

Employee Handbook

Legendary tales of adventure begin inside.

ADDRESS:

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Welcome

*We are glad to have you as a member of **PragetX Technologies LLP**. As a team member at **PragetX** (“the Company”), you are an essential part of a team effort. We hope that you will find your position with the Company rewarding, challenging, and productive. Every Employee has an important role in our operations and we value the ability and experience you bring with you to the organization. You, and other Employees, are vital to the success of **PragetX Technologies LLP**. This handbook has been prepared to acquaint you with the employment policies and practices of **PragetX**. Please read it carefully and keep it for future reference. If you have any questions, please contact a member of the Human Resources Department.*

INTRODUCTION

***PragetX** is a Software Service and Product Development Company Based in Ahmedabad. At **PragetX**, we live by our mantra: **Listen, Develop and Deploy**. Our company follows the full product development life cycle for any software or app solution.*

We provide a range of services like Web and App Development, Digital Marketing, UI/UX Design, ERP solutions, Custom Software Development, Branding, Cloud Solutions, Database Management, etc. Please visit our website (www.pragetx.com) to know more in detail about the company.

ADDRESS:

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This handbook was created to introduce you to PragetX Technologies LLP and provide information about company culture, internal & external environment, code of conduct, company work ethics, bonus, incentives, compensation, working conditions, benefits, and other policies essential to your employment here. The information you'll find in this handbook applies to all PragetX Technologies LLP employees.

Following the policies described in this handbook is a condition of your employment. However, nothing in this handbook alters an employee's status. Nothing in this handbook shall constitute nor be construed as a promise of employment or a contract between the Company and its employees.

*The handbook is a summary of our policies, which are presented here for **informational purposes**. You are responsible for reading, understanding, and adhering to the provisions of this handbook. We hope to provide you with a work environment that is constructive to your personal and professional growth.*

PragetX Technologies LLP - Employee Handbook

1. Employee Handbook Introduction:

Welcome to **PragetX Technologies LLP**! We're glad to have you here. We've been in business since **2021**. Our mission is **You Grow, We Grow**

If you're reading this, we think you're a good fit for helping us fulfill our mission and achieve our goals.

1.1 Changes in the policy.

We reserve the right to interpret, cancel, change, suspend, or dispute, with notice to all or any part of these policies, procedures, and benefits at any point. Employees will be notified of changes once it is done.

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Changes take effect on dates determined by the Company. After changes take effect, previous policies are void. Individual managers and supervisors cannot change policies; only the CEO /Founders / Co-Founder has the right to change the policies.

1.2 Employment applications.

We rely on the accuracy of employment application information and any other data candidates provide during the hiring process.

Falsifications, misrepresentations, or material omissions may result in the exclusion of the candidate from consideration for employment without any delay or notice on an immediate basis. If the candidate has been hired, termination of employment may be considered.

1.3 Employment relationship.

You enter into this employment voluntarily and are free to resign at any time for any reason or no reason. Likewise, **PragetX Technologies LLP** is free to conclude its relationship with any employee at any time for any reason or no reason. Following the probationary period, employees are required to follow the Employment Termination Policy.

2. Employment Policies:

2.1 New employee orientation.

Core HR Team provides orientation for new employees. This includes an overview of the company history, Team & their designation, Decision maker, go-to person, and ethics the company follows, and an explanation of the company vision, mission, values, goals, and objectives. Orientation also includes an explanation of tax and legal issues, and benefits, and helps complete necessary paperwork and documentation.

Employees are presented with codes, keys, procedures, and secret handshakes needed to access their workspace. Supervisors introduce new hires to staff, explain company evaluation procedures, review position scope, and job description, and help them start working, growing & jumping the ladder upwards & downwards.

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2.2 Non-disclosure and confidentiality agreement.

Protecting trade secrets and confidential business information is essential to the success of PragetX.

Such confidential information includes (but is not limited to) pending projects and proposals, proprietary production processes, compensation data, personnel/payroll records, financial information, marketing strategies, and conversations with people associated with the company.

As a condition of employment, Once joined, every employee is bound with an NDA without signing, if not designed by company HR or other managerial personnel. Employees improperly disclosing or using confidential business information or trade secrets are subject to disciplinary action, including termination and legal action, even if the disclosure does not benefit them.

They reserve the right to take any decision they want in such cases for the company's benefit to protect against repetition.

2.3 Non-discrimination.

PragetX Technologies LLP does not discriminate in employment opportunities or practices because of race, caste, sex, national origin, color, religion, age, or disability. We make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship.

2.4 Probationary period for new employees.

The probationary period for regular employees is for **6 Months** from the joining date. This is a time for management to evaluate new employees, and for new employees to evaluate the company.

During the probationary period, the company can terminate employment without any notice or notice period or paying any undue amount. Upon completion of the probationary period, a review will be given and benefits will begin as appropriate. Then the employee will be handed the prenoted status in the company.

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2.5 Work hours.

PragetX Technologies LLP is following US-based working culture where timings are of utmost importance **[office open from [09.30 a.m. To 7.00 p.m. Monday - Friday], except for Holidays]** but work output is a top priority. Until & unless work/target/goal/task assigned is not compromised, timings will be daily noted. Owing to work exigencies, an employee's working hours may be different from the timings mentioned above.

PragetX follows a simple rule:- “ If you come late, you go late, but no compromise in the daily task assigned, work ethics, target, goal, etc”.

2.6 Cell Phone.

Employees are allowed to carry their phones with them but cannot make calls during work hours unless it's an emergency. Additionally, phones can only be used during designated lunch and tea breaks. Violating this policy will result in a warning and persisting violators may face a penalty of a half-day's salary deduction.

2.7 Late arrival.

- Employees are expected to arrive at work and for meetings on time. If an employee anticipates late arrival(after 09:30 AM) **he/she must inform the immediate manager (or a colleague in case the immediate manager is not available) in advance.**
- Repeated challenges with late arrivals will be recorded as misconduct and if not approved by the supervisor will be considered as a late arrival.
- If he/she will come after 01:00 PM, It will be considered a half-day.
- Without anticipation, as mentioned above and not approved by the supervisor will be considered a half-day and will lead to a deduction of half-day salary for that day.

2.8 Lunch periods.

Employees receive a **40-minute** break for lunch anywhere between **12:30 PM to 2:00 PM**. Lunch breaks generally are taken between the hours of **1:00 p.m. to 2:00 p.m** but are very flexible for individuals committed to the company or client's work.

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In the spirit of Work-Life Balance, we at **PragetX** encourage flexible working conditions whenever possible and encourage its employees to have interests and motivations outside work. The company does provide timely snacks, refreshments, or conduct parties during any achievements or even randomly for sake of the work-life balance of every employee to maintain a positive environment.

2.9 Emergency closings.

Emergencies including fires, severe weather, power failures, sudden Health crisis, etc can disrupt company operations. Employees will receive an official notification from their supervisors if the company is going to be closed or will go for another option due to an emergency will be decided during that time.

2.10 Employee personnel files.

Employee personnel files include a **job application, job description, resume, records of training, salary history, records of disciplinary action, and documents related to employee performance reviews, coaching, and mentoring** personnel files are **PragetX Technologies LLP** property. Access to information for employees is restricted. Management personnel of **PragetX Technologies LLP** who have a legitimate reason to review the file is allowed to. To review their own files employees should contact their supervisor or Human Resources Representative.

2.11 Personnel data changes.

Employees are responsible for notifying their supervisor or **PragetX Technologies LLP** Human Resources Department of changes such as mailing address, telephone number, name, number of dependents, and emergency contacts. An employee's personnel data should be accurate and current at all times. **PragetX** never misuses the data of employees in any circumstances and is kept confidential. Giving false data to the company here at PragetX is the violence of the code of conduct, which may lead to penalties or might have to leave the company without any compensation or pending dues.

2.12 Outside employment policy.

Employees may hold outside jobs in non-related businesses or professions as long as there is no conflict of interest, performance standards and scheduling demands are met, **PragetX Technologies LLP** resources are not used for outside employment. If found guilty of this practice then the person will be in violation of the code of conduct & will be disinclined from the company on immediate termination without any give or take.

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2.13 Disciplinary action.

PragetX Technologies LLP holds each of its employees to certain work rules and standards of conduct. When an employee deviates from these rules and standards, **PragetX Technologies LLP** expects the employee's supervisor to take action. Action will be taken by supervisor at the time of felony or misconduct circumstances.

Any physical assets or properties provided by the company (like chair, CPU, laptop, monitor, keyboard, Mouse, Headphone etc.) and used by employees that are damaged, whether knowingly or unknowingly, will be the sole responsibility of the employee. He will be held responsible for the damages and bear the cost for the same.

Though committed to a progressive approach to disciplinary action, **PragetX Technologies LLP** considers certain rule infractions and violations of standards as grounds for **immediate termination of employment**.

These include but are not limited to

- *Unauthorized access to company property outside of business hours. · Using company equipment and/or company vehicles without authorization. · Theft.*
- *Insubordination.*
- *Vandalism or destruction of company property.*
- *Misrepresentations of PragetX Technologies LLP to a customer, a prospective customer, the general public, or an employee.*
- *Sharing company business practices.*
- *If a candidate is discovered to be freelancing during or outside of business hours, immediate termination will occur without provision of documents including salary, experience, or relieving letter.*

2.14 Notice Periods.

The period of notice shall be as follows in case of Resignation from service:

Type of Employees	Duration of Notice
Technical	Min 60 days
Non-Technical	Min 15-30 days

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- Above Duration of Notice period may vary as per Task associated to the types of employees.
- The applicable notice period shall begin on the date when the concerned employee has given the resignation in writing to the Reporting Manager, HR, and Directors.
- All employees are required to serve a full notice period or pay in lieu, of the salary for the notice period not served.
- Under such circumstances, the amount payable for the unserved notice period can be adjusted against the amount payable for the balance PLs. e. However, **PragetX** at its discretion can relieve the employee from the services earlier than the above-defined notice period in case s/he has fulfilled all work commitments, and/ or the resignation is made at the end of the project. Under such circumstances, the remaining notice period shall be waived off

2.15 *Employment termination.*

Terminations are part of personnel activity at any company. Examples and definitions of common termination types:

- **Termination** – Employment termination initiated by **PragetX Technologies LLP**.
- **Layoff** – Employment termination initiated by **PragetX Technologies LLP** for non-disciplinary reasons, felony, misconduct, breaking or beaching any policy at the company.
- **Resignation** – Employment termination initiated by an employee.

Employees who terminate employment with **PragetX Technologies LLP** shall return all company property or assets during the given employment period. No final employee's payment will be made until all items are returned in appropriate condition. The cost of replacing un-retained items is deducted from the employee's final pay. Any outstanding financial obligations owed to **PragetX Technologies LLP** will also be deducted from the employee's final pay. The company will surely support employees to find another job. The company may provide all letters including experience letter, Relieving letter, performance letter, and Appraisal letter in physical sign paper if required but there won't be any extra notice period payment done if the employee is relieved due to bad performance on a continuous basis. If a person is relieved based on their work output, no notice will be given as the company solely focuses more on work than anything else. No leave encashment or other compensation will be given in such conditions.

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2.16 *Work safety.*

PragetX Technologies LLP gives information to employees about health issues and workplace safety through

- Training sessions.
- General Meetings.
- Other written communications.

Employees must be cautious and obey safety rules. Unsafe conditions should be reported to a supervisor immediately. ***Disciplinary action, including termination of employment, may result from violating safety standards, creating dangerous situations, or failing to report or remedy such situations.***

A supervisor should be notified immediately in case of accident-related injuries, no matter how insignificant.

2.17 *Health issues.*

Strictly for the protection of employee health, employees should inform supervisors or human resources representatives of any health-related issues. Strictly no WFH will be given for health issue-related leave or reason. Employees have to take rest if their health is not good. The company strictly focuses on health first then work.

A doctor's note stating whether the employee can perform his/her job duties is required when or shortly after notice has been given. Employees should notify their supervisor and Human Resources Representative if a health issue requires a leave of absence in advance and not on the day itself unless it is an emergency with some proof documents to the HR team. These are granted on a case-by-case basis.

2.18 *If an employee requires medical attention.*

If an employee requires medical attention, the employee's personal physician must be notified immediately. If it is necessary for the employee to be seen by the doctor or go to the hospital, a family member will be called to transport the employee to the appropriate facility company will fully support when it comes to medical attention.

Due to potential liabilities, **PragetX Technologies LLP employees** will not be responsible for transporting another employee nor providing a Work from Home. This should be counted as paid leave or regular leave as per employee decision.

ADDRESS:

501, Pride-410, Nr. Zebar School, B/H Copper Stone, Thaltej, Ahmedabad – 380059

The employee will be responsible for transportation charges when an emergency requires Emergency Medical Services to evaluate the employee on-site.

2.19 Building security.

Employees are not allowed on Company property after hours without proper authorization. Employees given the responsibility to close the business at the end of the day assume responsibility for locking doors, arming alarm systems, and performing any additional building care, such as turning off lights or setting thermostats, etc. including taking care of all utilities & company assets.

Employees issued work keys are responsible for them.

2.20 Company supplies and expenditures.

Employees whose regular duties do not include purchasing shall not make purchases on behalf of **PragetX Technologies LLP** without written approval.

In order to make purchases in the name of the company, you must be authorized by **Manager or Supervisor**.

2.21 Expense reimbursement.

Reimbursements will be included in the employee's next regular paycheck, not the current month's paycheck, and shall be informed to HR prior. Larger amounts will be processed as an invoice. Reimbursement request forms should be turned in to the **Payroll Department** without a reimbursement form, there won't be any amount given to employees as a form of reimbursement. Supervisors must give prior approval of expenses.

2.21 Visitors in the workplace.

To protect the safety and security of employees, visitors, and facilities only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps ensure security, guards confidential information, decreases insurance liability, protects employee welfare, and limits distractions. Employees should inform HR or supervisor prior if anyone is coming to company premises.

2.22 Parking.

Employees must park their cars in parking lots or other areas indicated and provided by the Company. The company is not responsible for any reimbursement of the amount charged for

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illegal parking at any place.

3. Employee Development:

3.1 Performance Evaluation.

A performance review will be conducted periodically (quarterly) to assess individual performance and take necessary action to remove bottlenecks and provide suggestions for improvement. Based on the company's performance, **performance appraisal** will be done on careful consideration of employee performance review for the assessment period as an effective means to motivate and compensate eligible employees and then the incentives/bonus/compensation, etc will be given next month of payroll. If the expectation is more than the current output, the company can ask for notice of resignation without any notice period. If the current output is more than the expectation /target/goal set/task assigned for each month in that quarter then the company will provide good performance bonus /incentives and in some cases might even give a salary appraisal even before completing one year at the company.

Below are some of the important criteria for a performance review:

- **Quality & Performance Pay**

This is the measurement of the degree of excellence of the work performed over the entire rating period. Refers to the **Quality of satisfactory** work turned out during a given period of time. Fast delivery of the service is important but standard and desirable quality is more important. So take a note to deliver quality service to the clients and even to their feedback and complaints. Based on the output, the company will give performance pay as a gesture of appreciation for your work. The company will always focus on your work output and not on how, where, and when it's done. Timely delivery and quality of work output are a must at **PragetX**. The company may relieve you in ease of work output but will be flexible over any other cause.

- **Initiative**

Taking leadership initiative or initiative for any kind of project or learning would be an added advantage for the individual. The initiative is evaluated with reference to such factors as How spontaneous the employee is in his/her work, How the employee takes the initiative in improving working methods and the workplace efficiency. Team members need to be able to complete their work on time. They should have a good handle on the limitations provided by the time and resources available and should be able to prioritize to get things done as efficiently as possible.

ADDRESS:

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- **Attendance**

Appearance and punctuality may be considered significant in fulfilling the requirements of a particular position. If a team member is consistently showing up late, leaving early, or taking an unusual number of sick days, then it is definitely going to show lower performance results. The company is flexible in timings as far as work output or to-do list for each day or weekly or monthly targets are achieved. The company will focus more on work output & not on timings of work by employee place, person, time, etc matters less than work output in a given timeline irrespective of any reason/excuse.

4. Wage and Salary Policies:

4.1 Wage or salary increases.

Employee wages are reviewed yearly. The employee's review date is typically on or about the anniversary date of employment or the date of the previous compensation review, although reviews may be conducted more often, depending on the circumstances and performance. An appraisal might be given before year-end if the performance is extraordinary & well worked out as per management requirements.

4.2 Paydays.

All employees will be paid their salary on a monthly basis, on or before the 10th of the subsequent month through account transfer or cheque basis, or cash basis **(if required)**.

5. Code of ethics and code of conduct:

Standards of ethics and conduct for PragetX are important, and the Company takes them seriously. Employees are expected to follow codes and standards in conducting the Company's business and doing their jobs.

Deviating from company rules and standards can lead to disciplinary action, including termination of employment without any notice as that is strictly something the company will not tolerate in any case.

ADDRESS:

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6. Leave Policy:

6.1 General.

- For the purpose of calculating leave accounts, “year” shall mean the calendar year commencing on the first day of **January** and ending on the last day of **December**.
- Leave, other than Demise of a close family member(father, mother, siblings), maternity leave, paternity leave, and PMS leave (in the extreme case) cannot be claimed as a matter of right.
- **Discretion is reserved with the authority empowered to sanction leave, to refuse or revoke leave at any time, depending on the exigencies of the company’s work.**
- All leave must be applied in advance for approval to the Immediate manager, with the exception of sick leave, which may be intimated Verbally and post facto approval sought upon resumption of work.

6.2 Paid Leave.

- Paid leave is excluding intervening weekends or public holidays.
- You will be applicable for 17 leaves in a year (From 1st January to 31st december). These paid leaves will be only applicable once you finish your probation period.
- Employees whose date of joining service falls between 1st to the 15th of a month are entitled to get the leave credit for that month.
- Employees whose date of joining service falls between 16th to the end of the month are not entitled for the leave credit for that month.
- If an employee is relieved on any day between 1st to 15th of a month, then he / she is not entitled for leaves due for that month.
- If an employee happens to leave on any day between 16th to the end of the month then he / she is entitled for leaves due for that month.
- **Leave Structure:**

17 days of total leaves is divided into 4 quarters:

Quarters	No. of Leaves
1st	4
2nd	4
3rd	5
4th	4

ADDRESS:

501, Pride-410, Nr. Zebar School, B/H Copper Stone, Thaltej, Ahmedabad – 380059

- National / Festival / Declared / weekly off days can be prefixed or suffixed to Paid Leave **with prior permission only.**
- Employees will not be entitled to take any paid leaves during their probation period
- Employees desirous of availing of paid leave will need to send an email to their immediate manager, at least one week in advance or should have verbal interaction.
- Leaves taken during the probation period will be considered as LWP (Leave without Pay).
- **Employees may take leave only after obtaining permission. In the event an employee goes on leave without notifying the company, it will be deemed that the employee has been absent from work without permission, and the period of absence will be treated as leave without pay wherein the particular day would be counted as LWP.**
- When leave is taken without prior sanction (under certain unavoidable circumstances ONLY), the absence should be notified to the respective immediate managers on the same day by phone.
 - If leave is taken on the basis of sickness then a Medical Certificate needs to be provided for more than 2 days of the leave.

6.3 Public Holidays.

Public Holidays may be availed, at the discretion of management.

6.4 Unauthorized Absence.

- **Unauthorized absence refers to absence from work without requisite approval.**
- The employee will need to offer an explanation to the immediate manager in the event of any unauthorized absence.
- *The employee will not be eligible for payment of salary for this period of absence.*
- If an employee is absent from duty continuously for more than 7 days, official correspondence from the HR department will be sent to employees asking them to report to duty and to provide an explanation for their absence.
- Based on the inquiry, any action deemed fit would be taken by the management. If there is no response from the employee within the stipulated time mentioned in the official correspondence, it would be assumed that the employee has withdrawn his/her service from the company on his/her own accord and recorded accordingly.

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6.5 Leave during Notice Period.

Employees are not eligible to take any leave when they are serving their notice period. Any leave taken during the notice period will be considered unpaid leave and if there is any hindrance in work, then no notification will be given and the employee will be relieved on an immediate basis.

7 Employee Communications:

7.1 Procedure for handling complaints.

Under normal working conditions, employees who have a job-related problem, question, or complaint should go to their immediate supervisor first to get the fastest and best solution. If the employee and supervisor do not solve the problem, **PragetX** encourages employees to contact the **Human Resources Representative** and then the Founder/CEO/Manager/ Director of the company.