisor and obtain initial approval via email.
- Employees should submit tailored resumes reflecting their suitability for the new position to the HR Department.
- The transfer must be approved via email by both current and receiving department heads within 10 business days. HR will then assess eligibility and proceed accordingly.
- The employees may need to interview with the receiving department to evaluate their qualifications.

#### **DECISION CRITERIA**

- The employees' skills and experience must align with the new position's requirements.

- The transfer should be in the best interest of **Reboot Technologies Pvt Ltd.** and the departments involved.
- The employee's performance, conduct, and attendance will be reviewed.
- The management reserves the right to reject any transfer request based on legitimate business reasons, with proper justification C communication.

#### **NOTICE PERIOD**

If the transfer is approved, the employee must provide a notice period to their current supervisor, as determined by management's discretion.

#### **TRANSITION PLANNING**

Both the current and receiving departments will collaborate to ensure a smooth transition. This may include knowledge transfer, handover of responsibilities, and training if needed. The transition should be completed within 30 days.

#### **COMPENSATION AND BENEFITS**

- Compensation will remain unchanged unless adjustments are communicated and agreed upon prior to the transfer.
- All benefits, including accrued leave, will continue as per the terms of employment.

#### **INTERNAL ONBOARDING**

Employees transferring to a new department will participate in Internal Onboarding processes (e.g., team introductions, system accesses, etc.) to become familiar with their new team, processes, and responsibilities.

#### **PROBATION PERIOD**

Employees who transfer to a new department will undergo a new probation period and will continue in the new role based on their performance during this period.

#### **CONFIDENTIALITY**

All discussions and applications regarding transfers are confidential to protect both the employees' and **Reboot Technologies Pvt Ltd.'s** interests. This confidentiality will be maintained until the transfer process is completed.

## 4. RECRUITMENT AND SELECTION

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The following terms are used to describe the terms and conditions:

### 4.1 EQUAL EMPLOYMENT OPPORTUNITY

**Reboot Technologies Pvt. Ltd.** is an equal opportunity employer committed to complying with all applicable local fair employment practices laws. We strictly prohibit and do not tolerate discrimination against any employee, applicant, or other covered persons based on race, color, religion, creed, national origin, ancestry, ethnicity, sex (including pregnancy), gender (including gender identity or expression), age, physical or mental disability, handicap, citizenship, military service, genetic information, marital status, civil union status, domestic partnership status, or any other characteristic protected by local law.

All employees, contractors, and representatives of **Reboot Technologies Pvt. Ltd** are prohibited from engaging in unlawful discrimination. This policy applies to every aspect of employment, including, but not limited to, hiring, job assignment, compensation, promotion, benefits, training, discipline, and termination.

#### COMPLAINT PROCEDURE

If an employee's experience or witnesses conduct that they believe violates this policy, they should promptly report the incident to their direct Team Lead or Project Manager. If a satisfactory response is not received within five days, the matter should be escalated to a member of the Senior Management/HR Team, who will ensure a thorough and prompt investigation.

When filing a complaint, please provide as much detail as possible, including the names of individuals involved and any witnesses. **Reboot Technologies Pvt. Ltd** will conduct a comprehensive investigation into all claims of discrimination and take appropriate corrective action if necessary.

Managers and line managers who observe discriminatory conduct are also required to report it to a member of the Senior Management/HR Team for investigation and potential corrective action.

**Reboot Technologies Pvt. Ltd** will adhere to any additional protections provided by the state or local laws.

## **NO RETALIATION**

**Reboot Technologies Pvt. Ltd** prohibits any form of discipline, reprisal, intimidation, or retaliation against employees for good faith reporting of discrimination, pursuing discrimination claims, or cooperating in related investigations. For further details on our anti-retaliation policies, please refer to the Anti-Retaliation Policy.

We are committed to enforcing this policy against all forms of discrimination. However, the effectiveness of our efforts depends on employees reporting inappropriate conduct. If an employee or someone else experiences conduct that violates this policy, it must be reported immediately. Failure to report may prevent the Company from addressing potential violations and taking corrective action.

## **POLICY VIOLATIONS**

Any employee found to have engaged in discriminatory or retaliatory conduct in violation of this policy will face disciplinary action, up to and including immediate termination of employment.

## **4.2 REFERENCE POLICY**

All inquiries regarding references or employment information for current or former employees of **Reboot Technologies Pvt. Ltd** should be directed at Senior Management or the HR department. In response, **Reboot Technologies Pvt. Ltd** will disclose only the employees' dates of employment and positions held. Compensation details may also be verified. We will adhere to any additional protections provided by applicable local laws.

## 5. WORK HOURS AND ATTENDANCE

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### 5.1 OFFICE HOURS, TELECOMMUNICATING, AND REMOTE WORK POLICY

#### OFFICE HOURS

At **Reboot Technologies Pvt. Ltd**, employees are expected to arrive at the office on time and regularly, unless alternative arrangements have been made. Standard office hours are from 9:00 AM to 6:00 PM, or as per operational and support requirements for the US, UK, or other countries, typically spanning five working days. These hours may be adjusted based on business and client needs. Additionally, employees may occasionally be required to work beyond regular hours or on weekends, up to forty (40) hours per week.

#### TELECOMMUNICATIONS

In certain circumstances, **Reboot Technologies Pvt. Ltd** may permit employees to telecommute for part of the workweek. This option is available at the sole discretion of Senior Management and is based on whether it benefits both the organization and the employee without adversely affecting **Reboot Technologies Pvt. Ltd** or its clients. Employees wishing to request telecommuting must submit a written request to Senior Management/HR via email, including reasons for the request, potential benefits to **Reboot Technologies Pvt. Ltd**, and any anticipated impact on clients and team members.

Telecommuting is a privilege, not an entitlement, and is generally available only to employees who have completed at least one (1) year of service and whose performance has been consistently above average. **Reboot Technologies Pvt. Ltd** reserves the right to request employees, including those with telecommuting arrangements, to attend meetings or other activities at the office as needed.

#### REMOTE WORK POLICY

Requests for remote work must first be approved by the employee's line manager, with HR included in the communication. Once approval is obtained, employees may formally submit their remote work request through FlowHCM. Please note that employees working remotely are required to adhere to a full-day work schedule and are not permitted to take half-day casual or sick leave. Remote work arrangements are subject

to management's discretion and may be revoked based on an evaluation of the circumstances.

This policy aims to ensure a smooth process for remote work requests while maintaining a professional and efficient work environment at **Reboot Technologies Pvt. Ltd.** Employees are encouraged to familiarize themselves with this policy to ensure compliance.

## **5.2 ATTENDANCE AND PUNCTUALITY**

Punctuality and regular attendance are crucial for the effective operation of **Reboot Technologies Pvt. Ltd** and are a fundamental aspect of every role within the company. If an employee is unable to report to work or arrive on time, it is essential to inform their line manager or the HR department before the scheduled start time. In the event of emergencies or unforeseen circumstances requiring absence, the employee should notify their line manager or Senior Management/HR as promptly as possible via email or phone call. If the employee needs to leave work during the day, prior approval must be sought from their line manager. If the line manager is unavailable, approval should be obtained from HR.

Failure to notify the line manager or report to work for three consecutive workdays will require the employee to provide evidence to justify the absence. Excessive absenteeism or tardiness may result in disciplinary action, up to and including termination. Additionally, ensure that all leave requests are promptly submitted through the HCM system to avoid payroll issues. The HR team will only approve leave requests submitted through HCM. Maintain accurate attendance records in HCM, as HR will use these records for evaluations. Any unreported issues will not be the responsibility of HR or management.

## **5.3 LATE ARRIVAL POLICY**

Employees are expected to adhere to office hours. A grace period of 10 minutes is provided for arrival; any arrival beyond this time will be considered "**late.**" Employees must be at their workstations by 9:10 AM to avoid being marked late. Exceptions apply only to employees using office transportation. Accumulating three instances of late arrival will result in the deduction of one casual leave. If all casual leave has been exhausted, these three instances will be treated as one day of unpaid leave at the management's discretion. Additionally, frequent late arrivals may impact the quarterly evaluation.

## 6. PERFORMANCE EVALUATION

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### 6.1 PERFORMANCE EVALUATION

Employees will typically undergo performance evaluations on a quarterly basis, as necessary. **Reboot Technologies Pvt. Ltd** aims to conduct formal performance appraisals annually in October. Additional evaluations may be conducted at the company's discretion.

It is important to note that **Reboot Technologies Pvt. Ltd** reserves the right to alter the frequency of performance reviews, including conducting them less frequently than annually or as needed, without it being considered a breach of policy.

### 6.2 PERFORMANCE OBJECTIVES AND KEY PERFORMANCE INDICATORS (KPIs)

#### ADMINISTRATIVE SECTION

- **PUNCTUALITY & WORK HOURS:** Employees are expected to consistently adhere to scheduled work hours, maintaining an average of logged daily hours.
- **ADAPTABILITY & PROFESSIONAL ATTIRE:** Employees should demonstrate flexibility in adapting to new tasks or environments while complying with the company's dress code.
- **PROFESSIONALISM:** Professional behavior is critical, including respectful and effective interactions with colleagues and clients.

#### ATTENDANCE

- **LEAVE MANAGEMENT:** Evaluations will include a comprehensive assessment of the employee's use of various leave types, including annual, sick, casual, and other leaves, to determine overall attendance reliability.

#### GENERAL SECTION

- **RESPONSIBILITY & TASK COMPLETION:** Employees are expected to show accountability by ensuring the timely and accurate completion of their assigned tasks.



- **LEADERSHIP & INITIATIVE:** Taking ownership of projects, providing guidance to others, and proactively addressing challenges are essential components of this objective.
- **BEHAVIOR, COMMUNICATION, & TEAM COLLABORATION:** Employees should maintain professional conduct, communicate effectively, and collaborate well within team settings.
- **DOCUMENTATION & TASK EFFICIENCY:** The quality and accuracy of documentation, along with efficiency in task completion, will be key indicators of performance.

**TECHNICAL KPIs**

- **TECHNICAL ROLES:** KPIs for technical roles will vary by department. Employees are encouraged to contact HR personnel for specific details related to their roles.

## 7. PAYROLL PRACTICES

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### 7.1 PAYROLL DEDUCTIONS

**Reboot Technologies Pvt. Ltd.** is required by law to make certain deductions from an employee's salary each pay period, including contributions to EOBI and taxes as per the Pakistan government's announcements. Additionally, deductions may be applied for any unpaid leave taken.

All deductions will be itemized on the employee's pay slip. If there are any questions regarding these deductions or if there is a belief that an error has occurred, the employee should report the concerns to the Finance Department immediately.

If an employee resigns without informing the company or notifying HR, the company reserves the right to withhold any dues owed.

### 7.2 PAY DISBURSEMENT ERROR REPORTING PROCESS

Employees are responsible for reviewing their pay statements for accuracy. If an employee identifies any discrepancies, such as overpayments, underpayments, improper deductions, or payments that do not accurately reflect all hours worked, they must promptly report these concerns to the Finance Department. **Reboot Technologies Pvt. Ltd.** will thoroughly investigate all reported issues and, where appropriate, take corrective action. Confirmed errors will be rectified as swiftly as possible, but no later than the subsequent pay period following the company's acknowledgment of the issue.

### 7.3 EXIS DUES SETTLEMENT PROCEDURE

Departing employees will receive their final settlement after 45 days of the last working day. This includes the final salary payment, any outstanding reimbursements, and other financial obligations.

## 8. WORKPLACE CONDUCT AND PERFORMANCE STANDARDS

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### 8.1 CONFIDENTIALITY

During an employee's employment with **Reboot Technologies Pvt. Ltd**, they may have access to "Confidential Information" related to our company and its clients. This information may encompass our business strategies, financial details, contracts, suppliers, customers, customer transactional data, personnel information, and other proprietary data.

Protecting this information is crucial to maintaining our competitive edge and achieving financial success and stability. Employees are required to secure this information during its use and utilize it exclusively for **Reboot Technologies Pvt. Ltd** business purposes. Disclosure of this information is only permitted to authorize individuals with a legitimate business need.

This confidentiality obligation extends beyond an employee's time on **Reboot Technologies Pvt. Ltd** premises and continues even after their employment ends. It also applies to communications transmitted via **Reboot Technologies Pvt. Ltd** electronic communication systems. For further details, please refer to our Electronic Communications System policy.

To ensure adherence to our Confidentiality Policy, employees are required to sign our Non-Disclosure Agreement as a condition of their employment.

### 8.2 CONFLICT OF INTEREST

**Reboot Technologies Pvt. Ltd** expects all employees to conduct their business with the highest ethical standards and in full compliance with applicable laws. This policy aims to enhance awareness of potential conflicts of interest and to establish a clear procedure for reporting them.

Employees are required to always act in the best interests of **Reboot Technologies Pvt. Ltd**. The use of one's position or **Reboot Technologies Pvt. Ltd** relationships with clients, customers, vendors, suppliers, contractors, or any third parties for personal gain or to benefit oneself or family members are strictly prohibited.

A conflict of interest arises when an employee's external interests such as financial or personal interests, interfere with **Reboot Technologies Pvt. Ltd** interests or the employee's professional responsibilities. For example, a conflict may occur if an employee influences a decision that could lead to personal benefit for themselves or their family due to **Reboot Technologies Pvt. Ltd** business dealings.

Business decisions must always prioritize **Reboot Technologies Pvt. Ltd** interests. Employees are forbidden from soliciting or accepting any gifts, favors, entertainment, payments, or loans for themselves or their family members from any client, customer, vendor, supplier, contractor, or other entities doing business with **Reboot Technologies Pvt. Ltd**.

If there are any questions about whether certain conduct is prohibited under this policy, please contact the Senior Management or HR department.

If an employee becomes aware of any potential conflict of interest or ethical concern, they are expected to report it promptly to their direct manager or a member of the Senior Management/HR team. Detailed information about the concern should be provided. **Reboot Technologies Pvt. Ltd** will thoroughly investigate all reported conflicts of interest and determine the appropriate course of action.

### **8.3 OUTSIDE EMPLOYMENT**

**Reboot Technologies Pvt. Ltd** recognizes that employees may seek additional outside employment, including second jobs, consulting engagements, self-employment, or volunteer activities. To secure **Reboot Technologies Pvt. Ltd** confidential information, trade secrets, and business interests, we have established the following guidelines regarding outside employment:

1. **APPROVAL REQUIREMENT:** Employees must obtain prior written approval for outside employment from a member of the Senior Management or HR Team, subject to the Board of Directors' consent.
2. **PERFORMANCE AND SCHEDULE:** Outside employment must not interfere with the employee's job performance or work schedule.
3. **USE OF COMPANY RESOURCES:** Employees are prohibited from using **Reboot Technologies Pvt. Ltd** property, facilities, equipment, supplies, IT systems (including computers, networks, email, telephones, or voicemail), trademark, brand, or reputation in connection with any outside employment.

4. **POLICY COMPLIANCE:** Employees must adhere to **Reboot Technologies Pvt. Ltd** policies on conflicts of interest, confidentiality, and the protection of confidential, proprietary, and trade secret information.
5. **COMPETITIVE EMPLOYMENT:** Employees may not engage in outside employment with any entity that competes with **Reboot Technologies Pvt. Ltd**. This includes direct or indirect competition or roles such as officer, director, employee, consultant, stockholder, volunteer, lender, or agent of any competing business.

If **Reboot Technologies Pvt. Ltd** determines that such a conflict exists, the company may require the employee to cease outside employment or resign from their position with **Reboot Technologies Pvt. Ltd**, regardless of the employee's position or title, may result in disciplinary action, up to and including termination of employment.

## **8.4 PERSONNEL RECORDS AND PROCEDURE FOR UPDATING PERSONAL INFORMATION**

**Reboot Technologies Pvt. Ltd** maintains personnel files and payroll records for each employee according to HR requirements. These files may be kept in electronic format to the maximum extent permitted. Any medical information collected about an employee will be stored separately and kept confidential.

Personnel files are managed by Senior Management/HR and remain the exclusive property of **Reboot Technologies Pvt. Ltd**. These records cannot be removed from the premises without specific written authorization from a member of the Senior Management/HR Team. This authorization must detail the specific files or records being removed and the reason for their removal. Given the confidential nature of these records, access is restricted to individuals with a legitimate need to review the information.

Employees may request to review their payroll records and/or personnel files by contacting Senior Management/HR. With reasonable notice, employees can access their records through the Company's HR Software and in the presence of a designated representative from **Reboot Technologies Pvt. Ltd**.

**Reboot Technologies Pvt. Ltd** will adhere to any additional protections for personnel records as stipulated by applicable state law. Employees are required to promptly notify Senior Management/HR via email of any changes to their personal information,

including home address, phone number, legal name, marital status, number of dependents, and named beneficiaries.

## **8.5 SOCIAL MEDIA POSTING**

Employees are prohibited from posting any content related to **Reboot Technologies Pvt. Ltd** without prior authorization from Senior Management or the Human Resources Department.

## **8.6 CELL PHONE POLICY**

### **PERSONAL CELL PHONE AT WORK**

The use of personal cell phones during work hours is generally discouraged due to its potential to disrupt workflow and disturb colleagues. Employees who bring personal cell phones to the office must ensure that their devices are kept silent or in vibrate mode. Cell phone use should be restricted to designated breaks and meal periods and should occur away from work areas to minimize disruption. Persistent interference with work duties or disturbances caused by cell phone use may result in disciplinary action.

### **CELL PHONE USE FOR COMPANY BUSINESS**

When using cell phones for company-related activities, employees must adhere to all relevant Company policies, including those related to conduct, discrimination, harassment, and workplace violence. It is essential to maintain the confidentiality of private or sensitive business information when using cell phones in public settings. Additionally, please ensure that cell phones are either turned off or set to vibrate mode during meetings as a courtesy to others. If an employee has been provided with a company-issued cell phone, they are permitted to keep it with them.

## **8.7 DRESS CODE STANDARDS**

Employees are expected to maintain a professional appearance that aligns with our business environment and enhances workplace morale. Clothing should be clean, neat, and appropriate, reflecting efficiency and professionalism.

While comfort is encouraged, attire must consider safety, client interactions, and the company's image. Employees in client-facing roles should adhere to highly professional

standards. Unacceptable clothing includes torn jeans, shorts, T-shirts, tank tops, beach sandals, flip-flops, and any attire that is suggestive or excessively revealing.

Employees with questions about dress standards and accommodation for religious beliefs, disability, or other protected grounds should also contact HR. The company will provide this accommodation unless doing so causes major problems or high costs for the company.

Failure to comply with the dress code may result in being asked to change or sent home to alter attire. Continued non-compliance may lead to disciplinary action and could impact on the employee's quarterly evaluation.

## **8.8 DISCIPLINARY PROCEDURES AND CONDUCT STANDARDS**

As an at-will employer, **Reboot Technologies Pvt. Ltd** reserves the right to impose disciplinary measures as deemed necessary or appropriate. Disciplinary actions may include verbal counseling, written warnings, performance improvement plans (PIPs), suspension, demotion, or termination, depending on the specifics of each situation. The sequence of disciplinary measures is at the discretion of management, and employees may be terminated immediately if deemed appropriate.

To ensure proper conduct, **Reboot Technologies Pvt. Ltd** has established standards of behavior for all employees. While it is not possible to list every potential infraction, the following examples illustrate conduct that may lead to disciplinary action, including immediate termination. These standards apply to all employees of **Reboot Technologies Pvt. Ltd** property and while conducting company business, whether on or off company premises. Engaging in any behavior deemed inappropriate by **Reboot Technologies Pvt. Ltd** may result in disciplinary action.

Examples of conduct that may lead to disciplinary action include:

- Dishonesty or falsification of company records.
- Unauthorized use or possession of company, coworker, or public property.
- Possession or control of illegal drugs, weapons, explosives, or other dangerous or unauthorized materials.
- Fighting, threats, violence, abusive language, horseplay, practical jokes, or any conduct that could endanger others or damage property.
- Insubordination, failure to perform assigned duties, or non-compliance with company health, safety, or other rules.

- Unauthorized or careless use of company materials, equipment, or property.
- Unauthorized or excessive absenteeism or tardiness.
- Lack of teamwork, poor communication, unsatisfactory performance, unprofessional behavior, or inappropriate conduct in the workplace.
- Sexual or other forms of illegal harassment or discrimination.
- Unauthorized use or disclosure of confidential or proprietary company information.
- Violation of company policies, including any infractions of this Employee Handbook.
- Being under the influence of intoxicating substances on company property during working hours.
- Engagement in criminal activity.
- Gambling on company premises at any time.
- Misuse of company time, property, materials, or equipment.



## 9. SAFETY AND WORKPLACE CONDUCT

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**Reboot Technologies Pvt. Ltd** is dedicated to maintaining a safe work environment and prioritizes "safety first" in all our operations. It is the responsibility of each employee to contribute to a safe workplace by adhering to safety protocols, working cautiously, and keeping their work area organized and free from potential hazards.

Employees must promptly report any unsafe conditions, accidents, or injuries, regardless of severity, to their immediate supervisor or Senior Management/HR. This ensures that potential hazards are addressed, injured employees receive appropriate treatment, and workers' compensation claims are processed efficiently. Failure to report such incidents immediately may result in disciplinary action. **Reboot Technologies Pvt. Ltd** prohibits any form of retaliation against employees who file workers' compensation claims.

### 9.1 SUBSTANCE USE AND ABUSE

**Reboot Technologies Pvt. Ltd** is dedicated to ensuring a safe and productive work environment for all employees. To uphold this commitment, we enforce a strict policy prohibiting the use of alcohol and illegal drugs within the workplace. Employees are not permitted to consume, possess, use, sell, purchase, or transfer alcohol or illegal drugs on **Reboot Technologies Pvt. Ltd** premises, while operating company vehicles or equipment, or during work hours. Additionally, employees must not report to work with alcohol or illegal drugs (or their metabolites) in their system.

The only exception to this policy is moderate alcohol consumption during authorized **Reboot Technologies Pvt. Ltd** social or business events. For this policy, "illegal drug" refers to any substance that is not legally obtainable or is legally obtainable but has not been acquired legally. This includes prescription drugs used outside of the prescribed guidelines or by individuals other than the prescribed user, as well as any substance misrepresented as an illegal drug.

Violations of this policy will result in disciplinary action, which may include immediate termination of employment. Employees are expected to fully cooperate with investigations into potential policy violations and must report any known or suspected breaches to their line manager or the Senior Management/HR Team. Failure to cooperate with an investigation will also result in disciplinary action, up to and including termination.

## 9.2 ANTI-HARASSMENT AND DISCRIMINATION

**Reboot Technologies Pvt. Ltd** is firmly committed to maintaining a work environment free from unlawful harassment. We prohibit any form of harassment based on race, color, religion, creed, national origin, ancestry, nationality, ethnicity, sex (including pregnancy), sexual orientation, affectional orientation, gender (including gender identity or expression), age, physical or mental disability, handicap, citizenship, past, current, or prospective service in the uniformed services, atypical hereditary cellular or blood traits, genetic information, marital status, civil union status, domestic partnership status, or any other characteristic protected by applicable federal, state, or local law.

### INAPPROPRIATE WORKPLACE CONDUCT

Harassment is strictly prohibited. This includes harassment based on an individual's sex or gender, regardless of the harasser's sex or gender. Such Conduct encompasses:

- Unwelcome sexual advances or requests for sexual favors.
- Offensive remarks about an individual's sex or gender.
- Conduct of a sexual nature that affects employment terms, decisions, or the work environment.

### OTHER TYPES OF HARASSMENT

Our anti-harassment policy applies equally to harassment based on any protected characteristic. Such harassment may involve:

- **VERBAL:** Derogatory comments or jokes based on a protected characteristic.
- **PHYSICAL:** Assault or inappropriate contact.
- **VISUAL:** Displaying derogatory materials or making offensive gestures.

### COMPLAINT PROCEDURE

If an employee experiences or witnesses conduct that they believe violates this policy, they should promptly report it to their direct line manager or a member of the Senior Management/HR Team, ideally within five days of the incident. The company will conduct a thorough and confidential investigation, disclosing information only on a need-to-know basis. The details of the investigation will remain confidential between the company and the employee.

Provide detailed information about the incident, including names of those involved and any witnesses. **Reboot Technologies Pvt. Ltd** is committed to investigating all claims of harassment and taking corrective action as appropriate. Managers and line managers who observe harassment must report it to Senior Management/HR for investigation and corrective measures.

#### **NO RETALIATION**

**Reboot Technologies Pvt. Ltd** strictly prohibits any form of retaliation against individuals who report harassment or cooperate with investigations. For details of our Anti-Retaliation Policy, refer to the company's policy documents.

#### **POLICY VIOLATIONS**

Employees found to have engaged in harassment or retaliation will face disciplinary action, which may include immediate termination of employment. The effectiveness of our policy relies on employees reporting inappropriate conduct. Failure to report may prevent the company from addressing and resolving potential violations.

**Reboot Technologies Pvt. Ltd** is dedicated to enforcing this policy to ensure a respectful and safe work environment.

### **9.3 WORKPLACE CONDUCT VIOLATION**

**Reboot Technologies Pvt. Ltd** is dedicated to ensuring a safe and secure work environment by preventing workplace violence. In response to the increasing incidence of violence in society, we have established the following guidelines to address intimidation, harassment, or any threats or acts of violence occurring during business hours, on company premises, or at company-sponsored events.

For this policy, workplace violence includes:

- Making threatening remarks, whether written or verbal.
- Engaging in aggressive or hostile behavior, such as shouting, using profanity, throwing objects, fighting, or intentionally damaging another person's property.
- Bullying, intimidating, or harassing others, including making obscene phone calls or using threatening body language or gestures.
- Behavior that causes emotional distress or creates a reasonable fear of injury, such as stalking.
- Physical assault.

This list is illustrative and not exhaustive. Any form of workplace violence will not be tolerated.

All employees, including supervisors and temporary staff, are expected to interact with colleagues, customers, vendors, and others with courtesy and respect. Fighting, "horseplay," or any conduct that may endanger others is prohibited. Firearms, weapons, and other dangerous items are not allowed on company premises without proper authorization and must not be possessed while working, even off-site.

Conduct that threatens, intimidates, or coerces any individual, whether an employee, customer, or member of the public, will not be tolerated. All threats or acts of violence, both direct and indirect, occurring at work or potentially affecting the workplace must be reported immediately to the employee's direct supervisor or another member of the management. This includes threats from employees, customers, vendors, solicitors, or other public individuals. When reporting, employees should provide as much detail as possible.

Suspicious individuals or activities must be reported promptly to a supervisor. In urgent situations, Senior Management should be contacted. Employees should not put themselves in harm's way; if a disturbance occurs near an employee's workstation, they should not intervene or investigate.

**Reboot Technologies Pvt. Ltd** will conduct prompt and thorough investigations into all reports of threats or acts of violence and suspicious activities. We will use discretion and take reasonable measures to protect individuals from making reports. To ensure workplace safety and investigation integrity, **Reboot Technologies Pvt. Ltd** may suspend employees, with or without pay, during the investigation.

Any individual found responsible for threats, acts of violence, or other violations of these guidelines will face disciplinary action, up to and including termination of employment.

We encourage employees to address disputes or conflicts with colleagues with their supervisors or management before such issues escalate into potential violence. **Reboot Technologies Pvt. Ltd** is committed to assisting in the resolution of employee disputes and will not discipline employees for raising concerns in good faith.

## **9.4 SOLICITATION AND DISTRIBUTION**

### **DEFINITIONS**

1. **SOLICITATION:** It includes, but is not limited to, any attempt to approach individuals in person or via employer-owned property such as computers,

smartphones, email systems, and intranets for:

- Selling goods or services.
  - Requesting donations.
  - Collecting funds or pledges.
  - Promoting, encouraging, or discouraging participation in any organization, activity, event, or membership.
  - Distributing or delivering membership cards or applications for any organization.
2. **DISTRIBUTION:** It refers to distributing materials in person or via company property (e.g., bulletin boards, emails). Membership cards or applications are considered solicitation, not distribution.
3. **WORKING HOURS:** These include times when an individual is performing work tasks, excluding breaks and mealtimes, whether engaged in solicitation or receiving non-business literature.
4. **WORKING AREAS:** These are defined as locations controlled by **Reboot Technologies Pvt. Ltd** employees perform work duties, excluding cafeterias, break rooms, and parking lots.

**Reboot Technologies Pvt. Ltd** has established guidelines to govern employee solicitation and the distribution of written materials to:

- Ensure safe and efficient operations, maintain employee discipline, and uphold a clutter-free workplace.
- Minimize non-work-related activities that may disrupt customer satisfaction, product quality, and teamwork.

#### **POLICY GUIDELINES**

Employees are prohibited from:

- Soliciting other employees during working hours.
- Distributing literature during working hours or in working areas at any time.

#### **ADMINISTRATION OF POLICY**

The Senior Management/HR team is responsible for overseeing this policy. If an employee has any questions or requires further clarification, please contact HR.

## 9.5 ELECTRONIC COMMUNICATIONS SYSTEM AND COMPUTER EQUIPMENT

At **Reboot Technologies Pvt. Ltd**, we utilize various electronic forms of communication and information exchange, including computers, laptops, email, telephones, voicemail, fax machines, external electronic bulletin boards, wire services, online services, social media, and the Internet (collectively referred to as the "electronic communications system"). This system, along with any information stored on it, remains the property of the Company and is provided solely for conducting **Reboot Technologies Pvt. Ltd** business operations. Employees are prohibited from allowing any third party to access **Reboot Technologies Pvt. Ltd** computer systems or to use their Company email accounts for sending messages.

The following guidelines govern the use of the electronic communications system:

1. **APPROPRIATE USE:** The system must not be used to transmit, retrieve, view, print, or store discriminatory, harassing, derogatory, obscene, defamatory, threatening, or illegal communications. Chain letters and other forms of illegal activity or content contrary to **Reboot Technologies Pvt. Ltd** interests are also prohibited.
2. **PERSONAL ACCOUNTS AND INSTANT MESSAGING:** Employees must not use personal email accounts (e.g., Gmail) for Company business. External Instant Messaging Services are not permitted. "SKYPE for Business" is an approved internal instant messaging system for **Reboot Technologies Pvt. Ltd** employees. While employees may publicly discuss aspects of their employment, they must adhere to the Confidentiality policy and refrain from public disclosure of confidential information. Additionally, employees should not use public forums to engage in conduct that violates **Reboot Technologies Pvt. Ltd Technologies** Anti-Harassment/Discrimination policy or impacts the workplace or Company interests.
3. **PERSONAL USE:** Limited personal use of the electronic communications system is permitted (e.g., personal email or phone calls), provided it does not interfere with business operations or abuse the privilege.
4. **PRIVACY AND MONITORING:** Employees should not assume that communications via Reboot Technologies Pvt. Ltd systems are private or confidential. Reboot Technologies Pvt. Ltd has the right to monitor, access, and review electronic communications for business purposes. All information may be disclosed as needed for business reasons.

5. **SECURITY MEASURES:** Employees using security measures on Company-provided computers must provide Senior Management/HR and the Chief Information Officer with a hard copy record of their passwords, if required. **Reboot Technologies Pvt. Ltd** reserves the right to override passwords for business needs.
6. **ABUSE AND CORRECTIVE ACTION:** Abuse of the electronic communications system may result in corrective action, including termination of employment if deemed necessary by **Reboot Technologies Pvt. Ltd**. The privilege of using electronic media may also be revoked.
7. **CONFIDENTIALITY AND COPYRIGHT:** Employees must respect the confidentiality of others' communications and avoid attempting to breach security measures. Unauthorized downloading of new software or proprietary information, including business strategy, financial data, and customer information, is prohibited. All downloaded software must be authorized by the Chief Technology Officer and Senior Management/HR.
8. **COMPLIANCE:** All communications must comply with **Reboot Technologies Pvt. Ltd** policies, including those outlined in this Employee Handbook. **Reboot Technologies Pvt. Ltd** will adhere to applicable state and local laws, providing additional protection.
9. **LAPTOP SECURITY:** Employees provided with a Company laptop are responsible for their physical security. Laptops must be securely stored when not in use and returned upon request. Any loss, theft, or damage must be reported immediately to Senior Management/HR and the Chief Information Officer. Laptops may be inspected without prior notice, and employees should not expect privacy regarding materials stored on or transmitted from the laptop. All laptop use must comply with this Handbook's policies and procedures.

## 10. EMPLOYEE BENEFITS

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**Reboot Technologies Pvt. Ltd** provides a comprehensive array of employee benefit programs. The details of these benefits are outlined in official legal documents, including insurance policies, which are available for review. The descriptions in this Employee Handbook offer summaries intended for general informational purposes only. In the event of any discrepancies between the summaries in this handbook and the official plan documents, the provisions of the official plan documents will take precedence. Employees will be eligible for all benefits after 3 months of a successful probationary period. However, they can access the conditional commuting service during the probation period.

**Reboot Technologies Pvt. Ltd** reserves the right to modify or terminate any employee benefits or plans on a prospective basis at its discretion. Employees will be informed of any changes to benefits that impact them.

### 10.1 INSURANCE PLAN

**Reboot Technologies Pvt. Ltd.** offers a comprehensive health insurance plan that provides coverage for employees and their dependents. Eligibility for participation in this plan is extended to employees within specific employment classifications, particularly regular full-time employees, who can enroll subject to the terms and conditions of the agreement between **Reboot Technologies Pvt. Ltd.** and the insurance provider. For detailed information regarding the insurance plan, please contact the Admin Department.

### 10.2 BONUS

All permanent employees who have completed one year of service are eligible for a bonus equivalent to one month's gross salary. This bonus is awarded at the company's discretion.

### 10.3 EOBI

All regular full-time employees of **Reboot Technologies Pvt. Ltd** is eligible for Employees' Old-Age Benefits Institution (EOBI), a Pakistani social security program upon retirement, disability, or in the event of death. It provides a safety net through



pensions, and other benefits to ensure financial stability for employees and their families.

**Reboot Technologies Pvt. Ltd** ensures that all employees are registered with EOBI and that contributions are made regularly. For assistance with EOBI registration or claims, please contact the Finance department.

## **10.4 COMMUTE/FUEL ALLOWANCE (CONDITIONAL)**

**Reboot Technologies Pvt. Ltd** offers a commuting service for employees. The availability of this service is contingent upon the presence of a van traveling on the employees' route and the availability of space within the van. This decision will be made by the Administrative Department and is subject to any unforeseen changes or adjustments you will get notified of.

In cases where the commuting facility is unavailable, fuel allowance may be provided after the probation period based on management's discretion.

## **10.5 SCHEDULED HOLIDAYS**

**Reboot Technologies Pvt. Ltd** observes the public holidays established by the Federal Government. In addition to this, the following holidays will be observed:

- Kashmir Day
- Pakistan Day
- Labor Day
- Eid-ul-Fitr
- Eid-ul-Adha
- Ashura
- Independence Day
- Milad un-Nabi
- Quaid-Azam Day

Additional holidays may be announced by the Federal Government or the company, and employees will be notified of any changes to the holiday schedule.

### **GLOBAL SUPPORT AND OPERATIONS HOLIDAYS POLICY**

**Reboot Technologies Pvt. Ltd** grants paid holiday time off to eligible employees based

on their employment classification. For Global Support and Operations employees, holidays will align with both US and UK public holidays and adhere to regional standards and legal requirements. Holidays will be based on the respective regions as announced by the state or governing authorities. Please note that additional holidays may be added throughout the year as determined by US and UK regulations, and employees will be informed of any changes to the holiday schedule.

When a company holiday falls on a Sunday, it will be observed on the following Monday. If a holiday falls on a Saturday, it will be observed on the preceding Friday. To be eligible for paid holiday time, employees must work their last scheduled workday before and their first scheduled workday after the holiday unless they are on an approved leave of absence.

**Reboot Technologies Pvt. Ltd** reserves the right to require employees to work on designated holidays if business needs dictate.

## **10.6 PAID AND UNPAID TIME OFF**

### **PAID TIME OFF**

Regular full-time employees are eligible to accrue Paid Time Off (PTO) for vacation, sick leave, and other personal reasons after the successful completion of the probation period. PTO accrual begins on a pro-rated basis each calendar year and is not carried over to the following year. Any unused PTO as of December 31 will be forfeited. Please note that there will be no leave encashment for accrued PTO. Additionally, eligible full-time employees are entitled to the following types of leave.

- Sick Leave
- Casual Leave
- Annual Leave
- Maternity/Paternity Leave
- Privileged Leave
- Bereavement Leave
- Hajj Leave
- Worker Compensation Leave

### **UNPAID TIME OFF**

For employees wishing to observe religious days not included in **Reboot Technologies Pvt. Ltd.** holiday schedule, accrued paid time off (PTO) may be used. **Reboot**

**Technologies Pvt. Ltd** will make reasonable efforts to accommodate religious beliefs, provided such accommodation does not create significant difficulty for the Company. Employees requesting time off for religious holidays should provide reasonable advance notice to their supervisor.

Please note that any requests for paid leave around holidays are subject to approval by Senior Management/HR, and such requests may be denied at their discretion without explanation.

#### **PROCEDURE FOR AVAILING PTO**

Employees must submit PTO requests to their immediate line manager or Senior Management/HR for approval as early as possible. In cases where advance notice is not feasible, such as unexpected illness or emergencies, employees should inform their line manager or Senior Management/HR as soon as they become aware of the need for absence. While **Reboot Technologies Pvt. Ltd** will strive to accommodate PTO requests, all PTO is subject to the Company's business needs and may be rescheduled if necessary. The Company reserves the right to require employees to use accrued PTO at times designated by the organization.

## 11. EMPLOYEE LEAVES

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While regular attendance is essential for maintaining smooth business operations, **Reboot Technologies Pvt. Ltd** recognizes that employees may need to take time off for various reasons. To accommodate this, we offer several types of leave, some of which are legally mandated and others discretionary.

For all planned leaves, employees must submit a request via the HCM system:

- **ANNUAL LEAVE:** 30 days in advance
- **CASUAL LEAVE:** Must be requested at least 2 days in advance, except in emergencies without prior notice.
- **SICK LEAVE:** Notify us within 1 day after the leave begins, in emergencies, please submit the request as soon as possible.

Any leave requests beyond Casual, Sick, or Annual Leave must be approved by Senior Management or the HR Team via email.

Leave requests will be evaluated based on their impact on **Reboot Technologies Pvt. Ltd** and its operational needs. Management retains the discretion to approve or deny leave requests as appropriate.

For disability-related leave, **Reboot Technologies Pvt. Ltd** will engage in an interactive process with the employee to assess if leave is the appropriate accommodation. A certification from the employee's healthcare provider must be submitted to support medical leave. Failure to provide this certification on time may result in delay or denial of leave.

Employees are expected to return to work on the first workday following the expiration of authorized leave. If an extension is needed, it must be requested and approved before the current leave period ends. A Return-to-Work Certification from the healthcare provider is required for employees returning from leave due to illness or injury.

### ELIGIBILITY AND ACCRUAL

Upon achieving eligibility for paid leave, employees are entitled to up to 28 days of leave per year, comprising 10 Annual Leaves, 8 Casual Leaves, and 10 Sick Leaves. These leave benefits are granted once employees obtain permanent status with the company.

Employees start accruing paid annual leave once they reach the eligible employment classification. However, there is a **365-day** waiting period from the start of eligible employment before any accrued leave can be utilized. After this period, employees may request to use their accrued leave, including any earned during the waiting period.

Regular full-time employees qualify for paid sick and casual leave upon successful completion of their probationary period, however, Annual leave and additional leave types, such as bereavement, workers' compensation, paternity, maternity, and Hajj leave, will be available after one year of service.

#### **LEAVE POLICIES**

1. **ACCRUAL OF BENEFITS:** Employees on leave will not accrue additional paid time off (PTO) or other leave benefits until their return to work. Accrued PTO, sick leave, and casual leave must be utilized as needed and by company procedures
2. **HEALTH INSURANCE:** Health insurance coverage will still be provided during a leave of absence. If an employee uses PTO or paid sick/casual leave during unpaid leave, it won't extend the length of your approved leave.
3. **UNPAID LEAVE CONSEQUENCES:** Taking 3 unpaid leave days in a month will result in a warning. If an employee takes more than 3 unpaid days, salary deductions may be decided by management.
4. **PATTERNS OF ABSENCE:** Frequent patterns of taking unpaid, casual, or sick leave on Fridays or Mondays, as well as frequent requests to work from home on these days, may lead to salary deductions for both Saturday and Sunday at management's discretion.
5. **HOLIDAYS DURING LEAVE:** Holidays that fall while you are on leave will not be paid. If an employee is on leave and a holiday occurs, it won't count as paid time off.
6. **SANDWICH LEAVE POLICY:** If a weekend falls between two scheduled leaves (excluding Annual Leave), it will be treated as a continuation of the leave period. For example, if leave is taken on Friday and Monday, deductions will apply to Friday, Saturday, Sunday, and Monday. This will be determined at the management's discretion.
7. **LEAVE CLUBBING POLICY:** Prefixing or suffixing holidays with any type of leave is not

permitted. leave either on the day before (Tuesday) or the day after (Thursday), it will be considered clubbed leave. Consequently, the employee will be debited for 2 days of leave (Tuesday and Wednesday or Wednesday and Thursday) instead of just one. Additionally, employees are not permitted to sandwich their leave between two holidays, as described above.

8. **No Call No Show (NCNS):** If you are absent for two consecutive days without notifying your immediate manager or HR, appropriate actions will be taken by HR based on the specifics of the situation.

#### **LEAVE USAGE AND CONDITIONS**

Unused annual leave cannot be carried forward to the next year or paid out.

If a gazetted holiday occurs during an annual leave period, it will be counted as part of the annual leave, with no additional compensation provided.

Annual leave cannot be taken immediately after casual or sick leave.

This policy ensures that all employees are afforded the necessary time for personal well-being while maintaining the operational efficiency of **Reboot Technologies Pvt. Ltd.**

#### **LEAVES AND EVALUATION**

Employees should follow the handbook guidelines, as they affect quarterly performance reviews. Proper leave management is crucial for smooth operations and client needs, contributing to positive performance assessments.

Employees will be evaluated on their adherence to notice requirements, with consistent compliance viewed favorably and repeated non-compliance potentially impacting future evaluations.

### **11.1 ANNUAL LEAVES**

Eligible employees at **Reboot Technologies Pvt. Ltd** are entitled to paid annual leave, designed to offer opportunities for rest, relaxation, and personal pursuits. The following outlines the annual leave policy:

#### **ENTITLEMENT**

- All full-time employees are entitled to 10 days of paid annual leave per year.

#### **APPLICATION PROCESS**

- Employees must submit leave requests through the HCM system at least 30 days in advance for approval by their Team Leads/HR.
- Leave requests will be assessed based on business needs and staffing requirements.

#### **CONDITIONS**

- Annual leave may be taken in up to two segments per year.
- Each segment of annual leave must consist of a minimum of three days.
- If an employee has fully utilized their annual leave entitlement for the year, they must observe a three-month waiting period before becoming eligible to request additional annual leave, provided it remains within their allotted quota.

## **11.2 SICK LEAVES**

**Reboot Technologies Pvt. Ltd** offers paid sick leave benefits to all eligible employees for temporary absences due to illness or injury.

#### **ENTITLEMENT**

- All full-time regular employees are entitled to 10 days of paid sick leave per year.

#### **APPLICATION PROCESS**

- Employees may use sick leave benefits for absences due to their illness or injury.
- If an employee is unable to report to work due to illness or injury, they should notify their direct Team Lead within one day after the leave begins.
- Employees must apply for sick leave through the Human Capital Management (HCM) system within one day of returning to work.

#### **CONDITIONS**

- Sick leave benefits are strictly for income protection during illness or injury and may not be used for other types of absences.
- Sick leave of up to 2 days does not require documentation. However, for sick leave exceeding 2 days, HR reserves the right to request a doctor's prescription for verification if requested. Failure to provide the required documentation may

result in the forfeiture of the leave request.

- Sick leave cannot be taken immediately following casual or annual leaves.
- Unused sick days will not be paid out upon termination of employment, whether voluntary or involuntary.

### **11.3 CASUAL LEAVES**

**Reboot Technologies Pvt. Ltd** provides paid casual leave benefits to eligible employees for temporary absences due to domestic matters.

#### **ENTITLEMENT**

- All full-time regular employees are entitled to 8 days of paid casual leave per year.

#### **APPLICATION PROCESS**

- Employees may use casual leave benefits for temporary absences due to domestic matters.
- Employees must notify their direct Team Lead and apply for casual leave through the Human Capital Management (HCM) system at least one day in advance.
- Casual leave can also be taken as a half-day.
- An employee may take up to two consecutive days of casual leave.

#### **CONDITIONS**

- **Emergency Casual Leave:** Employees are required to inform their immediate supervisor or HR at least one day prior to the planned leave.
- **Non-Emergency Casual Leave:** Employees must submit leave requests 15 days in advance to ensure proper planning and approval.
- Unused casual leave days will not be paid out upon termination of employment, whether voluntary or involuntary.

### **11.4 HAJJ LEAVES**

**Reboot Technologies Pvt. Ltd** provides special leave benefits to eligible employees for undertaking the pilgrimage to Mecca. This leave is designed to support employees in fulfilling this significant religious obligation while ensuring that business operations are minimally affected.



#### **ENTITLEMENT**

- All regular full-time employees are entitled to a leave duration not exceeding 45 days.

#### **APPLICATION PROCESS**

- Employees must notify HR and their managers at least two months in advance or as soon as the leave application acceptance letter is received.
- Leave requests will be evaluated based on business needs and staffing requirements.
- Employees are eligible for this leave only after completing one year of employment with the company.
- This leave is granted only once during the employee's tenure with the company.

#### **CONDITIONS**

- The special leave is subject to approval based on business needs and staffing requirements.
- The leave duration cannot exceed 45 days.
- Employees must have completed one year of employment to be eligible for this leave.
- Leave is granted only once during the employee's tenure with the company.

## **11.5 MATERNITY AND PATERNITY LEAVES**

**Reboot Technologies Pvt. Ltd.** provides pregnancy and parental leave to eligible employees for the birth, care of a newborn, or pregnancy-related conditions, offering support during these important life events.

### **MATERNITY LEAVE**

#### **ENTITLEMENT**

- Female employees are entitled to maternity leave outside their leave account under the following conditions:
- For Spontaneous Vaginal Delivery (SVD), the leave duration is 45 days.
- For the Cesarean Section (C-Section), the leave duration is 60 days.
- The leave period may be extended up to 90 days as needed.

#### **APPLICATION PROCESS**

- Employees needing maternity leave should submit a formal written notice to the HR department along with the required forms, including the expected date of childbirth and the start and end dates of the leave.
- Written notice is preferred but not mandatory. If advance notice of 30 days is not feasible due to medical reasons, employees should provide as much advance notice as possible.
- In case of unexpected early childbirth, the employee should notify the company as soon as possible to begin the leave on the day of birth.

#### **CONDITIONS**

- Maternity leave is granted outside of the employee's regular leave account.
- Employees must follow the procedure for notification and documentation as outlined.
- Maintain communication with the manager during the leave period.
- Employees will be officially notified of their eligibility upon approval.

#### **PATERNITY LEAVE**

##### **ENTITLEMENT**

- Full-time employees with at least one year of service may request up to 10 days of paternity leave after the birth of their child.
- Both primary and non-primary caregivers qualify for paternity leave.

##### **APPLICATION PROCESS**

- Employees requesting paternity leave should notify their line manager or HR at least 30 days in advance.
- Paternity leave cannot be used before the birth of the child.
- If 30 days' notice is not feasible, employees should provide as much advance notice as possible. Written notice is preferred but not mandatory.

##### **CONDITIONS**

- Paternity leave requests will be approved without discrimination against employees with protected characteristics.
- Employees must follow the procedure for notification and documentation as outlined.

- Maintain communication with the manager during the leave period.
- Employees will be officially notified of their eligibility upon approval.

#### **COMPENSATION AND BENEFITS DURING LEAVE**

Pregnancy and parental leave compensation is at management's discretion and may change if the leave exceeds the allotted time. Benefits during leave are governed by the applicable employee benefit plan, and employees will receive the same benefits as those on unpaid leave.

#### **REEMPLOYMENT**

An employee's job will be held as required by law during pregnancy or parental leave. Upon return from pregnancy-related disability leave, a doctor's certification of medical fitness is required. Extended absence beyond the disability leave may be considered voluntary abandonment. **Reboot Technologies Pvt. Ltd.** is not obligated to reemploy individuals who do not meet reemployment eligibility criteria.

#### **ANTI-DISCRIMINATION AND RETALIATION POLICY**

**Reboot Technologies Pvt. Ltd.** prohibits discrimination or retaliation based on pregnancy or parental leave. Employees will not be denied employment, promotion, or benefits, nor subjected to adverse actions for exercising their rights under this policy.

To enforce this policy, employees must report inappropriate conduct. If an employee believes they or others have been subjected to policy violations, it should be reported immediately for corrective action.

## **11.6 WORKER'S COMPENSATION LEAVES**

Employees who are unable to work due to a work-related injury or illness and are eligible for Workers' Compensation benefits will be granted paid leave for the required period at the discretion of Senior Management or HR.

#### **ENTITLEMENT**

- The initial 12 weeks of this leave will concurrently count as family and medical leave for eligible employees.

#### **APPLICATION PROCESS**

- Employees must notify HR and their manager as soon as possible following a

work-related injury or illness.

- Requests for Workers' Compensation leave must be submitted in writing, along with any required documentation supporting the need for leave.
- Employees should provide any necessary certification from a healthcare provider to support their leave request.
- Employees must provide a healthcare provider's certification or authorization to release their fitness to resume work upon return.

#### **CONDITIONS**

- The leave period and paid leave benefits are granted at the discretion of Senior Management or HR.
- The initial 12 weeks of Workers' Compensation leave will also count as family and medical leave for eligible employees.
- Reinstatement of the former or any position after Workers' Compensation leave is not guaranteed, except as required by law.
- Failure to provide the required certifications on time may result in delay or denial of leave

## **11.7 BEREAVEMENT LEAVE POLICY**

In the event of a death in the immediate family, **Reboot Technologies Pvt. Ltd** offers bereavement leaves to help employees manage family affairs and attend the funerals. Below are the entitlements, application process, and conditions for this leave.

#### **ENTITLEMENT**

- Regular full-time employees are entitled to up to five paid working days at their regular base salary.

#### **APPLICATION PROCESS**

- Employees must promptly inform their Team Lead or HR after a death in the immediate family, including parents, siblings, spouse, children, and in-laws.
- Bereavement leave requests should be submitted in writing, including any relevant documentation if required.

#### **CONDITIONS**

- Bereavement leave is typically granted barring any exceptional business needs or staffing requirements.

- The duration of the leave may be extended or reduced at the discretion of senior management based on individual circumstances and business needs.
- Employees must adhere to the company's notification requirements and provide any necessary documentation to support their leave request.

## **11.8 EARNED LEAVES OR PRIVILEGED LEAVES**

Earned leave, or privilege leave, is granted for religious events and practices and cannot be used for cultural or non-religious occasions. The following outlines the entitlement, application process, and conditions for earned leave.

### **ENTITLEMENT**

- Employees are entitled to earned leave (privilege leave) to celebrate religious events and practices.
- This leave cannot be utilized for other cultural or non-religious events.

### **APPLICATION PROCESS**

- Privilege leave must first be approved by the employee's Line Manager, followed by approval from HR or Senior Management.
- The Line Manager will send an email to HR and Senior Management to initiate the approval process.
- Employees must apply for privileged leave at least 2 days in advance through the HCM system after receiving management approval via email.

### **CONDITIONS**

- Earned leave is designated specifically for religious events and practices and cannot be used for other purposes.
- Employees must adhere to the application process and advance notice requirements to ensure approval and smooth processing.
- Any changes or extensions to the leave must be communicated and approved by company policy.

## 12. CAREER PATH AND GROWTH

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At **Reboot Technologies Pvt. Ltd.**, we foster career growth by offering opportunities for advancement and skill enhancement across diverse departments, supporting professional development and role exploration.

### 12.1 DEPARTMENTS

#### 1. SQA

- **MANUAL:** Focuses on hands-on testing and quality assurance without automated tools.
- **AUTOMATION:** Specializes in developing and maintaining automated test scripts and frameworks.

#### 2. DEVELOPMENT

- **SERVER-SIDE DEVELOPMENT:** Handles backend systems, server management, and API development.
- **CLIENT-SIDE DEVELOPMENT:** Focuses on front-end development, including user interfaces and user experiences.
- **WEB DEVELOPMENT:** Encompasses both server-side and client-side development specifically for web applications, integrating backend functionality with user-facing interfaces.

#### 3. GLOBAL OPERATIONS

- **CONFIGURATION:** Manages global system configurations and deployments.
- **FIX PROTOCOLS:** Specializes in FIX (Financial Information Exchange) protocol configurations and support.
- **CERTIFICATION:** Handles system and process certifications.
- **FIX SUPPORT:** Provides technical support for FIX protocol issues.
- **EOD/BACK-OFFICE:** Manages end-of-day processing and back-office operations.

#### 4. SUPPORT

- **LEVEL I SUPPORT (UK):** Provides initial technical support and troubleshooting for UK-based clients.

- **LEVEL I SUPPORT (US):** Offers advanced technical support and issue resolution for US-based clients.

5. **IT**

- **INFRASTRUCTURE AND SECURITY:** Manages hardware, networks, and server infrastructure while overseeing IT security and data protection.
- **SUPPORT:** Provides internal IT support for employees and systems.

6. **ADMIN**

- Handles day-to-day administrative tasks and office operations.
- Manage office facilities and maintenance.

7. **FINANCE**

- Manage financial records, bookkeeping, and reporting.
- Oversee budgeting, forecasting, and financial strategy.

8. **HR**

- Focus on hiring and talent acquisition.
- Manage employee relations, conflict resolution, and engagement.
- Oversees employee training programs and career development.

9. **CONTENT WRITING**

- Creates documentation, manuals, and technical content. Writes and edits user guides, white papers, and case studies and collaborate with subject matter experts to ensure content accuracy and relevance.

## **12.2 CAREER PATH OPPORTUNITIES**

**Reboot Technologies Pvt. Ltd** offers clear career paths within each department, enabling employees to progress based on their skills and interests. Employees are encouraged to explore different roles and advance through promotions or lateral moves to gain broader experience. Regular performance reviews, development programs, and mentorship opportunities are provided to support career growth and ensure alignment with both individual and organizational goals.

## 13. ANTI-RETALIATION POLICY

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**Reboot Technologies Pvt. Ltd** strictly prohibits and does not tolerate unlawful retaliation against any employee by any colleague or manager. All forms of retaliation, including discipline, reprisal, intimidation, or any adverse action for participating in activities protected by Senior Management, are strictly forbidden.

Protected activities include, but are not limited to:

- Filing a good faith internal complaint (written or oral) with Human Resources or management regarding unlawful discrimination, harassment, or wage and hour law violations (e.g., if an employee believes they have been sexually harassed or denied overtime pay).
- Participating in **Reboot Technologies Pvt. Ltd** internal investigation into allegations of sexual harassment.
- Supporting another employee's internal or administrative complaint of unlawful discrimination, such as by testifying or providing an affidavit in support of a co-worker who has filed a discrimination complaint.
- Requesting or taking leave under the Family and Medical Leave Act (FMLA) or state leave statutes.

These examples are illustrative and not exhaustive. Any form of retaliation for engaging in a protected activity will not be tolerated.

### 13.1 POLICY VIOLATIONS AND CONSEQUENCES

Any employee found to have engaged in retaliatory actions in violation of this policy, regardless of their position or title, will face disciplinary measures, which may include termination of employment.



## ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

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I acknowledge receipt of the **Reboot Technologies Pvt. Ltd** Employee Handbook, issued on **August 1, 2025**. This handbook provides important information about **Reboot Technologies Pvt. Ltd**, covering key areas such as Company Values and Culture, Employee Policies, Recruitment and Selection, Work Hours, Payroll Practices, Workplace Conduct and Performance Standards, Safety, Employee Benefits, Employee Leaves, Career Path, and Anti-Retaliation Policy.

I understand my responsibility to familiarize myself with the policies outlined in this handbook and agree to adhere to all applicable rules. I recognize that the policies described are intended as a guide and do not constitute a contract of employment. **Reboot Technologies Pvt. Ltd** reserves the right to amend its policies, procedures, or benefits at its discretion and to interpret or modify its procedures as deemed necessary.

I confirm that I have received the **Reboot Technologies Pvt. Ltd** Employee Handbook and that I will read and comply with the policies and procedures contained within.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Employee's Name and Signature