

Progression School: Company Policy Handbook

1. Leave Policy

1.1 Types of Leaves

- Casual Leave (CL): 8 days/year. Can be used for personal matters. Must be applied at least 1 day in advance.
- Sick Leave (SL): 10 days/year. Can be availed with a medical certificate if more than 2 days.
- Earned Leave (EL): 15 days/year. Must be pre-approved by your manager.
- Maternity Leave: 26 weeks for female employees, as per government norms.
- Paternity Leave: 7 days for new fathers, to be taken within 2 months of childbirth.
- Bereavement Leave: 3 days, in case of immediate family loss.

1.2 Leave Accrual & Carry Forward

- EL can be carried forward up to 30 days.
- CL and SL lapse if not used within the year.

1.3 Leave Approval Process

- Apply on the HR portal.
- Manager approval is required.
- Emergency leave can be informed via email/phone, followed by portal update.

2. Working Hours and Attendance Policy

- Standard working hours: 9:00 AM to 6:00 PM.
- Flexi-hours: Allowed between 8:00 AM - 10:00 AM login.
- Minimum 8 hours of work/day.
- Weekly off: Saturday and Sunday.
- Attendance to be marked via biometric system or remote login.

3. Code of Conduct

- Maintain professionalism in all communication (verbal, email, Slack).
- Zero tolerance towards harassment, discrimination, or bullying.
- No sharing of confidential data without authorization.
- Avoid conflicts of interest - declare side projects or affiliations.

4. Internet and Device Usage Policy

- Use company laptops for official purposes only.
- Do not install unauthorized software.
- Do not access pirated, adult, or harmful content using company network.
- Regular security audits are conducted; employees are expected to comply.

5. Performance Evaluation Policy

- Annual review cycle with mid-year feedback.
- Performance metrics based on:
 - Task completion
 - Team collaboration
 - Innovation
 - Communication
- Ratings determine bonus and promotion eligibility.

6. Expense Reimbursement Policy

- Submit claims within 30 days of expense.
- Attach valid GST bills and manager approval.
- Common reimbursable items: client lunch, travel, training materials.
- Daily limits apply - refer to annexure for amounts.

7. Data Security and Confidentiality

- Follow IT policy on password strength and access rights.
- Never share internal data with external parties.
- Report data breaches immediately to IT and HR.

8. Exit Policy

- Minimum 30-day notice required.
- Exit interviews conducted by HR.
- All company assets to be returned on/before last working day.
- Experience letters issued post clearance.