

# Holiday Calendar - 2025

	Date	Day of Week
New Year's Day	01-Jan	Wednesday
Holi	14-Mar	Friday
Eid-ul-Fitr	31-Mar	Monday
Labor Day	01-May	Thursday
Independence Day	15-Aug	Friday
Ganesh Chaturthi	27th Aug	Wednesday
Mahatma Gandhi Jayanti	02-Oct	Thursday
Diwali	20-Oct	Monday
Diwali	21-Oct	Tuesday
Christmas Day	25-Dec	Thursday



# Leave Policy

## Current EDRA Leave Policy:

- **Paid Annual Leave:**

- Employees are entitled to 25 days of paid annual leave.
- Assuming 100% attendance, 2 leaves will be credited to your leave balance at the start of every month, with an additional leave credited in March.

- **Leave Calculation Period:**

- Leaves are calculated from 1st April of every year to 31st March of the subsequent year.
- Leave carry forward allowed as on 31 March - 15 days. Balance days lapse.
  - at the time of exit, the accumulated leave balance will be en cashed based on Basic salary component

- **Public Holidays:**

- Employees are entitled to 10 public holidays.
- Please refer to the [Holiday Calendar](#) for 2025 for the specific dates.

# EDRA LABS



## Workplace Conduct Policy-2025

We want our workplace to be respectful, inclusive, and fun —while also being focused and professional. This policy lays out what good behavior looks like so we can all thrive together.

### Scope

Everyone! Whether you're full-time, part-time, an intern or a contractor—this applies to you.

### What We Expect From Each Other

Here's the vibe we're going for:

- Treat people with kindness, respect, and empathy
- Communicate clearly and professionally
- Be honest, own your work, and take accountability
- Know and follow company policies
- Basically—be a good human

# A Respectful Workplace, Always

We're all here to do great work in a safe space. That means:

- No harassment—of any kind
- No discrimination based on race, gender, religion, age, sexual orientation, disability, or anything else
- No bullying, shaming, or exclusion

If something feels off, say something. We take this seriously.

## Communication Matters

We love open communication- whether it's through Slack, email, or a good old face-to-face chat, let's keep it casual yet professional.

Refer to our [Comms & Slack guidelines](#).

Whether you're chatting in a meeting, casually with a co-worker or messaging online:

- Keep it respectful and inclusive
- Avoid gossip, offensive jokes, or sarcasm that could land wrong
- If it's private or sensitive info, keep it that way

## Dress Code

We follow a **smart casual** dress code—think neat, clean, and comfortable.

No suits required (unless that's your thing), but avoid anything too revealing, distracting, or unprofessional—especially in meetings or when representing us.

## Working Hours

Here's how we roll:

- Standard hours: **10 AM – 7 PM**, Monday to Friday
- Work-from-home: **Up to 2 days/month**, with your manager's OK. This is an option for emergencies and not an entitlement

- Holidays: We follow **Maharashtra state government public holidays**  
→ [Holiday Calendar 2025 \(India\)](#)

## Time Off

We fully support rest and recharge.

- Request time off via TeamNest portal after discussing with your manager
- For breaks longer than **7 days**, give your manager a **1-month heads-up**
- Ensure all leaves and WFHs are applied and approved on TeamNest
- Annual leave:
  - **25 paid days** per year, plus **10 public holidays**
  - **2 leave days credited per month**, with **1 extra in March**
  - Leave year runs from **April 1 – March 31**

## Health, Safety & Wellbeing

- Follow all safety and wellness guidelines
- Report anything that feels unsafe—for you or your team
- Take care of your mental & physical health (and support others too)

## Using Company Resources

Let's treat company tools and data with care:

- Use them for work, not side hustles or sketchy downloads
- Protect company data and respect confidentiality
- Ask before using unapproved tools or software

## Meeting Room Etiquette

Let's keep shared spaces respectful and efficient:

- **Be on time**—start and end meetings as scheduled
- **Cancel unused bookings** so others can use the space

- **Clean up** after yourself—don't leave food, coffee cups, or sticky notes behind
- If you're running over time, check with the next group before extending
- Don't use meeting rooms as a permanent desk—they're for collaborative work

## Privacy & Confidentiality

We value trust and integrity. Here's how we protect it:

- Keep **confidential info**—like strategy, finances, salaries, or client data—private
- Don't share internal details externally unless you're authorized
- Be mindful of screen-sharing in public or open settings
- If in doubt, ask before sharing or forwarding something sensitive
- Respect each other's **personal privacy**—don't overshare or probe into topics that are off-limits

## Conflicts of Interest

We trust everyone to make decisions in the best interest of the company.

If there's ever a situation where your personal interests (or relationships) might affect your work or decision-making, let your manager or HR know early.

## If Something's Not Right

- Speak to your manager or HRBP or use the confidential Cubicle feature on [Conduct](#) platform
- We'll handle things with care, fairness, and confidentiality
- **No retaliation, ever**, for raising genuine concerns

## If Policies Are Broken

We all make mistakes, but serious or repeated issues may lead to:

- Verbal or written warnings
- Suspension or termination (depending on the severity)

We aim to fix, not punish—but we take misconduct seriously.

## **Policy Review**

We'll review this policy **once a year** or whenever needed to keep it up to date.