

Paves Technologies Employee Policy Handbook

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1. Discipline Policy

Purpose

The Discipline Policy aims to maintain a professional and respectful work environment. It establishes clear guidelines on employee behavior, ensuring accountability and fairness in handling disciplinary actions.

Employee Responsibilities

- Adhere to company policies and procedures.
- Maintain professionalism and integrity in all interactions.
- Report any observed misconduct or violations.

Types of Misconduct

Minor Misconduct

- Habitual tardiness or absenteeism.
- Unprofessional or inappropriate behavior.
- Unauthorized use of company resources for personal use.

Major Misconduct

- Repeated violation of company policies.
- Breach of data security protocols.
- Workplace harassment, discrimination, or bullying.

Gross Misconduct

- Physical violence or threats in the workplace.
- Intentional damage to company assets or property.
- Engaging in substance abuse during work hours.
- Theft, fraud, or any criminal activities.

Disciplinary Actions

- **Verbal Warning:** Given for first-time minor offenses.
 - **Written Warning:** Issued for repeated offenses.
 - **Suspension:** Temporary removal from work for serious violations.
 - **Termination:** Dismissal for gross misconduct.
 - **Legal Action:** Pursued in cases of fraud, criminal behavior, or security breaches.
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2. Employee Code of Conduct

Purpose

The Employee Code of Conduct outlines the ethical and professional standards expected from all employees of Paves Technologies. It promotes a culture of respect, integrity, and accountability.

Core Values & Principles

- **Integrity:** Employees must act honestly and ethically in all business dealings.
- **Confidentiality:** Employees must protect company and client data.
- **Respect:** Treat colleagues, clients, and stakeholders with fairness and dignity.
- **Compliance:** Adhere to company policies, laws, and regulations.
- **Professionalism:** Maintain decorum, dress appropriately, and behave responsibly.

Prohibited Conduct

- Engaging in discriminatory or harassing behavior.
- Misuse of company resources for personal gain.
- Accepting gifts or bribes that may create conflicts of interest.
- Unauthorized disclosure of confidential information.
- Violating data security and privacy policies.

Consequences of Violations

Violations of the Employee Code of Conduct will result in disciplinary actions, which may include warnings, suspension, or termination, depending on the severity of the offense.

3. Asset Management & Data Confidentiality Policy

Purpose

This policy ensures the responsible use, protection, and management of company assets and sensitive data.

Asset Management Policy

Ownership & Responsibility

- All company-provided assets, including laptops, mobile phones, and software, remain company property.
- Employees must use these assets responsibly and return them upon resignation or termination.

Loss or Damage of Assets

- Employees are responsible for reporting lost or damaged assets immediately.
- If negligence is found, the cost of repairs/replacement will be deducted from the employee's salary.

Data Confidentiality Policy

- Employees must maintain the confidentiality of company information and client data.
 - Sharing of sensitive data without authorization is strictly prohibited.
 - Any data breaches must be reported immediately to IT and HR departments.
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4. Leave Policy

Purpose

The Leave Policy provides guidelines for availing different types of leaves while ensuring compliance with labor laws.

Types of Leave

Sick Leave (SL)

- 12 days per year.
- Medical certificate required for leave beyond 2 consecutive days.

Casual Leave (CL)

- 12 days per year.
- Cannot be combined with sick leave.

Earned Leave (EL)

- 15 days per year.
- Maximum carry forward limit of 60 days.

Public Holidays

- Employees are entitled to 10-12 public holidays per year, as per the company's holiday calendar.

Maternity Leave

- 26 weeks for the first two children.
- 12 weeks for subsequent children.

Paternity Leave

- 5 days of paid leave.

Leave Without Pay (LWP)

- Any leave beyond the allocated balance is considered unpaid.

Compensatory Off (Comp-Off)

- Employees working on weekends or holidays are entitled to comp-off within 30 days.

Leave Application Process

- Leave must be requested at least 10 days in advance.
 - Unauthorized absence will lead to disciplinary action.
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5. Grievance Policy

Purpose

The Grievance Policy provides a structured mechanism for employees to raise concerns related to workplace conditions, conflicts, or unfair treatment.

Grievance Handling Process

1. Submit a written grievance to HR.
2. HR will investigate and provide an initial response within 7 working days.
3. If unresolved, the grievance will be escalated to senior management.
4. A final decision will be communicated within 14 working days.

Confidentiality

- All grievances will be handled with strict confidentiality.
 - Retaliation against employees who report grievances is strictly prohibited.
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6. Moonlighting Policy

Purpose

This policy establishes Paves Technologies' stance on employees engaging in secondary employment.

Guidelines

- Employees must disclose any secondary employment to HR.
- Working for a competitor or engaging in conflicting business activities is prohibited.
- Moonlighting should not interfere with primary job responsibilities.

Consequences of Violation

- First-time violations will result in a warning.
 - Repeated violations may lead to termination.
 - If company data is compromised, legal action may be taken.
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7. Onboarding & Exit Policy

Purpose

This policy defines structured procedures for welcoming new employees and managing resignations or terminations.

Onboarding Process

- **Pre-Joining Formalities:** Submission of documents, signed agreements, and verification.
- **Induction Day:** Introduction to company policies, IT setup, and team interactions.
- **Probation Period:** 3-month probation with performance review before confirmation.

Exit Process

- **Resignation Notice Period:**
 - Junior/Mid-Level: 30 days
 - Senior-Level: 60 days
- **Clearance Process:** Employees must return all company assets and complete knowledge transfer.
- **Full & Final Settlement:** Salary, dues, and benefits will be settled within 30-45 days post-exit.

End of Employee Policy Handbook