<u>Welcome to Evoke Technologies</u>

Hi,

Welcome Aboard!

It is a pleasure to have **YOU** as an integral part of the EVOKE TECHNOLOGIES family today.
We hope your association with EVOKE TECHNOLOGIES will prove to be an enriching experience for all of us.

A brief introduction to the organization is enclosed and during your induction meetings, further details would be shared. Also, visit the corporate website – http://www.evoketechnologies.com/ which hosts additional information on the company initiatives.

We are very active on social platforms, please click on the below links to follow us.

1. LinkedIn : https://www.linkedin.com/company/evoke-technologies/

2. Twitter: https://twitter.com/evokeUS

3. Facebook: https://www.facebook.com/EvokeTechnologies

4. YouTube: https://www.youtube.com/channel/UCfDu7E8L2P6tKxReu7rODAg

We have put together a welcome pack for you, which includes the following:

- Our Mission, Vision and Values
- Evoke Technologies Profile
- Organization Structure
- A Brief about HRMS account
- Key People Processes Overview
- Contacts and other vital details

We wish you a great time at EVOKE TECHNOLOGIES.

All the best!

Warm regards,
HR Team

Vision

Our vision is to be a customer centric organization that simplifies solutions for everyday business challenges.

Mission

Our mission is to provide unsurpassed service to our clients by extending competent, custom-fit and cost-effective software solutions, while ensuring prompt, proactive and personalized services.

Values

We have built a culture and a set of values that express our thoughts and guides us in all our activities. Our values set us apart.

EVOKE TECHNOLOGIES Profile

Company Overview

Evoke Technologies is a global information technology services company offering innovative software development, IT outsourcing and IT consulting services. Incorporated in the year 2003 and headquartered in Dayton, Ohio, Evoke is actively helping global corporations to transform and address critical business issues by applying innovative information technology solutions.

"Evoke has over 15 years of rich industry experience and 500+ highly skilled technology consultants with an average experience of 6 years, adding great business value to our clients. We're an SEI-CMMI Level 3 appraised, ISO 27001 and 9001 compliant IT enterprise, focusing extensively on delivering high-quality business solutions."

Core Technology Services

We offer end-to-end IT services that can be quickly built and deployed to suit our clients' unique industry requirements. We offer IT services that are highly agile and help our clients respond quickly to changes in business dynamics. Our core IT service offering includes:

- App Dev & Maintenance
- Big Data Analytics
- Blockchain Solutions
- BPM & RPA
- Data Science & AI
- ERP & CRM Services
- Microsoft Services
- Mobile App Development
- Quality Assurance
- UI/UX Design Services

We consistently keep a tab on emerging software technologies and develop products/solutions around it, which helps our clients to stay competitive.
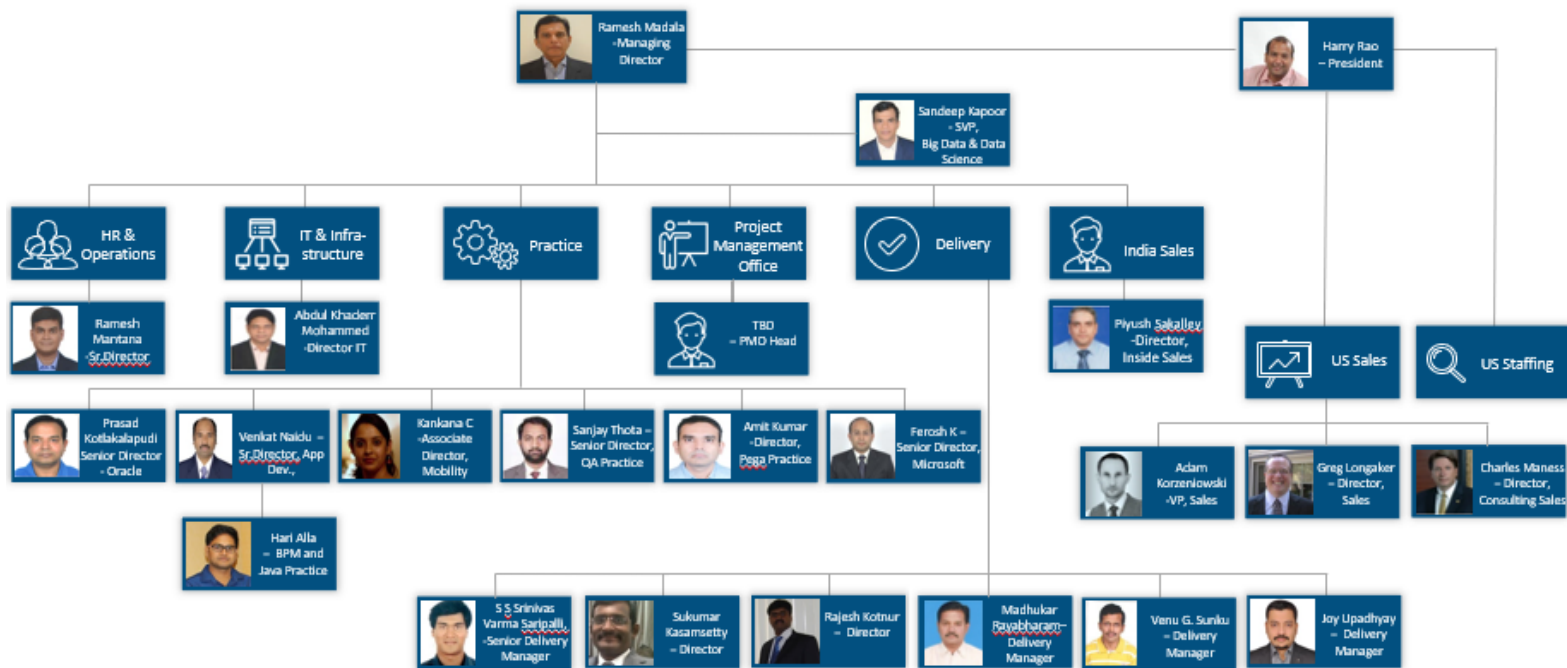
Work Culture:

Working at Evoke is an engaging experience that enables our employees to evolve and succeed in today's dynamic business environment. The rich work culture encourages simple virtues and practices such as open-door policy, respect for everyone, constant learning, and focus on internal and external customer satisfaction. At Evoke professionalism is a way of life. We strive for excellence in everything we do and have fun and celebrate the success as a team.

Employee Benefits:

Rewards

Rewards and recognitions	Periodical career advancements
Tax efficient compensation structure	Meal vouchers for tax benefit
Medical insurance for employee and their family members	Regular employee training & certification
Best employee engagement practices	Unbiased performance review mechanism

Organization Structure:

- Ramesh Madala - Managing Director
- Harry Rao – President
- Sandeep Kapoor - SVP, Big Data & Data Science

HR & Operations
- Ramesh Mantana - Sr.Director

IT & Infra-structure
- Abdul Khadeer Mohammed - Director IT

Practice
- Prasad Kotlakalapudi Senior Director - Oracle
- Venkat Naidu – Sr.Director, App Dev.,
  - Hari Alla – BPM and Java Practice
- Kankana C - Associate Director, Mobility
- Sanjay Thota – Senior Director, QA Practice
- Amit Kumar - Director, Pega Practice
- Ferosh K – Senior Director, Microsoft

Project Management Office
- TBD – PMO Head

Delivery
- S S Srinivas Varma Saripalli - Senior Delivery Manager
- Sukumar Kasamsetty – Director
- Rajesh Kotnur – Director
- Madhukar Rayabharam – Delivery Manager
- Venu G. Sunku – Delivery Manager
- Joy Upadhyay – Delivery Manager

India Sales
- Piyush Sakalley - Director, Inside Sales

US Sales
- Adam Korzeniowski - VP, Sales
- Greg Longaker – Director, Sales
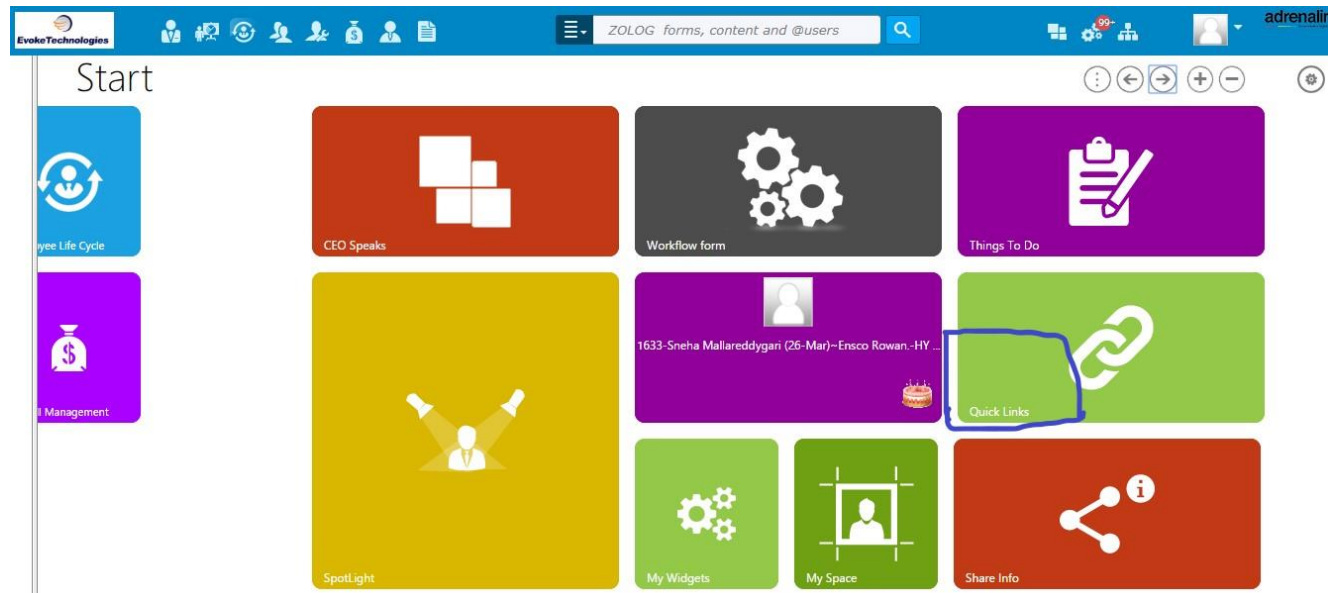- Charles Maness – Director, Consulting Sales

US Staffing

HRMS Account: Adrenalin

1. **Account creation:** Onboarding POC would create your HRMS account and share with you the login details.

    Login Link: https://hrcloud.myadrenalin.com/Adrenalin/ (Screenshot 1)

Please go through the key polices like Group Medical Insurance, Master Health Check, Life Insurance etc., In the Quick links tab of Adrenalin. Please see the screenshot 2 below

Screenshot2

Key People Processes Overview

1. Dress Code Policy:

For Men		For Men	
Mon Tue Wed Thu Fri		Mon Tue Wed Thu Fri	
	- Business Suits - Full/Half Sleeved Shirts (tucked in) - Khakis - Formal Trousers - Formal Shoes		- Denim (Shirt/ Trousers) - Collared T-Shirts/ Sweatshirts/ Chinese Collared T-Shirts - Sport Shoes - leather shoes / loafers with appropriate shoes
For Women		For Women	
Mon Tue Wed Thu Fri		Mon Tue Wed Thu Fri	

• Business Suits • Saris/ Salwar Kameez • Shirts/ Blouses/ Tops • Trousers/ Western Skirts • Formal Shoes/ Sandals/ Formal Slipper	• Denim (Shirt/ Trousers) • T-Shirts/ Tops/ Blouses • Jeans and T-Shirts\Shirts • Medium heels • Sport Shoes/ Sandals

You may be required to wear a tie and/or jacket and/or business suit at the time of formal presentations, customer visits or any other occasions.

2. **Attendance Policy:**

   o The Company's office hours are from 12.00 p.m. to 9.00 p.m. (9 hours/ Mon – Fri).
   o Employees must swipe biometric on a day to day basis each time you walk in and out of the office.
   o Less than 4 hours in office is considered as absent, 4 to 6 hours is half day, and more than 6 hours is considered as full day.

3. **Leave Policy:**
   o 0 to 5 years with Evoke: 17 days in a Calendar Year
   o 5 to 10 years with Evoke: 21 days in a Calendar Year
   o Paternity Leave – 3 working days
   o Maternity Leave – 26 weeks (including holidays & week-offs)
   o Family care Leave- 4 working days
   o Bereavement Leave – 3 working days
   o Critical Illness Leave – 10 working days
   o Indian Holidays – 10 (2 Optional Holidays)

4. **Buddy Program:**
   An employee from your team or from other team would be assigned to you as your buddy on your joining day, he would be your POC for any info related to Evoke.

5. **Training & Development:**
   The Evoke Learning and Development team is committed to extending all the needed support to help our employees learn and grow their careers. With a gamut of training titles in the technical and the soft skills space, L&D is always ready to cater to the training requirements of each individual. For any help pertaining to L&D, please get in touch with **Nath** at stoutam@evoketechnologies.com. Extension- 4271.

Webmail Access:

• Accessing your Web Mail: https://webmail.evoketechnologies.com
Username: Email Id

Password: xxxxxx (Initial password is given by IT team on your joining day)

Email convention
At EVOKE TECHNOLOGIES we have the following naming convention for email Ids.

FirstnamefirstletterLastname@Evoke Technologies.com

For example: ***stendulkar@evoketechnologies.com***
Support POCs

How to get your salary processed: (Mandatory)
- Have your bank account number, PAN number updated at the time of joining month, employees joining after the 25th will be paid in the next month.
- Flexi Comp Benefits need to be updated for LTA/Medical Allowance declaration.
- Tax Savings Declaration for reducing TDS.

Information you need to know:

Services provided	Timelines	Department	Contact Person	Seated At
Biometric Access	Day of joining	IT Team	Manohar/IT helpdesk (lyenuganti@evoketechnologies.com)/(ithelpdesk@evoketechnologies.com)	B1
Temp ID Card	If either passport photo/other details are not available - Given on the same day of joining	HR - Onboarding team	Rajeevi Kollabathula (rkollabathula@evoketechnologies.com)	B2
Identity Card Administration/ Facilities Front Office	Same day of joining	Admin Team	Madhuri Puramsetti (mpuramsetti@evoketechnologies.com)/ Admin Team (admin@evoketechnologies.com)	B1-Reception
Tax Declaration	As per the guidelines (Declaration timelines 2nd -15th of every month)	Finance Team	Kartheek Velamala Ext: 4275/4286/ (kvelamala@evoketechnologies.com)	E2
ITIM	ITIM Team	IT helpdesk	4119/4403/4411/ ithelpdesk@evoketechnologies.com	E1

1. Coffee/Tea is available on all floors at Lift lobby
2. Breakfast & Lunch is available in the **VEGA/ATRIA** Building cafeteria
3. Sodexo meal vouchers will be issued every month (If opted)

HRBP SPOC

UI Practice/Digital Marketing		Axalta
Mobility Practice		Dominion
Microsoft Practice		Kakathiya
Oracle Practice		Healthereum
Berry Global		Hyster-Yale
Dover	**Shravika**	Enscorowan
Inside Sales	**(Ext: 4507)**	Java Practice
Data Science		Blockchain practice
SVD	**Rajeevi**	Crisil
Dorman	**(Ext: 4442)**	BPM Practice
PD Instore		BMS
Prime Pay		Commonwealth
Wright Flood		QA Practice
Ansell		Sales force Practice
Hyperion		Open Source Practice
Insmed Pharma Oracle support		IT Infrastructure
		Caring Transitions

Clopay → **Deepika (Ext:4283)**

Dinesh (Ext:4442) ← **CSC & Pega Practice**

For any queries, please reach out to HR Team hrteam@evoketechnologies.com