

# CODEWITHVIKAS HR POLICY MANUAL

## 1. Introduction

Welcome to CodeWithVikas! This HR Policy Manual outlines the company's policies, procedures, and expectations to ensure a positive and productive work environment.

## 2. Code of Conduct

- Employees must act with integrity, professionalism, and respect.
- Confidential information must not be shared externally.
- Avoid conflicts of interest and report them if they arise.

## 3. Employment Policies

Policy	Description
<b>Equal Opportunity</b>	CodeWithVikas is an equal opportunity employer and prohibits discrimination based on race, gender, religion, caste, age, disability, or any other protected category.
<b>Probation Period</b>	All new hires will undergo a probationary period of 3-6 months, depending on the role.
<b>Background Verification</b>	All offers are contingent upon successful background verification.

## 4. Working Hours and Attendance

- Standard hours: 2:00 PM to 11:00 PM (Monday to Friday).
- A flexible schedule may be offered upon manager's approval.
- Late arrivals, early departures, and absences must be informed in advance.

## 5. Leave Policy

Leave Type	Duration

<b>Casual Leave (CL)</b>	8 days per year
<b>Sick Leave (SL)</b>	8 days per year
<b>Earned Leave (EL)</b>	15 days per year
<b>Maternity Leave</b>	26 weeks
<b>Paternity Leave</b>	10 days
<b>Unpaid Leave</b>	Subject to manager approval

## 6. Payroll and Compensation

- Salaries are credited by the 9th working day of every month.
- Payslips are available through the HR portal.
- Deductions are made for income tax, PF, ESI, etc.

## 7. Performance Management

- Performance appraisals are conducted annually, with results typically announced in June.
- Performance reviews are based on goal achievements, teamwork, leadership, and innovation.
- Underperformance will be handled with performance improvement plans (PIP).

## 8. Employee Benefits

- **Health Insurance:** Group health insurance for employee and dependents.
- **Wellness Programs:** Mental health counseling, gym membership reimbursement.
- **Learning and Development:** Budget for courses, certifications, and conferences.
- **Referral Bonus:** Bonus for referring successful candidates.

## 9. Travel and Expense Policy

- All business travel must be pre-approved.
- Reimbursements must be claimed within 15 days with receipts.
- Travel class and hotel standards vary by employee grade.

## **10. Workplace Conduct and Anti-Harassment Policy**

- CodeWithVikas has zero tolerance for any form of harassment or bullying.
- Employees must report any misconduct to HR immediately.
- All complaints will be handled confidentially and impartially.

## **11. IT and Data Security Policy**

- Employees must use company-provided systems for official work.
- Do not share credentials or install unauthorized software.
- Report any data breaches or suspicious activity to IT immediately.

## **12. Remote Work Policy**

- Employees may work remotely based on job role and approval.
- Employees can work from home for 2 days a week.
- Daily stand-ups and weekly check-ins are mandatory.
- Secure internet and VPN usage is required.

## **13. Grievance Redressal**

- Any grievance should be reported to the HR department via email or in-person.
- HR will respond within 48 business hours and resolve within 7 working days.

## **14. Exit Policy**

- Minimum 36-day notice period for resignation.
- Full and final settlement will be processed within 53 days of last working day.
- Exit interviews are mandatory.

## **15. Acknowledgement**

All employees must sign an acknowledgement form confirming they have read, understood, and agreed to comply with this policy manual.