



ORGANIZATIONAL POLICY FOR PROBATIONARIES AND EMPLOYEES



NAME:

CATEGORY	S.No.	DESCRIPTION	PENALTY	AGREEMENT
JOINING/EXIT POLICY	1	Probationary must have submitted all the required documents attested to HR before joining Bariflrolabs as well as duly signed NOC from his/her institute.	--NA--	Yes
	2	Probationaries must have signed the "non-disclosure agreement" (NDA) before commencing work.	--NA--	Yes
	3	Probationary must report to his team lead who is assigned by the management	--NA--	Yes
	4	The Probationary will undergo 3 tests during the training phase and based on that their performance in the tests (the test results should be more than 75%), their fixed and variable salary will be decided. His/her current salary will be based on this initial assessment.	No increment of salary	Yes
	5	Probationaries must finish their training or tasks within the set daily deadline or communicate through designated email to Team-head aprior valid reasons for the delay. If the Probationary doesn't satisfactorily complete, his/her deposited stipend (20% of monthly salary) will be forfeited.	Deposited stipend (20% of monthly salary) will be forfeited.	Yes
	6	Management may extend the period of Probationaryship If competency/skill development is NOT as per milestone plans and performance is unsatisfactory.	3 days of salary for each day of extension	Yes
	7	Probationaries are not allowed to abscond from their duty before the end of their probation period unless approved by management or terminated. In case of resignation applied by an Probationary, the notice period will be mutually agreed with the management. In case the probationary absconds, they will face salary deductions and certificates of internships/recognitions will be forfeited.	100% of the monthly salary and forfeit of certificates required by the probationaries	Yes
SALARY POLICY	8	The 20% of stipend for the first 3 months will be deposited for all probationaries and will be only disbursed on completion of the probation period (3rd month) and satisfactory performance/conversion to full time role. This approval will be decided by HR & team lead.	--NA--	Yes
	9	For good performance of Probationaries in achieving milestones/tasks, the company will recognise the progress by earlier confirmation of full time role before probation ending or a bonus.	Subjected to management approval on a case-by-case basis.	Yes
WORK TIMINGS	10	The working time for each Probationary is from 9 AM to 7 PM. Probationaries are expected to be punctual when coming to office premises. There will be zero tolerance of any delay - even 1 minute delay would NOT be acceptable. A delay of once in a while is okay.	Deduction of 25% of day's salary for each day of late arrival	Yes

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WORK TIMINGS	11	Lunch break will be of 45 mins from 1pm to 1.45pm. One break of 15 mins can be taken any time during the rest of working day. No delay is acceptable.	Deduction of 10% of day's salary for each day of late arrival	Yes
WORK TRACKING	12	All Probationaries must submit a one pager report on their daily learning by 6PM and task update to their respective team leads through email every day.	100% of the day's salary	Yes
	13	Receive the work flow schedule as milestones from the team lead of his/her team everyday within half an hour of his start of the day. Not receiving the work flow must report to COO.	100% of the day's salary	Yes
	14	Weekly presentation to be made to the COO on every Saturday - detailing the weekly work completed as per milestones handed over.	100% of the Weekly's salary	Yes
	15	Probationaries must duly document all their learnings and complete tasks for assessment in their OneDrive or Google drive or any repository provided by BarifloLabs. The final report at the end of the Probationarieship must be submitted to their team lead.	25% of monthly salary	Yes
	16	Probationary must send minutes of meeting (MoM) as an email to team-leads after any discussion. This email must receive acknowledgement from teamlead within half-an hour. Under hostile condition he/she must write email to COO and COO should resolve it within 1 hour and send an email of resolution to both the Probationary and Teamlead . Hostile condition is after two repetitive emails if a team lead doesn't respond in time.	25% of monthly salary	Yes
	17	Probationaries should take leave by duly assigning responsibility to his counterpart and notified by Email to Team leads.	100% of deduction of the salary of his/her for his/her absence	Yes
LEAVE	18	Probationaries are NOT eligible for casual leave (except medical emergency) during their probationary months. Once the Probationers have completed their probation, they will be eligible to take one casual leave per month	Leave without pay for number of days of absence	Yes
	19	In case of any medical emergency, he/she must submit a proper medical certificate for verify the sick leave. For any other mode of absence will be considered as unauthorized leave and could result in unpaid leave penalty and further disciplinary action. For any special case for leave of absence they must convey to the team lead and COO has to approve.	Deduction of 50-75% salary depending on severity of case	Yes
	20	There would be one weekly day off for the Probationaries - either Sunday or Wednesday.	--NA--	Yes

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CONDUCT	21	There is strict guideline for 'sexual harassment', 'Corporate bullying', 'inappropriate behavior' which could result in proper legal action against the individuals.	Removal without documentations	Yes
	22	Probationaries must behave professionally at the workplace and there should not be any scope for personal relationships. Any such things outside the workplace are of no concerns to Bariflrolabs.	Removal without documentations	Yes
USE OF COMPANY RESOURCES	23	Probationary must issue the items from inventory and re-issue or return within time period. Any lapses in return or reissue the inventory manager must impose penalty and notify to COO.	The cost of the equipment will be deducted from salary	Yes
	24	Probationary shouldnt use their personal email, open social media, install unauthorised softwares in the company provided system. They shouldnt send official emails to their personal email for any reason whatsoever.	50% of the day salary	Yes

PROBATIONARY

HR HEAD