



### **Policies & Procedures of MANVAASAM:**

- 1.You can work anytime and anywhere according to your convenience.
- 2.You should attend the meeting on time without fail, it is mandatory to login and stay active in slack during Login timing otherwise you will be considered as leave.
- 3.You can apply leave by filling the Leave form and by sending email, only 2 days leave is allowed per month.
- 4.It is mandatory for all to take the lead roles once in 3 months.
- 5.It is mandatory to attend and clear the interview once in 6 months to get retained in the company.
- 6.It is mandatory to attend the internal trainings.
- 7.You need to Update the assigned task in the Jira tool regularly and you are supposed to close the task before Deadline.
- 8.The first 15 days in Manvaasam is considered as probation period, you will not be paid during this period.
- 9.Your salary will be increased every month.
- 10.You are not supposed to share the Manvaasam login credentials and Manvaasam data to the third party(non-Manvaasamist).
- 11.Based on your performance CEO posting will be offered for a week once in three months in a year.
- 12.To be a member of Manvaasam you need to plant a sapling and maintain it, till you remain in Manvaasam.

All the Manvaasamist are supposed to respect and follow all the policies and procedures of Manvaasam.

Thanks & Regards,

Manvaasam (Seeds of Hope)