

TECH SOLUTIONS PVT LTD

# Employee Policy Handbook

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*Confidential — For Internal Use Only*

**Headquarters**

Chennai, Tamil Nadu, India

**HR Contact**

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**Effective**

Q1 2026 onwards

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## 1. Leave Policy

Tech Solutions Pvt Ltd recognizes the importance of work-life balance. All permanent employees are entitled to the following types of leave per calendar year.

Leave Type	Days/Year	Carry Forward	Encashable	Notes
Casual Leave (CL)	12	No	No	Max 2 days at a time
Sick Leave (SL)	12	No	No	Medical certificate if >3 days
Earned / Privilege Leave (PL)	18	Yes (max 30)	Yes	Min 3 days at a time
Maternity Leave	182 (26 wks)	N/A	No	As per Maternity Benefit Act
Paternity Leave	7	No	No	Within 3 months of birth
Bereavement Leave	5	No	No	Immediate family only
Marriage Leave	5	No	No	Once in employment tenure
Compensatory Off (Comp-Off)	As earned	Max 30 days	No	Must apply within 60 days
Loss of Pay (LOP)	Unlimited	N/A	N/A	Deducted from salary

### Leave Application Rules

- Casual and Sick Leave must be applied through the HR portal on the same day or next working day.
- Earned Leave requires a minimum of 7 days advance notice.
- Leave taken without approval will be marked as Loss of Pay (LOP).
- Public holidays falling during approved leave are not counted as leave days.
- Employees on probation are not eligible for Earned Leave.

### Public Holidays — 2026

Holiday	Date	Day
Republic Day	January 26	Monday
Pongal	January 14	Wednesday
Good Friday	April 3	Friday
Tamil New Year	April 14	Tuesday
Independence Day	August 15	Saturday (Observed Fri)
Gandhi Jayanti	October 2	Friday
Diwali	October 20	Tuesday
Christmas	December 25	Friday

## 2. Work Hours & Attendance Policy

### Standard Working Hours

Category	Days	Hours/Day	Total Hours/Week
Office Employees	Mon – Fri	9 hrs	45 hrs
Hybrid Employees	Mon – Fri	9 hrs	45 hrs
Full Remote Employees	Mon – Fri	9 hrs	45 hrs
Part-Time Employees	As per contract	Varies	Varies

### Shift Timings

Shift	Start Time	End Time	Break
General Shift	9:00 AM	6:00 PM	1 hr (lunch)
Morning Shift	7:00 AM	4:00 PM	1 hr
Evening Shift	2:00 PM	11:00 PM	1 hr
Night Shift	10:00 PM	7:00 AM	1 hr

### Attendance Rules

- Employees must mark attendance via biometric or HR portal before 9:30 AM.
- Late arrival beyond 15 minutes will be marked as a half-day after 3 occurrences per month.
- Habitual absenteeism (>10 days LOP/month) may lead to disciplinary action.
- Overtime is compensated as Comp-Off; cash payment for OT requires prior approval.

### **3. Work From Home (WFH) Policy**

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#### **Eligibility & Entitlement**

Employee Type	WFH Days/Month	Condition
Permanent (>1 yr)	8 days	Manager approval required
Permanent (<1 yr)	4 days	Manager approval required
Probation	0 days	Not eligible
Contract Staff	As per contract	Based on project needs

#### **WFH Rules**

- WFH must be pre-approved at least 24 hours in advance via the HR portal.
- Employees must be reachable on company communication tools (Slack, Teams) during working hours.
- WFH on Mondays and Fridays requires additional approval from the department head.
- In case of project deadlines, WFH may be revoked temporarily by the manager.
- Internet connectivity issues do not excuse unavailability during WFH.

## 4. Code of Conduct

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All employees are expected to maintain professionalism, respect, and integrity in all workplace interactions and communications.

### Expected Behaviour

- Treat all colleagues, clients, and vendors with dignity and respect.
- Maintain confidentiality of all company and client data.
- Avoid conflicts of interest — disclose any personal relationships with vendors/clients.
- No consumption of alcohol or prohibited substances on office premises or during work hours.
- Personal use of company assets (laptop, internet, phone) should be minimal and not disruptive.

### Zero Tolerance Policy

Violation	Consequence
Sexual harassment	Immediate termination + legal action
Data theft / breach	Termination + legal proceedings
Workplace violence	Immediate termination
Discrimination / bullying	Termination or suspension
Fraud / misrepresentation	Termination + recovery of losses

## 5. Salary & Compensation Policy

### Pay Structure

Component	% of CTC	Notes
Basic Salary	40%	Fixed, taxable
HRA (House Rent Allow.)	20%	Tax exempt (conditions apply)
Special Allowance	20%	Taxable
PF Contribution	12%	Employer + Employee
Performance Bonus	Up to 8%	Based on appraisal rating
Gratuity	Per Act	After 5 years of service

### Salary Disbursement

- Salaries are credited on the last working day of every month.
- New joiners in the first 15 days of a month receive a full month's salary.
- Payslips are shared digitally via the HR portal by the 1st of the following month.
- Salary revisions are effective from April 1st each year, post annual appraisal.

### Increment Structure

Performance Rating	Increment Range
Outstanding (5/5)	15% – 25%
Exceeds Expectations (4/5)	10% – 15%
Meets Expectations (3/5)	6% – 10%
Needs Improvement (2/5)	0% – 5%
Unsatisfactory (1/5)	0% (PIP initiated)

## 6. Performance Review Policy

Review Type	Frequency	Who Conducts
Probation Review	End of 90 days	Reporting Manager + HR
Mid-Year Review	October	Reporting Manager
Annual Appraisal	March/April	Manager + Department Head
360-degree Feedback	Annual	Peers + Subordinates + Manager

### Performance Improvement Plan (PIP)

Employees rated 2/5 or below may be placed on a 60-day PIP. The PIP includes clear goals, weekly check-ins with HR, and a final evaluation. Failure to meet PIP objectives may result in termination.

## 7. Travel & Expense Policy

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### Domestic Travel Entitlements

Grade	Hotel/Night	Per Diem	Transport
Junior (L1–L3)	Rs. 2,500	Rs. 500	Economy class / AC train
Mid (L4–L6)	Rs. 4,000	Rs. 750	Economy class / AC train
Senior (L7–L9)	Rs. 6,500	Rs. 1,000	Economy / Business (6+ hrs)
Leadership (L10+)	Rs. 10,000	Rs. 1,500	Business class

### Expense Reimbursement Rules

- All expenses must be submitted within 15 days of travel with original bills/invoices.
- Alcohol and personal entertainment expenses are not reimbursable.
- Expenses above Rs. 10,000 require pre-approval from the Finance team.
- Reimbursements are processed within 7 working days of submission.

## 8. Grievance & Disciplinary Policy

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### Grievance Procedure

- Step 1 — Raise the issue informally with your reporting manager (within 7 days).
- Step 2 — If unresolved, submit a formal complaint to HR via hr@techsolutionspvtltd.in.
- Step 3 — HR will investigate and respond within 15 working days.
- Step 4 — If still unresolved, escalate to the Grievance Committee (MD + HR Head + Legal).

### Disciplinary Actions

Severity	Examples	Action
Minor	Tardiness, minor policy violations	Verbal warning
Moderate	Repeated tardiness, insubordination	Written warning
Major	Misconduct, policy breach	Final warning / Suspension
Gross	Fraud, harassment, violence	Immediate termination

## **9. IT & Data Security Policy**

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- All company devices must have the latest antivirus software and OS updates.
- Employees must not share login credentials with anyone, including colleagues.
- Client data must only be stored on company-approved cloud storage (not personal drives).
- USB/external storage devices require IT department approval before use.
- Any suspected breach, malware, or suspicious activity must be reported to IT immediately.
- Company laptops must be locked when not in use and must not be used by family members.
- Employees must complete the annual Cybersecurity Awareness Training.

### **Password Policy**

Requirement	Standard
Minimum length	12 characters
Complexity	Uppercase + lowercase + number + special char
Change frequency	Every 90 days
Reuse restriction	Last 10 passwords cannot be reused
MFA	Mandatory for all production systems

## 10. Health & Wellness Policy

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### Medical Insurance

Coverage	Details
Employee	Rs. 5,00,000 / year (company-paid)
Spouse	Rs. 3,00,000 / year (company-paid)
Children (up to 2)	Rs. 2,00,000 each / year (company-paid)
Parents	Rs. 3,00,000 / year (50% premium by company)
Top-up option	Employee can buy additional cover at group rates

### Wellness Benefits

- Annual Health Check-up: Full body check-up sponsored by company for all employees.
- Gym Reimbursement: Up to Rs. 1,500/month against gym membership bills.
- Mental Health Support: Free 6 counselling sessions per year via company EAP.
- Eye Care: Rs. 2,000/year reimbursement for spectacles or contact lenses.
- Dental: Rs. 3,000/year reimbursement for dental procedures.

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*This policy document is effective from January 1, 2026. Tech Solutions Pvt Ltd reserves the right to amend any policy with 30 days prior notice. In case of any conflict, the decision of the HR Department and Management shall be final. For queries, contact hr@techsolutionspvtltd.in*