

Policy Hand Book



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1.0	May 27, 2013	First copy	HR Policy and Compliance Team	HR Policy and Compliance Head
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Introduction

The Policy Handbook establishes policies, procedures, benefits, and working conditions that will be followed by all employees of HCL Technologies Ltd. (—HCLTI or -CompanyII) as conditions to their employment. The Standards of Conduct describe the expected actions and behaviors of employees while conducting Company business.

The policies and procedures outlined in this handbook will be applied at the discretion of HCLT. These policies, procedures, and working conditions are aimed at providing a conducive working environment for all employees.

HCLT will make every effort to notify employees when an official change in policy or procedure has been made; however, employees will be responsible for keeping themselves updated about Company policies, procedures, benefits, and working conditions. All organizational policies are available on the policies portal (Navigation Path: [My HCL](#) - > [HR Studio](#) -> [Policies Hub](#))

Disclaimer - HCLT reserves the right to alter, append, or withdraw this handbook either in part or in full based on the management's discretion. Possession of this handbook is not necessarily an indication that you are eligible for the various benefits described here in; you are required to qualify to the applicability criterion mentioned in the policies. Policy Hand Book is a guide and in the event of a conflict between this document and a policy, the policy will override and is to be used for reference purpose only.

Applicability

The Policy Hand book is applicable to all permanent employees of HCL Apps, who are on the India payroll. The Policy Handbook does not apply to any contractor, agency temporary staff, or third-party employees working with HCL Technologies Ltd., unless stated specifically in any section herein.

Reviewing the Document

HCL will review and update the handbook (and the policies referred herein) on a regular basis to ensure it continues to reflect best practices and in accordance with applicable laws.



Snap Shot of Applicability of Policies – Band wise

Employee Life Cycle Stage	Policy Name	Applicability
Joining Related Policies	Confidentiality and Non-Disclosure Agreement Policy	All Bands
	Back Ground Check Policy	All Bands
	Reference Check Policy	All Bands
	Identity Card and Access Card Policy	All Bands
	Visiting Card Policy	All Bands
	Policy on Accommodation at Guest House	All Bands
	Policy on Relocation for New Employees	All Bands
General Employment Conditions	Working Hours Policy	All Bands
	Power Dressing Policy	All Bands
	Equal Employment Opportunity Policy	All Bands
	Code of Business Ethics and Conduct Policy	All Bands
	Business Gift and Entertainment Policy	All Bands
	Anti-Money Laundering Policy	All Bands
	Anti-Bribery and Anti-Corruption Policy	All Bands
	Media Relation Policy	All Bands
	Policy for Prevention and Redressal of Sexual Harassment at workplace	All Bands
	Whistle Blower Policy	All Bands
	Occupational Health Safety and Environment Policy	All Bands
	Email Usage Policy	All Bands
	Laptop and Data Card Usage Policy	All Bands
	Social Media Policy	All Bands
	Software Assessment Management and Protection policy	All Bands
Core Benefits During Employment	Communication Policy	All Bands
	Shift and On-call Support Allowance Policy	All employees up to E3 Band
	Company Leased Accommodation Policy	All Bands
	Local Conveyance Policy	All Bands
	Transportation Policy	All Bands
	Referral Reward Policy	All Bands
	Ideapreneurship Reward & Recognition Policy	Eligible employee up to E6 Band
Deffered Benefits During Employment	Payment of Gratuity Policy	All Bands
Health Benefits During Employment	Medical Insurance Policy	All Bands
	Term Life and Group Personal Accident Insurance Policy	All Bands
Work Life Balance Benefits During Employment	Holiday Policy	All Bands
	Leave Policy	All Bands
	Kid Adoption Policy	All Bands
	Flexi Hours Policy	All Bands
	Tele Commuting Policy	All Bands
	Crèche Facility Policy	Female employees in All Bands



Employee Life Cycle Stage	Policy Name	Applicability
Work Life Balance Benefits During Employment	Leave Travel Allowance Policy	Eligible employees in All Bands
	Catalyst Policy	All Bands
	Salary Advance Policy	All Bands
	Employee Benefits Policy	All Bands
	Long Service Award Policy	All Bands
Learning and Development	Policy on Specialized Trainings Policy	All Bands
	TechCEED Certification Policy	All Bands
	HCL Scholar Policy	All Bands
	Policy on Internal Trainers and SMEs	All Bands (E1 and above for SMEs)
Performance Management	Deployment Allowance Policy	All employees up to E3 Band
	Global Bonus Policy	All Bands
	Talent Identification & Progression Policy	All employees up to E3 Band
	Internal Career Opportunities Policy	All Bands
Travel	Business Travel Policy	All Bands
	Deputation Allowance Policy	All Bands up to E3
	Domestic Transfer Policy	All Bands
	International Relocation Policy	All Bands
	Family Travel Policy	All Bands
	Business Travel Insurance Policy	All Bands
Separation	Separation Policy	All Bands
	Retirement Policy	All Bands





As you join HCL

General Terms and Conditions during Joining HCL - At the time of joining, all employees are expected to read, understand, and sign the following agreements apart from the others:

- ❖ Confidentiality Agreement
- ❖ Non-Disclosure Agreement
- ❖ Non-Competition Agreement
- ❖ Solicitation of Customers, Employees and Third Party
- ❖ Protection of Systems and Environment

In case any employee has not signed the Terms and Conditions, they are advised to inform their HR representative immediately.

For more information, please see the [Confidentiality and Non-Disclosure Agreement Policy](#) on the policies portal



Back Ground Check and Reference Check

All prospective employees/existing employees consent to HCL undertaking background verification and reference checks. They will be required to authorize HCLT to conduct the required employment background verification checks. Any additional client specific checks will be carried out as well.

For more information, please see the [Back Ground Check Policy and Reference Check Policy](#) on the policies portal



Access, Identity, and Visiting Card

On the day of joining or next day, all new employees will be issued an Identity Card by Employee HR Services (EHS). Employees are required to approach the administration department of their work location for an Access Card. Access to a specific facility will be extended to employees only by the respective administration team of the facility. Employees have to inform their local admin representative in case of loss/theft/misplace of Identity and Access Cards.

Visiting cards will be provided only to employees in the E2 and higher bands. Employees have to approach the admin department for printing of visiting cards.

For more information, please see the [Identity Card and Access Card, Visiting Card Policy](#) on the policies portal



Accommodation at Company Guest House

All eligible employees of HCLT, (those on deputation, business transfers and new joiners) can stay at the Company Guest House. The eligibility and other details are provided in the table below.



SMT/GEM	MT	GET/GST	New Joinees (Lateral Employees)	Transferred employees (Business Transfer)
Initial Accommodation is provided for 7 days. (2 days at Induction location and 5 days at working location)	Initial accommodation is provided for 7 days. (2 days at Induction location and 5 days at working location)	No accommodation provided.	Initial accommodation of 15 days.	Initial accommodation of 15 days.

For more information, please see the [Guest House Accommodation Policy](#) on the policies portal



Relocation Allowance for New Employees

As per the joining guidelines, a new hire will be entitled to relocation expenses only if the same is specifically mentioned as part of the Offer and Appointment Letter. Hotel accommodation/Guest House facility will be provided for the first 15 days on approval of the Vertical Business Unit/Horizontal Business Unit/sales/enabling unit HR head as per entitlement under travel rules.

For more information, please see the [Relocation Policy for New Employees](#) on the policies portal

General Employment Conditions



Hours of Work and Managing Absences

All employees should have a total of 45 hours per week. The standard start and end time of working day is from 9.00 am to 6.30 pm* including lunch and tea break with Saturdays and Sundays being off. However, the working day, timings and week offs may vary as per the business, location and customer needs.

**Chennai timings is from 8:00 am to 5:30 pm*

You are expected to report to work in accordance with the work schedule as agreed between you and your manager, and you are responsible for letting your Reporting Manager know as soon as possible if you expect to be late or absent.

For more information, please see the [Work Schedule Policy](#), [Flexible working Policy](#), [Shift working & On Call support Policy](#) and [Leave & Holiday Policy](#) on the policies portal

Personal Appearance

Maintaining a professional, businesslike appearance is very important to the success and image of the HCL Technologies Ltd and its subsidiaries worldwide ("HCL"). Every employee of HCL may, at one time or another, come in contact with customers, stakeholders and the general public. Thus, it is important for all Employees to be dressed appropriately and present a well-groomed appearance at the office every day as this impinges on the reputation of the organization.

Dress code Guidelines

- ❖ All the Employees are expected to dress in accordance with acceptable standards of good taste, including being neat, clean, and well groomed at all times.



- ❖ All Employees are expected to adhere to the dress code guidelines at the workplace (both during and also beyond official working hours if in office).
- ❖ Torn, dirty, or frayed clothing is unacceptable.
- ❖ Employee ID cards must be displayed at all times in the office premises.
- ❖ Employees should avoid clothes and accessories that carry logos of our competitors.
- ❖ Clothes should be well-fitting. Baggy, oversized or body hugging clothes should be avoided.
- ❖ Different dress code guidelines are applicable depending on the day of the week.
- ❖ The Employees must be in Business Casuals from Monday to Thursday and Casuals are permitted only on Fridays
- ❖ Employees are expected to be dressed in acceptable casual clothing as described in the Annexure when working during the week offs.

For more information, please see the [Dress Code Policy](#) on the policies portal

Equal Employment Opportunity Employer

HCLT is an Equal Employment Opportunity Employer and makes the best endeavors to treat all candidates and employees equally, irrespective of their race, religion, sex, colour, age, national origin, pregnancy, sexual orientation, and physical disability. HCL Technologies Ltd. shall include equal opportunities for all in terms of employment, promotion or transfer, recruitment or recruitment advertising, layoff or termination, wages or other compensation, selection for training, including apprenticeship, pre-apprenticeship, and/or on the job training. Any employee who violates this policy will be subjected to disciplinary procedures, up to and including termination.

For more information, please see the [Equal Employment Opportunity Policy](#) on the policies portal



Code of Business Ethics and Conduct (COBEC)

All policies, practices, processes, business dealings at HCL Technologies Ltd. are governed by the COBEC. The COBEC covers all employees, third-party vendors, consultants, and customers across the world, whether operating out of any Company location or otherwise. All relationships—with employees, customers, partners, stakeholders, suppliers, etc.—need to be built on the foundations of trust and transparency. This is what we believe in and practice every day at HCL Technologies Ltd.

It further acts as a guide to all Company employees and various stakeholders on the values, ethics, and business principles expected of them in their personal and professional conduct. HCL Technologies Ltd. takes cognizance of the fact that it and/or its subsidiaries are growing rapidly across geographies, and this growth must at all times be aligned with the spirit of the COBEC and the ethos, brand, and reputation of the Company.

However, the COBEC cannot address every question or every possible circumstance, and hence should be read in conjunction with applicable laws and policies and procedures of the Company.

For more information, please see the [Code of Business Ethics and Conduct](#) on the policies portal



Anti-Bribery, Anti-Corruption and Anti Money Laundering (ABAC)



HCLT is committed to the prevention, deterrence and detection of fraud, bribery, and all other corrupt business practices. It is HCL's policy to conduct its business activities with honesty, integrity, and the highest possible ethical standards. HCLT vigorously enforces its business practice of not engaging in bribery or corruption wherever it operates throughout the world. This anti-bribery and anti-corruption policy applies to all individuals worldwide working for all affiliates and subsidiaries of HCLT at all levels and grades; including directors, senior executives, officers, employees (whether permanent, fixed-term, or temporary), consultants, contractors, trainees, seconded staff, casual workers, volunteers, interns, agents, or any other person associated with HCLT.

HCLT also has a strong Anti-Money Laundering Policy, which has set up a mechanism for identifying and screening all entities with whom HCLT and/or its affiliated entities and subsidiaries intends to do or does business to ensure transparency in all its financial transactions. This policy applies to all employees—including temporary staff and third-party contractors of the Company.

For more information, please see the [Anti-Money Laundering, Anti-Bribery and Anti-Corruption Policy](#) on the policies portal



Media Relations

All communication with the media has to drive home the corporate philosophy through the key messages of the company. Since Media is one of the external stakeholders, it is extremely important that a coherent message is conveyed to them at all times to build up a favorable public perception of the company. Employees are requested to adhere to the do's and don'ts defined in the policy while representing HCL in any forum

For more information, please see the [Media Relations Policy](#) on the policies portal



Safety and Security at Work Place

Prevention and Redressal of Sexual Harassment at workplace

This policy applies to all employees in relation to other employees of HCLT, as well as others like contractual staff, vendors, clients, consultants, trainees, visitors. Any complaints brought for harassment of an employee by any of the others, or of any of the others by an employee will be treated under this policy.

Procedure for dealing with complaints

The company has set up a Secure Governing Council (SGC) with senior employees under the leadership of the Chief Human Resources Officer (CHRO) to look into matters pertaining to the harassment of employees. This council also has an external expert to provide objectivity in all its proceedings, and will also take local help in the countries in which the Company operates on consultation basis.

For any grievances, employees must write to secure@hcl.com and/or report harassment to a supervisor, or an HR representative, or members of the SGC. In accordance with local laws governing such workplace harassments and company procedure, all complaints will be investigated fairly, and any misconduct, intentional or otherwise, will attract reformatory and disciplinary action, including and upto termination of contract.

Employee Responsibility

Employees of HCL must conduct themselves so as to ensure a work environment that promotes respect and upholds the dignity of every individual at the workplace, and does not become the cause of unlawful harassment. This term and act of –unlawful harassment– includes (but is not restricted to) unwelcome behavior, whether through visual displays, verbal, non-verbal, physical or other conduct,



making a person submit to requests, favors, threats or demands that alter or threaten to alter the terms of employment and interfere with work conditions.

All employees must read and acquaint themselves with the company policy to deal with sexual harassment at the workplace and clear any doubts they have with their local HR representative.

As a first step, employees are encouraged to deal directly and ask the person causing harassment to stop the unwelcome behavior. If such efforts are not successful, employees must report every incident of perceived harassment that they are aware of through the official channels mentioned here. Employees must cooperate with the company in investigations and in preventing and curtailing unlawful discrimination and harassment at the workplace.

For more information, please see the [Prevention and Redressal of Sexual Harassment at workplace Policy](#) on the policies portal

Whistleblower Policy

The objectives of this policy are:

- ❖ To empower a person to highlight any unethical practice he/she observes, either organizationally or individually.
- ❖ To encourage timely, safe, and open reporting of alleged wrong doings or suspected impropriety.
- ❖ To ensure consistent and timely institutional response.
- ❖ To ensure appropriate reporting of whistleblower investigations, and
- ❖ To encourage ethical and lawful conduct.

Reporting a Complaint

Every individual is encouraged to report suspected unethical activities in writing to ensure a clear understanding of the issues. Such reports should be factual rather than speculative, and must contain as much specific information as possible to allow for proper assessment of the nature, extent, and urgency of preliminary investigative procedures. The Whistleblower need not prove the concern, but must demonstrate sufficient grounds for raising the concern. The disclosure can also be made anonymously, but it will be the decision of the Ethics Committee to further act upon an anonymous complaint depending upon the disclosure so made.

Reporting Process

The complaint can be made through any of these methods:

- ❖ **Written Complaint:** A written complaint can be sent to any of the following addresses:
Thought Arbitrage Research Institute The Chairman, Ethics Committee,

C-16, Qutab Institutional Area, New Delhi – 110016	HCL Technologies Ltd. A-11, Sector 3, Noida, U.P., India
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- ❖ **Email:** An email complaint can be sent to the Ombudsperson Function at whistleblower.hcl@tari.co.in.

For more information, please see the [Whistleblower Policy](#) on the policies portal





Occupational Health, Safety & Environment (OH&S Policy)

HCLT is committed to achieving occupational health and safety excellence in the areas of our operations by:

- ❖ Ensuring the health and safety of its employees, contractors, visitors and other stakeholders affected by its operations, and meeting all applicable occupational health and safety statutory requirements of the land and other requirements applicable to the organization.
- ❖ Taking suitable measures to prevent occupational injuries and illness, and to provide a safe and healthy working environment to its employees and other people affected by its operations.
- ❖ Establishing guidelines to deal with all types of potential emergency situations within the respective area of operations to ensure that all concerned personnel are familiar with roles and responsibilities in the event of an emergency.
- ❖ Maintaining appropriate controls, including periodic review of the OH&S Policy, to ensure its applicability and relevance to the changing scenarios and stakeholder's expectations.

For more information, please see the [Occupational Health Safety and Environment Policy](#) on the policies portal

Usage of HCL Resources for Employment



Internet and Email Usage

This policy is applicable to all employees of HCLT, who access the Internet from their work premises (whether at HCLT centers and offices, or from onsite assignment locations/customer premises). This policy is applicable to all systems under the jurisdiction and/or ownership of HCL Technologies, inclusive of hired systems.

Only employees and other persons duly authorized by the appropriate HCL Technologies authority will be permitted to use HCLT electronic mail systems and resources.

All employees must follow email etiquettes and understand that all messages generated on or handled by electronic communication systems, including back-up copies, are considered to be the property of HCL Technologies, and are not the property of users of the electronic communication services. All employees will also be required to adhere to all the points mentioned in the Email Usage Policy.

It is each employee's responsibility to read, understand, and adhere to this policy. Employees also agree to use Software only in ways that are consistent with licenses and/or copyrights

For more information, please see the [Email Usage Policy](#) on the policies portal



Laptop and Data Card

A Laptop and Data Card will be issued to employees if there is a business need, and by virtue of the role they perform in HCL. Prior approvals are required before these items are provisioned.

Band-wise entitlements for laptops are as mentioned below:

E0	E1	E2	E3	E4	E5	E6	E7	E8	E9	EX
Standard Laptop							Standard light weight laptop		Preference on standard light weight laptop	



All employees who will be allotted Laptops will ensure full compliance with company's policies and guidelines about the use of laptops, software, the Internet and emails, data protection, and information security. Any non-compliance will be dealt with severely and may result in the laptop being recalled, along with initiation of disciplinary proceedings against the erring employee as deemed fit, depending on the severity of the impact of such non-compliance.

Please note that Data Card usage is restricted to 2GB monthly download. Bills exceeding INR 1,000 per month will require an approval from the RM. In case of non-approval, the excess amount will be debited from the employee's salary.

For more information, please see the [Laptop and Data Card Policy](#) on the policies portal



Social Media

Social Media policy provides guidance for participation in online social networking sites, interactive forums, blogs, wikis, chat rooms, podcasts, video aggregation platforms, or any other kind of social media platforms. It is expected from all who use social media platforms, whether on behalf of HCLT or otherwise, to understand and to follow the guidelines, as long as their action involves HCLT's name or HCLT's information in any manner. Failure to do so can put future participation at risk. This policy will continually evolve as new technologies and social media tools emerge and shall continue to apply even if you cease to be an employee of HCL.

All employees are required to abide by Social Media Policy and never disclose or share any non-public, sensitive or confidential information about HCL on social platforms.

For more information, please see the [Social Media Policy](#) on the policies portal



Asset Management and Software Protection

Software Asset Management and Protection policy ensures that:

- ❖ Employees should understand the legality and importance of only using authorized and legally purchased copies of software.
- ❖ Employees should comply with requirements to install and run periodic software audits on the equipment provided by HCL's Global IT team.
- ❖ Employees should understand that it is against HCLT policy to install un-approved software on HCL Global IT (or client)-provided equipment.
- ❖ Employees should understand the process of requesting for a software license and also the associated procedures for surrender and modification of details for the same.
- ❖ Employees should understand the process for seeking approval for additional software required to fulfill a business purpose.
- ❖ Employees should understand the process for obtaining approval for HCLT-owned software to be installed on non-HCLT owned equipment and HCLT-purchased software licenses are managed and allocated according to business requirements.

For more information, please see the [Software Assessment Management policy](#) on the policies portal

During your Employment with HCL



its:

Infrastructure Expenses



The Communication policy covers the following Communication expenses (as per their bands and communication plan) that employees need to make to employees perform their jobs:

- ❖ Cell Phone Usage
- ❖ Expenses toward Broadband at residence (only if data card has not been issued by the company for employees up to the E6 band)

Communication Plan	Band Covered	Overall Limit
CP1	E6 to EX	INR 2,500 per month
CP2	E3 to E5	INR 1,400 per month
CP3	Up to E2	INR 400 per month

For more information, please see the [Communication Policy](#) on the policies portal



Shift Working and On Call Support

HCLT appropriately recognizes and provides incentives to employees who work in shifts/on weekends/festivals/holidays and provide on-call support. Such employees will be compensated as per the Shift and On-call Support Allowance policy.

Shift Working - There are 2 categories of shifts within HCLT:

- ❖ **Category A:** Billable employees who work in 24*7 operations. The shift categories and respective time of work are as per their shift time.
- ❖ **Category B:** Employees who work in general shift by default (9:00 a.m. to 6:30 p.m.) and are expected to work in other shifts based on business requirements.

On-Call Working: Employees being available on call after normal working hours due to business/customer requirements

Weekend Working: An employee will be compensated at the rate of INR 750 per day (including Food and Conveyance) if he/she comes to work on a weekend or holiday on account of a festival.

National Holiday working : An employee will be compensated double the gross salary for that day if he/she comes to work on national holidays

Late Working on Weekdays: An employee can claim reimbursement for dinner up to INR 250/- per meal for working late on need basis and not governed by the Shift Working Policy

For more information, please see the [Shift working and On-call Support Policy](#) on the policies portal

Company-leased Accommodation (CLA)

HCLT helps employees find accommodation of their choice within the defined CLA limits. The Company also helps employees with brokerage, security advance and deposit

For more information, please see the [Company Leased Accommodation Policy](#) on the policies portal

Local Conveyance and Transport Facility

Transport is available to all employees across all facilities in India. If employees wish to use a bus service in the morning/evening on shared costs and partly subsidized basis, they need to pay in monthly payment tiers. The amount that they need to pay will depend on the

total	distance	traversed	on	each	route.
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HCLT also provides free transport to employees who need to work late hours. Employees working after 2100 hours can avail of the night cab facility.

The Company also enables employees to be reimbursed for expenses incurred on conveyance (personal two-wheelers/car or any other mode of transport) for official work within the place of posting. Based on the mode of transport, the reimbursement limits for personal vehicles are as follow:

Mode of Transport	Reimbursement per Km. (INR)
For 4 Wheelers	INR 7.00 per Km
For 2 Wheelers	INR 3.50 per Km

For more information, please see the [Local Conveyance and Transportation Policy](#) on the policies portal



Employee Referral Reward Scheme

Employees are encouraged to refer qualified individuals for full-time positions available in the Company. The global employee referral reward program outlines an attractive incentive scheme to reward and acknowledge eligible employees for contributing toward the Company's efforts in hiring trusted, proven and high-quality resources by referring suitable candidates for existing vacancies.

For more information, please see the [Employee Referral Reward Policy](#) on the policies portal

Ideapreneurship Reward and Recognition

Employees can contribute their ideas to any of the 3 platforms (Value Creation Portal, MAD JAM and Lead Gen) as described in each of the following sections of the Policy. Criterion for qualifying to contribute as well as rewards linked is mentioned in each section respectively.

For more information, please see the [Ideapreneurship Reward and Recognition Policy](#) on the policies portal

Deferred Benefits

Gratuity - All employees are entitled to be paid gratuity after they have rendered continuous service of 5 years. This gratuity amount is receivable by an employee only when he/she leaves the service. For gratuity entitlement, there is no salary limit. All employees getting salary without any upper limit are entitled to be paid gratuity, subject to the condition that the maximum amount of gratuity will be INR 10 lacs.

As per statutory requirements, HCLT would pay Gratuity to all employees on India payroll for every completed year of service upon their exit.

For more information, please see the [Payment of Gratuity Policy](#) on the policies portal

Health Benefits

Medical Insurance is provided to all HCL employees. It includes comprehensive health insurance coverage owing to medical exigencies faced by employees and their immediate family dependents. It adequately and suitably supports employees with adequate financial assistance. An employee's spouse, children, parents, parents in law (incase parents are not covered), dependent brothers (un



employed; below 25 years of age) and sisters (unmarried) can be covered under the Medical Insurance scheme by paying a minimal premium according to the number of family members covered. Co-payment percentage for employees using for the Preferred Partner Network (PPN) hospitals is 15 percent; while co-payment percentage is 25 percent for employees making use for the Non-Preferred Partner Network. The sub-limit of INR 25,000 is the same for both cases.

For hospitalization treatment by those hospitals that are listed with the insurance company, cashless facility is provided by the TPA.

For more information, please see the [Medical Insurance Policy](#) on the policies portal

Term Life and Group Personal Accident Insurance: This insurance is provided to enable a safety net to employees of HCL Technologies and their families in case of any unforeseen circumstances, as well as to instill a sense of security among employees for their families.

The amount of coverage provided is different for different employee bands for term-life policy.

Band	Coverage Limit in INR
E0-E1	1,800,000
E2-E3	2,500,000
E4-E5	5,000,000
E6-E7	7,500,000
E8-EX	12,500,000

For more information, please see the [Term Life and Group Personal Accident Insurance Policy](#) on the policies portal



Work Life Balance benefits

Holidays - All employees are entitled to **paid company holidays** (CH) in all locations and **restricted (RH)** during the qualifying year. You may refer to the list of days available to avail of the RHs from the calendar available on My HCL.

For more information, please see the Leave and [Holiday Policy](#) on the policies portal

Leave of absence- Leave of absence is provided to all HCL employees to ensure their work-life balance is maintained, so that they can take care of any personal emergencies/exigencies, as well as to provide them with an opportunity to rejuvenate by way of planned leave.

❖ **Annual Leave and My Leave** – All employees are entitled for take annual leave. They also eligible to apply for –My Leave, which is a separate leave category. Both these leave types are prorated for all new hires according to their date of joining. Employees can avail of the annual leave to meet any medical/personal emergencies.

The table below provides important details regarding leave of absence:



Category	Tenure Range	No. of Annual Leave	No. of My Leave
A	Existing employees who have joined on or before December 31, 2007	20	2
B	Employees who joined on or after January 1, 2008	18	2
C	Employees who joined on or after October 1, 2011	18	1
D	Leave Entitlement for Category B and C employees after three years	20	2

- ❖ **Maternity and Extended Leave** - All women employees who have worked continuously for a period of at least 80 days during the 12 months immediately preceding the date of their expected delivery are entitled to receive maternity benefit of a total of **12 weeks of paid leave**, whether taken before or after childbirth. However, such women employees cannot take more than six weeks of maternity leave before their expected date of delivery.
- ❖ **Paternity Leave** - A male employee is eligible for **5 working days** of paid paternity leave for the birth of his child. A formal communication along with documentary evidence is to be submitted to the reporting manager to take paternity leave.
- ❖ **Transfer Leave** – Employees getting transferred are entitled to take **5 days** (Calendar Days) **of transfer leave**, which should be availed of between the last working day at their present location and the first working day at the new location (to which the employee is being transferred).
- ❖ **Adoption Leave** – Employees adopting a child are eligible to take 8 weeks of continuous paid leave if the employee declares himself / herself as the primary care giver.

- ❖ **Leave without Pay (LWP)** - Under exceptional circumstances, which include instances of serious illness, employees can take an LWP after approval from the approval authority. The LWP may be sanctioned only when all other forms of leave are exhausted.

For more information, please see the [Leave Policy and Kid Adoption Policy](#) on the policies portal

Flexible Work Benefits

HCLT has a culture where it encourages employees to work flexibly to facilitate work-life continuity. Flexible work **Benefits** allow employees to contribute professionally while catering to personal exigencies (on account of medical emergencies, etc. mentioned in the Flexible Working Hours policy) of temporary nature.

Flexi Hours – Employees opting for flexi hours are expected to work in the office for a minimum of 7 hours, and the remaining hours from home, in a 45 hour-work week. From Monday to Friday, employees are expected to work for 45 hours (excluding lunch/dinner break).

The flexi work arrangement can either be short-term (5-30 days) or long-term (up to 90 days). Employees can use this option only once in 24 months, if the flexi hour duration is for 30 days or more. The flexi hour option of less than 30 days can be availed of once every 12 months.

Tele-commuting – The Tele-commuting Policy is applicable to all employees who have been with HCL for more than 12 months. . They have an option to work from home for a minimum period of 5 days to a maximum period of 90 days, while the total working hours in a day are 9 hours (excluding the break for lunch /dinner).



For more information, please see the [Flexi Hours and Tele Commuting Policy](#) on the policies portal



Crèche Facility

HCL provides facility of Onsite Crèches within selected HCL Campuses in India which can be used by all employees on first come first serve basis. Women employees can opt to put their children in the crèche while they work and the Company refunds 50 percent of the monthly crèche charges or a maximum of INR 1,500 per month, whichever is lower. The refund will be paid as taxable salary. Such employees can take refunds for up to two of their children (upto the age of 6 years) together.

For more information, please see the [Crèche Facility Policy](#) on the policies portal



Leave Travel Allowance (LTA)

Entitlement for Leave Travel Allowance is already included in the Fixed Pay of the eligible employees, and is released prorated as part of their monthly salaries, as per the employees' declaration on My HCL. LTA is governed by the provisions of the Income Tax Act, and is taxable, unless travel bills are submitted. According to rules of taxation, exemption can be claimed only twice in a block of four years; current block period being 2014–2017

For more information, please see the [Leave Travel Allowance Policy](#) on the policies portal



Catalyst Program

The Catalyst Program has been designed to facilitate employee integration into teams, and enhance engagement activities.

The budget for catalyst events is INR 1 500 per person, per year. (Budget cycle will be July 1 to June 30.)

The nominated catalysts, along with their teams, are free to plan/organize any activities for their teams within the sanctioned budget.

The Catalyst Program was instituted to:

- Improve work-life balance
- De-stress team/groups
- Make work process/tasks simpler
- Make work environment fun while maintaining office decorum
- Enhance the morale of the team
- Build Team Spirit

For more information, please see the [Catalyst Policy](#) on the policies portal





Salary Advance

Employees are eligible for a salary advance under special circumstances such as medical emergencies related to self or immediate family, birth of a child, own marriage, death in the family, or any other dire emergency.

The limit for salary advance will be up to the 75 percent (maximum) of the monthly gross salary. The amount shall be recovered from the two months' salaries following the month of receiving the salary advance.

For more information, please see the [Salary Advance Policy](#) on the policies portal

Creating Memories

Wedding Gift: On the occasion of their marriage, an amount of INR 5,000/- is given as a gift to the employee

Newborn Gift: Upon the birth of their children/adopting children, an amount of INR 2,000/- is given as a gift to the employee (applicable to two children only)

Long Service Award: HCLT recognizes and rewards long-serving employees for their contribution to its growth over a significantly long tenure on a sustainable basis. Upon completing 25 years of continuous service, employees get the option of employing their children with the Company (applicable to maximum of two children only).

For more information, please see the [Employee Benefits Policy and Long Service Award Policy](#) on the policies portal



Learn with HCL

Certifications and Specialized Training Opportunities

Specialized Training Opportunities - All employees of HCLT up to the E5 band, who work in its offices in India, shall execute a service agreement on undergoing special training imparted in India or overseas, depending upon on the cost borne by the Company on the training imparted.

Technical Certifications - HCLT encourages employees to take up internal certifications made available by the organization. The TechCEED team maintains an approved Certifications document (revised from time to time), which contains details of all approved training sessions employees can be part of. Employees can also enroll for internal certifications and claim reimbursement for only those certifications that are listed in the external certification list.

HCL Scholar - HCL Scholar is a Knowledge Enhancement program that aims to provide a structured and robust platform to assess employees on their understanding about the company and their respective areas of operation. It has been designed to enhance employees' knowledge about the organization and develop their business competencies, which would provide a sustainable competitive advantage to the organization.

All new joiners and existing employees necessarily need to clear the first level (Level 1 test) of HCL Scholar certification within three months of joining HCL Technologies. They would be permitted three attempts (maximum) to clear the test.

For more information, please see the [Policy on Specialized Trainings, TechCEED Certification](#) and [HCL Scholar Policy](#) on the policies portal



Internal Training and Subject Matter Expert (SME) Opportunities – All employees of HCLT can choose to contribute in training activities conducted by HCL training teams. Employees can choose to be an internal trainer and delivery training and contribute to other training related activities or be an SME if has the in-depth and advanced knowledge in a particular technology/ domain/process or business skills. Eligibility criteria and selection process has been defined for any employee to be selected as one of the above.

All the eligible and qualified trainers and SMEs are rewarded and recognized with Xtramiles, Certificate of Appreciations, Cash rewards etc. as defined in the policy

For more information, please see the [Policy on Specialized Trainings, TechCEED Certification, HCL Scholar Policy and Policy on Internal Trainers and SMEs](#) on the policies portal

Perform and Grow with HCL

Our annual variable salary is divided into two components, namely:

- ❖ Deployment Allowance (DA)/ and
- ❖ Annual Performance Bonus (PB)

While the Annual Performance Bonus is governed by the Global Bonus Policy, the payment of Deployment Allowance (a monthly component of the compensation structure) is governed by the norms described in the Deployment Allowance policy.

Deployment Allowance

For purposes of calculations, the period between October 1 and September 30 would be considered as the DA year. Deployment Allowance would be paid on a monthly basis, and would be measured at the end of every quarter.

- ❖ The following parameters would be used for the purposes of deployment measurement at an employee level:
 - Standard Available FTEs
 - Bench FTEs
- ❖ Efforts spent on all categories of projects (except Bench Projects --BII Projects) will be considered as deployed, and all assignments to Bench Projects would be considered as --Bench FTE.

For more information, please see the [Deployment Allowance Policy](#) on the policies portal



Performance Bonus

Employees covered under the annual appraisal cycle, and those completing their anniversary/probation, will be eligible for bonus payouts (based on their performance rating). The Performance Bonus letters communicate the bonus payout amount. Performance Bonus Payout is defined as per employee band guidelines, and the payout cycle that has been communicated to the employee.

Performance bonus is paid only to employees who have the performance bonus as a part of their compensation structure, and are on the rolls of HCLT on the last day of their bonus payout cycle.

For more information, please see the [Bonus Policy](#) on the policies portal





Talent Identification and Progression Program

To provide a fast-track career growth to our high potential employees so we can create a high-performance culture in the organization, the Talent Identification and Progression program has been introduced. Under this program, all eligible employees who are aligned to the annual appraisal and are rated as Distinguished Performance or Exceptional Performance (DP or EP) in their performance rating, will undergo two complete cycles of appraisal.

All other employees will undergo a complete cycle and a mid-year KRA (key responsibility areas) review, along with developmental feedback/expectations resetting.

For more information, please see the [Talent Identification & Progression Policy](#) on the policies portal



Internal Career Opportunities

HCLT is dedicated to assisting high-performing employees reach their professional goals through cross pollination across functions, engagements, and projects. One of the tools that the Company makes available to employees to enable them to manage their career is the internal career opportunities. They make available career opportunities within HCL to current employees either before or at the same time the position is advertised outside of the company.

All HCLT business line and support employees are eligible to apply for internal career opportunities. To be considered for an open position, the employee should meet the requirements of the position, as well as other eligibility requirements (e.g., should have been with HCL Technologies for at least 12 months; should have been performing in their current Delivery Unit/assignment for a minimum of

18 months; should have received a minimum performance rating of "Good Performed" (GP) in the last rating period; should not have been on job rotation during the last 12 months; should have moved only twice in a three-year period; or have undergone a manager counseling in the last 12 months)

To further help employees reach their professional/career goals through internal career opportunities, a unique platform called —Career Power exists at HCL Technologies. Career Power is a self-propelled and enduring career management and development engine that puts employees in the driver's seat to navigate their careers and have an enriching and fulfilling career experience in HCL while fulfilling organizational needs.

For more information, please see the [Internal Career Opportunities Policy](#) on the policies portal

Getting Deputed, Transferred, or Traveling for work within HCL

Business Travel

Business Travel covers all aspects of international business travel (outside the home country) and domestic travel (within the home country).

The travel requisition and approval process must be completed in advance—7 calendar days for international travel and 3 calendar days for domestic travel. The HCL Travel Desk should be the primary channel to meet all ticketing needs.



Employees are advised that all their lodging needs be routed through the Lodging Desk. The Company will book and make lodging arrangements for all employees through tie-ups with vendors/properties. Employees are expected to settle all bills for their stay and claim reimbursement upon completion of their travel.

Allowances as described in the Business Travel policy will be paid to employees for Boarding, Miscellaneous, and Conveyance (BMC) expenses. The Company may also reimburse other expenses incurred on account of travel, such as expenses for Internet usage, tips paid, extra baggage, car rentals, airport transit expenses, visa charges, etc.

Expenses incurred on the following items are excluded from reimbursable categories:

1. Alcoholic drinks
2. In-room movies or PC games
3. Personal phone calls
4. Professional journals and magazines
5. Replacement of an article of clothing, briefcase, etc., lost or damaged while on business travel
6. Purchase of an article of clothing in connection with assignment to a new location
7. Usage of fitness centers, etc.

For more information, please see the [Business Travel Policy and Domestic Travel Policy](#) on the policies portal

Deputation

Any stay at another location that exceeds 30 days but is less than 6 months would be treated as deputation, and would be paid for out of the employee's monthly salary.

The entitlements for deputation are as follow:

Band	Per month entitlement (INR)
E3.1 & E3.2	17,000
E2.1 & E2.2	15,000
EC /E0/E1	13,000

For more information, please see the [Deputation Policy](#) on the policies portal

Domestic Transfer

Every role in the Company is a transferable one, and every employee who is transferred will be eligible for entitlements and benefits for business transfer to the Company's locations in India, as per the Domestic Transfer Policy.

Given below are the benefits available for eligible employees:

- Travel and local conveyance as per the entitlement limit prescribed
- Expenses toward packing and transportation of personal belongings as per the entitlement limit prescribed
- Five days transfer leave (Calendar days)
- Reimbursement of transportation expenses of 2 wheeler/car on actuals by Road or Rail (supported by bills)
- Relocation allowance as per the entitlement limit prescribed

Note: All employees seeking voluntary transfer will not be covered under this policy.

For more information, please see the [Domestic Transfer Policy](#) on the policies portal



International Relocation

Allowances and Help extended

HCLT assists employees in their international transfer from host-to-home location and host-to-host location by reimbursing expenses incurred on relocation and initial settlement. Employees would be eligible for Relocation Allowance, Travel Advance, and Settlement allowance as prescribed in the International Relocation Policy.

Family Travel

Employees traveling for an overseas assignment for minimum six months can take their families with them after three months of moving overseas. The Company will bear the cost of the family's travel, including airfare, visa and travel insurance.

For more information, please see the [International Relocation Policy](#) and [Family Travel Policy](#) on the policies portal

Travel Insurance

Travel Insurance is a comprehensive travel and medical insurance plan for employees traveling on business to either domestic or international locations. It covers employees on transfer or deputation, as well as those on Short-Term Business Travels (STBT). The program provides both medical and non-medical coverage for a maximum travel period of 90 days.

Medical coverage includes emergency medical treatment, physician and hospital coverage, pharmacy coverage and emergency evacuations. Non-medical coverage includes accidental death, trip cancellation, trip delay, and missed departures.

For more information, please see the [Business Travel Insurance Policy](#) and [Benefit Booklet](#) on the policies portal

Parting ways with HCL

Notice Period and Full and Final Settlement

The notice period applicable to all employee bands will be **3 months**. The employment with the Company can be terminated either by the Company or by the employee by giving the other party three months advance notice.

The salary for an employee who has submitted his/her resignation will be put on hold for the month in which his/her resignation information is made available to the payroll team. The salary for subsequent month(s) will be released to the employee in the regular manner. In case there is any outstanding amount that is due to be recovered from the employee after holding the first month salary, the salary of the subsequent months (till date of relieving) will also be put on hold.

Full and Final Settlement of Dues will be made within 45 days from the Last Working Day, subject to no dues and relevant details being made available in the Clearance Checklist. The Provident Fund and Superannuation are settled separately on receipt of the prescribed forms from the separating employee.

For more information, please see the [Separation Policy](#) on the policies portal

Retirement Age

For employees in India, the retirement from employment age shall be 55 years.

For more information, please see the [Retirement Policy](#) on the policies portal



Snap Shot of Benefits – Band wise

Benefit/Band	E0	E1	E2	E3	E4	E5	E6	E7	E8	E9	EX
Communication (Per Month)* As per Business requirement	400	400	400	1,400	1,400	1,400	2,500	2,500	2,500	2,500	2,500
Company Transport	√	√	√	√	√	√	√	√	√	√	√
PF and VPF	√	√	√	√	√	√	√	√	√	√	√
Gratuity	√	√	√	√	√	√	√	√	√	√	√
Super Annuation	X	X	X	X	√	√	√	√	√	√	√
Medical Insurance	Sum Assured on hospitalization will be 30 times the monthly basic salary, or INR 900,000, whichever is lower.										
Term Life and Accidental Insurance	INR 18 Lacs	INR 18 Lacs	INR 25 Lacs	INR 25 Lacs	INR 50 Lacs	INR 50 Lacs	INR 75 Lacs	INR 75 Lacs	INR 125 Lacs	INR 125 Lacs	INR 125 Lacs
Flexi Hours	√	√	√	√	√	√	√	√	√	√	√
Tele Commuting	√	√	√	√	√	√	√	√	√	√	√
Wedding Gift	INR 5,000 Cash Gift										
New Born Gift	INR 2,000 Cash Gift										
Long Service Award	√	√	√	√	√	√	√	√	√	√	√
Onsite Crèches	√	√	√	√	√	√	√	√	√	√	√
Reimbursement of Crèche Chargers (Only for female employees)	√	√	√	√	√	√	√	√	√	√	√
LTA	As per Compensation Structure										
Salary Advance	√	√	√	√	√	√	√	√	√	√	√
Certifications and Specialized Trainings	√	√	√	√	√	√	√	√	√	√	√
Notice Period	3 Months for all Bands										
Company Lease Accommodation	Convenience Lease	Convenience Lease	Normal Lease	Normal Lease	Normal Lease	Normal Lease	Normal Lease	Normal Lease	Normal Lease	Normal Lease	Normal Lease

The company reserves the right to alter, append or withdraw these policies either in part or in full based on management's discretion.

