

Botivate Services LLP – HR Policy Manual

Powering Businesses on Autopilot

1. Introduction

- At Botivate Services LLP, we believe in building a culture of growth, innovation, and discipline. This HR Policy outlines rules, expectations, and benefits to ensure transparency, fairness, and accountability across all departments. This policy applies to all employees, interns, and associates working under Botivate Services LLP.

2. Employment & Joining Terms

- Every new employee will go through an initial 15-day observation period from their joining date.
- During this period, attendance, performance, and behavior will be evaluated.
- Upon satisfactory completion, an official joining/appointment letter will be issued with management approval.
- If performance is unsatisfactory, employment may be discontinued without formal notice.
- Required to comply with all company policies, procedures, rule and regulations at all time

3. Internship Policy

- Interns must work for a minimum of 6 months from their start date. Evaluation criteria include punctuality, performance, teamwork, and learning attitude. Based on performance, management may offer full-time employment after 6 months. Interns must follow all office rules, timings, and confidentiality norms.

4. Working Hours, Attendance & Punctuality

- Office Timings: 10:00 AM – 6:00 PM (Monday–Saturday)
- Lunch Break: 2:00 PM – 2:30 PM - Weekly Off: Sunday

4.1 Attendance Rules

- Employees must record attendance daily through the company's approved system.
- Three consecutive unnotified absences will be treated as job abandonment.

4.2 Late Arrival & Early Departure Policy

- Grace time: 10 minutes after reporting time.- Each instance of coming late or leaving early counts as $\frac{1}{2}$ -day late
- If an employee is late or leaves early 3 times in a month (combined), 1 full day's salary will be deducted.- Habitual latecomers may face written warnings or disciplinary action.

4.3 Weekly Leave & Sunday Off Policy

- Sunday is an off day only if the employee maintains good attendance during the week.If an employee takes 3 or more leaves in a single week (Monday–Saturday), Sunday will be treated as a working day and will not be counted as an off. It will be marked as Leave Without Pay (LWP) or adjusted from available leave balance.

5. Holiday leave

- **Republic Day** – 26th January
- **Holi** – 2 days holiday
- **Independence Day** – 15th August
- **Gandhi Jayanti** – 2nd October
- **Diwali** – 2 days holiday
- **Dussehra (Vijayadashami)** – Half-day holiday

6. Bonus Policy

- Employees who have **completed one full year of continuous service** with the company are **eligible for an annual bonus**.
- The **bonus amount will be 50% of Last year salary**.
- Employees become eligible for a **salary increment** after completing **one full year of continuous service** with the company, calculated from their **date of joining**. The **effective date of increment** will be the **month following** the completion of one year of service.
- The **increment amount and percentage** will be determined based on the employee's **overall performance, attendance record, MIS report, discipline, senior's feedback**

7.1. Performance & Growth Policy

- **Performance reviews** are conducted **every six months**, and **promotions or rewards** are based on **performance, learning and innovation**.

8. Code of Conduct & Data Security

- Employees must maintain honesty, discipline, and respect. Dress appropriately (Smart casuals on weekdays, Casuals on Saturday, Formal attire for meetings). All company data and client information are confidential.

8.1 Data Security & Confidentiality Breach

- Employees must protect all company software, credentials, and client data. If any employee is found involved in data leakage, unauthorized sharing, or software misuse:- Immediate termination will occur.
- A legal case will be filed under the Information Technology Act, 2000.
- The company may claim damages for losses caused.

9. Work From Home (WFH) Policy

- WFH requires written approval from Reporting Senior, HR, and Management. Payment is made only if work is completed and verified. Incomplete or poor performance during WFH may lead to salary deduction..

10. Workplace Culture

CoreValues:-

- Integrity – Do the right thinG
- Innovation – Think smarter
- Work faster.- Teamwork – Grow together.-
- Excellence- Deliver more than expected.

11. Exit Policy

- Notice Period: 30 days written notice required. Final settlement will be completed within 30 working days after clearance. Failure to serve notice will result in salary deduction equal to the shortfall.

12. Asset Policy

- All company assets (such as laptops, mobile phones, or any other equipment) issued to employees must be **returned in proper working condition**
- If any company asset is **damaged, lost, or not returned**, the **cost of repair or replacement** will be deducted from the employee's final month salary or full & final settlement.
- Employees are responsible for the **proper use and maintenance** of company assets during their employment.

13. Anti-Harassment Policy

- Botivate enforces a zero-tolerance policy against harassment, discrimination, or bullying. All complaints will be confidentially investigated by HR with strict action if necessary.

14. Policy Amendments

- Botivate reserves the right to update this policy as per business or legal requirements. Employees will be notified in advance.

Acknowledgment

All employees must read, understand, and acknowledge this HR Policy Manual during onboarding, confirming compliance with all company policies.



Authorised Signatory
Satyendra Tandan
 Co-Founder & CEO

Employee Signature :

Chetan Sahu : _____

Pratap Verma : _____

Vikas Choudhary : _____

Khushi Vishwakarma : _____