



## **POLICIES**

### **Working Schedule and hours**

- Nine (9) standard working hours per day with a 1-hour break, Monday to Friday.
- Shift-based work according to roster.
- Occasional overtime required based on business needs, paid if approved by higher management.
- Completion of 8 working hours per day is mandatory.

### **Weekends and Holidays:**

Employees must allocate 30 minutes for client communication on weekends and off days.

### **Biometric Attendance:**

All are hereby advised to input your daily attendance (In & Out both) through the biometric attendance machine. In case of not input attendance through biometric machine due to any reason, will be Considered Absent for that day.

### **1. Leave Policy:**

At Teknohus we value our people the most. We understand that the employee has to manage both professional and personal halves of their life with equal balance. For this purpose, they may require to take leave from work. However, the employee should keep in mind that leave is not a matter of right. The company holds the right to approve or refuse the leave application depending on the circumstances.

This policy aims to encourage work-life balance for our employees and describes the number of leave that an employee is entitled to in a calendar year.

- **The policy is applicable to all permanent employees of the Company.**
- **An employee is allowed to take 5 annual leaves if he/she is permanent and spend more than year in company**
- **All the employees are entitled for 10 days' casual / Sick leaves.**

**Total Number of Leaves:**

After probation and confirmation, each employee is entitled to 15 leaves annually, comprising 5 annual leaves and 10 sick/casual leaves.

**Leave Type Flexibility:**

Employees have the flexibility to take sick/casual leaves at any time as per their needs but only two leaves are allowed per month.

**Annual Leave Criteria:**

Annual leaves should be taken in a minimum bunch of three or more, rather than individually or in pairs.

**Formal Notification for Annual Leaves:**

It is mandatory for employees to formally inform the HR department at least 15 days to one month in advance before proceeding on annual leaves.

**Leave Approval Limits:**

Employees are allowed a maximum of two leaves per month. Any leave request exceeding this limit without a significant reason will result in deduction.

**Probation Period Leave Limit:**

During the probationary period, employees are allowed only one leave.

**Employee Wedding Leaves:** 7 days of paid leave are allowed and can request 3 days from his balance leaves. Employee must have to inform three months before.

**Maternity Leaves: 15 days paid and 15 days WFH**

**Leave Application Process**

To avail the leaves, employee needs to apply appropriate leave request through HR, all applied leaves will be considered as leave only after the reporting manager approves the same. All unapproved leaves will be treated as leave without pay.

Sandwich leaves

**Note:** Any un-approved leave taken in a row with public holiday or weekend on a working day will be considered as sandwich leave and salary will be deducted for total number of leaves taken including public holiday. Approved leave will deduct only particular leave/s from bank without penalty for public holiday inclusion.

**Short Leave/Half Day**

Employees are allowed at the discretion of the HOO&HR to avail short leave

- 3 to 4 hours leave will be considered as 1 short leave.
- 5 or above hours leave will be considered as 1 half day.

Employee must email the HR with Subject (Short Leave) after the Team Lead approval, stating the reason for short leave.

## **2. OVER TIME POLICY:**

Teknohus Employees will be compensated if they are working after the shift hours to fulfill company and business needs

- Prior information and Approval required by the Head of Operations.
- If the employee is working after the shift less than 6 hours he/she will be remunerated hourly basis that is 1.5

## **Holiday Compensation**

Teknohus will compensate all its confirmed team members who are required to work on the public holidays as **one-day extra salary or one-day extra leave.**

If he works for 8 Hours if it is less than 8 Hours, it will be paid accordingly according to working hours.

## **Leaves during Notice Period**

All benefits and leaves are discharged in the **Notice Period**. Any leave will be considered as Without Pay during Notice Period

## **3. Loan Policy**

- An employee is eligible to apply for a loan after completion of two years of employment.
- Two Month Salary can be taken as loan.
- Loan must have to return back to the company within Maximum 12 months' plan.
- Loan agreement must be signed on stamp paper.

### **Employment on Probation:**

We hire individuals on probation. A probationer has to go through a probation period of **3 months' maximum**. This could be prolonged upon supervisor discretion. Only on successful completion of probation period, employee's status is confirmed as a regular / permanent employee in writing. In case of poor performance during the probation / internship period, probation / internship period may be extended or services may be terminated.

### **Internship:**

We offer paid and unpaid Internships. An Internee has to go through an evaluation period of three-month maximum. Internee has to serve 7 days' notice before releasing while Employer can terminate at any time. After successful completion of 3-months period and progress report of evaluation and assignments, internee will be given a completion certificate within 1 month.

Internee who is below average will be laid off. A certificate will be issued for tenure passed in the company while remuneration will be solely on discretion of management.

### **Exception**

The above policies are subject to modification/ amendments/ alterations/by the Management at any time on Business/ Statutory requirements. In case of any doubt, the interpretation of the above terms by the HR shall be final. Exceptions shall be permitted under the scheme only when specifically approved by the Higher Management.