

HR Policies Handbook

PREFACE

Dear Amigos,

It is indeed a privilege to have you as a member of our organization.

It gives us great pleasure to share this handbook containing the essence of our **HR Policies**.

We provide you an opportunity to learn about our various **HR policies** and enhance your understanding of these policies.

We are sure that this handbook will make it easy for you to refer to these policies instead of relying on memory.

Happy reading!!

With Regards
HR Manager

What do we expect from you?

We wish our organization to prosper and keep on growing as big and as long as possible. To maintain the sustainability of the organization, we need you to work with accountability and to provide value in the marketplace constantly. It clearly states that our organization development relies on each one of you who works for our organization with utmost care and respect.

As an employer we keep the below expectations from you in all the works you do

- ▶ Loyalty & Integrity
- ▶ Learning & Self Excellence
- ▶ Respect for Individuals
- ▶ Teamwork and Relationships
- ▶ Deliver the promise

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Office Space

First Floor Guidelines:

- ▶ This floor is designed as a work area of all departments
- ▶ This floor comes with a Manager/Small Meeting(s) Cabin, a Conference room, Employee workstations, Two washrooms for Boys & Girls and wash area in the balcony.
- ▶ Conference Room is strictly used for any group meetings, presentations and can be used for individual meetings.
- ▶ All your activities are recorded daily as this floor is under CCTV surveillance.

Second Floor Guidelines:

- ▶ This floor is specially designed for multiple purposes
- ▶ This floor comes with dedicated Management Cabins, Meeting(s) Cabin, Reception, Lounge, Flexible workstations, common washroom and wash area in the balcony.
- ▶ This floor is used for team lunch, guest/client visits and company events..etc.
- ▶ This floor is under CCTV surveillance.

Parking:

- ▶ All of you are requested to park your two-wheeler vehicles in a proper line. If you face any difficulty the building security person will guide you in finding space for parking your vehicle.
- ▶ Four-wheeler parking is allowed only for management. If you come by four-wheeler, you are requested to find parking space outside at your own risk.

To get a clear view, please check the office map on the bulletin board.

Code of Conduct

We believe that for our organization to prosper, grow and excel, it needs to be anchored to its Values and Beliefs and encourage all of you to consistently display your values during your interactions.

The **Code of Conduct**, expressed below, resembles our Values and Beliefs and endeavours to lay down guidelines for employees to follow in their day-to-day work life.

Company Assets:

All of us must treat the company's property (whether material or intangible) with gentle and careful manner.

Usage of Office Equipment:

- ▶ Company's Infrastructure – including workstations, storage areas, work areas, lockers, desktops, Laptops, chairs, intercom, mobiles, modems, vending machines and vehicles – must be gently used and properly maintained.
- ▶ Administrative team should periodically inspect the entire office equipment and update company management about the quality, maintenance and durability of the same. Administrative department must council or take action in order to maintain the accessories accessed by the team members.

- ▶ These inspections may be conducted weekly during or outside of business hours and in the presence or absence of the respective employee.
- ▶ Avail the house keeping facility at any point of time wherever you need it in the entire office space.

Compensation Policy:

- ▶ Employees who lose, steal, or misuse company property may be personally liable for replacing or repairing the item.
- ▶ If the company property has been damaged as a part of the working process, then management will replace the item after detailed verification by the concerned authority.

Usage of Company Email:

Every team member must have an official email account which can be availed from the administrative department

All formal intimations and conversations must happen through official email address only

- ▶ Company's email can be used for the personal purpose as far as it is safe for the company's server. It must not have spam mails and an employee should not use it for sending confidential information that belongs to the company.
- ▶ Employees are strictly prohibited to use the official email address for,
 - a) No Signing up for illegal websites etc.
 - b) No Sending of marketing content or email etc.
 - c) Registering for competitors services unless you are authorised to do it.
 - d) No Sending of discriminatory messages and content
 - e) No spamming other employee emails.

Mobile Usage:

- ▶ Personal Mobile phones usage while working causes many distractions to the team's work productivity. This does not mean that the team can't use the mobile in office hours. Team members can use personal mobiles as per their requirement at some areas and can not use them at some areas at the office.
- ▶ Mobile phones are strictly not allowed on the first floor as this floor is the primary work area of all teams. One can use their phone anywhere outside of this floor.
- ▶ Team members who are working on the first floor must leave their personal phone in the locker which they can take back while leaving. Also you are requested to keep your mobile in silent mode in order to avoid sound disturbance on the floor.
- ▶ For emergency calls, the team can utilise the fixed landline phone. Land Line No: 040-

Time and Attendance

We strongly believe that the effective work in any organisation depends upon punctuality, sincerity, and regular working of the employees and to a certain extent on employee attendance. To ensure regular working, it is necessary to lay down rules and regulations which are followed within the organization to maintain regularity.

Office Timings:

- ▶ Every day office is expected to be open at morning 9AM and to be closed at 7PM.
- ▶ Every team member must maintain a minimum of 9 working hours per day. Out of these 9 working hours, there should be a minimum of 8 productive hours and the remaining 1 hour can be used for lunch, tea/coffee breaks, or any other.
- ▶ Employees have the flexibility to maintain 9 working hours between the 9AM-7PM time window.

Example Working Hours: 9AM-6PM, 9.30AM-6.30PM, 10AM-7PM.

- ▶ Every Saturday working hours will be 10AM -4PM.
- ▶ Every team member must use biometric information whenever they enter and exit through the main door in order to keep track of productive hours.
- ▶ If anyone forgets or misses to use biometric, LOP will be applied.
- ▶ If anyone misuses the biometric access of others to enter and exit, necessary action will be taken.
- ▶ If you are working for a half day, you must make sure to maintain a minimum of 5 productive hours to consider it as a half day.
- ▶ If you have to work for extended hours (after 7PM) in order to complete your unfinished work, the company does not provide any extra pay. However, you can ask the admin team to keep the office open and utilise the infrastructure.
- ▶ We don't recommend you postpone your work to the next working day as it further delays the next day's work. These delays will ultimately affect your performance and salary increments.

Meal and Break Timings:

- ▶ Everyone can make use of the 1 non-productive working hours in multiple divided parts for your breaks or outside work.
- ▶ Everyone must give biometric input while going through the door without any fail.
- ▶ Team members are not allowed to have lunch/snacks/drinks on the first floor. For pantry or dining, use the multi purpose areas of the second floor.

Leave Management

List of Holidays:

- ▶ Every year, the HR department will issue the holiday list for the respective year.
- ▶ Every second Saturday will be a holiday and all the remaining Saturdays will be working days.

Leaves:

- ▶ Employees can avail a total of 12 leaves per year in which they must use 1 leave for 1 month and it will not be carry forward.
- ▶ Any new employee will be under probation period for the first 6 months whereas he/she cannot opt for leave benefits during this probation period.

	All Employees	Employees in Probation
1st Leave	No deductions	LOP
2nd Leave	LOP	LOP
3rd Leave	LOP	Double-LOP
4th Leave	Double-LOP	Double-LOP
5th Leave	Double-LOP	Double-LOP

- ▶ If any employee exceeds 5 days of leave in a month, management will handle such situations at their discretion.

Procedure to Avail for a Leave:

- ▶ Leave must be applied through Job Manager and approval to be received from the HR department before proceeding on leave else it will be considered as Double-LOP.
- ▶ Oral acceptance of leave is not considered as a leave until unless approval is available.

Workline Process & Monitoring

In Office Work Process:

Every one of you must know their reporting manager (i.e., Team Lead or Manager or Others) who will guide you in understanding your work responsibilities in a better way. It is your primary responsibility to build a better interaction with your reporting manager with utmost care and respect.

- ▶ Please make sure to add your reporting manager in all your mails.
- ▶ It is mandatory to have approval from your reporting manager for all your work requests, leaves etc.
- ▶ Your work activity will be regularly monitored through the monitoring software installed in your office Desktops or Laptops.

Work From Home Guidelines:

Nowadays companies are offering their employees to work remotely from home. However, not all positions and employees are well-suited for remote work, so it is important to evaluate whether the employee position is suitable to work remotely from home. So, working remotely will be provided to those whose positions or employees are well suited for it.

The employee shall adhere to the following rules while working remotely:

- ▶ The employee shall be responsible to set up an appropriate work environment in his/her own place. The company will not be responsible for any costs associated with the setup of an employee's workplace.
- ▶ Employees approved for remote work must maintain the expected productivity and performance. If management notices any deviation in the productivity, WFH facility could be cancelled at any time and can recall working in the physical office.
- ▶ Employees must ensure that they are available over telephone, email and other communication apps like teams/whatsapp anytime without any working hours boundaries. During working hours, the company can expect on-demand response from WFH members whenever required as supporting teams at office or clients may expect WFH members as well for meetings/other works during these hours.

- ▶ The employees must strictly follow the timings scheduled by the company from time to time.
- ▶ No leave or holiday policy is applicable to WFH members. Management provides freedom to WFH members to balance both work and personal life.
- ▶ WFH members are expected to visit the office whenever required by the company.
- ▶ Management may cancel WFH facility for any employee at any time.

Performance Management Process

Your salary increments and bonus credits solely depend on your attendance, punctuality, service, performance, developing from committed mistakes, coping up with new skills, compliance with company policies, etc.

- ▶ Each Team Lead/Manager keeps a shared evaluation sheet for an individual employee that includes both positive and negative feedback.
- ▶ Performance reviews allow each employee an opportunity to note major accomplishments and progress as well as performance concerns and areas of improvement.
- ▶ The employee's performance will be evaluated by the management in the following time interval April -March every year and shall be processed by April 1st of every year.
- ▶ The performance evaluations may vary depending upon the period of service, designation, precedence, etc.
- ▶ If your performance is unsatisfactory, then you will not be eligible for appraisal.

Grievance Management

Employee Grievance:

To address individual employees, there is a formal grievance process to address such matters.

- ▶ The distressed employee may raise the grievance to the Reporting Manager, who must try to resolve the grievance at the earliest possible.
- ▶ The Manager must assess the situation by developing possible resolutions and actions to rectify any issues.
- ▶ In case the employee is not satisfied with the redressal of the grievance she/ he may submit the grievance to the Human Resources Manager.
- ▶ In case the employee is not satisfied with the decision communicated to him/ her or if she/he fails to receive the reply within the stipulated period, she/ he may submit the grievance directly to the CEO.

Girls Grievance Wing:

Our Company recognizes the fundamental rights of gender equality, right to life and liberty and right to work with human dignity as guaranteed by the Constitution of India. So, we have formed a Girls Grievance Wing who will address all the issues (like Gender discrimination and any kind of harassment, personal problems, and any inconveniences) related to women and the Wing Head is also headed by a woman.

For any queries, write to **women@evega.in**

Resignation & Exit Formalities

Resignation is a voluntary act commenced by the employee to terminate employment with the Organization for any reasons which may include better opportunity or any other personal or professional reasons.

- ▶ Any employee leaving the organization should address his/her letter of resignation in physical writing and also through an email to the immediate Superior and HR. Resignation email must be sent from the official email address only.
- ▶ Employees who resigned must serve a minimum of 2 months notice period from the date of resignation approved by the management.
- ▶ Before completing the notice period, the employee must transfer all work details to a new employee who is replacing in his/her position, If the new employee hasn't joined you will be informed and allotted a respective member to note all details.
- ▶ Employees are responsible to return the company's property like application codes, data, laptop, ID Card, and any other company's materials without any damage.
- ▶ Once resignation is received, the employee must attend the exit interview with the HR Manager in order to receive approval by the HR Manager or Management.
- ▶ After the exit interview, Employee will receive a return confirmation regarding the resignation from the concerned authority and HR.
- ▶ Without attending the exit interview in-person with our company's HR Manager or Management, the respective employee will not receive an approval email from the company.
- ▶ After completing all the exit formalities successfully, the company will provide you with an Experience letter and a Relieving letter for the services you offered to the company.
- ▶ Full and final settlement (pending salary, bonus, unused leaves payment, etc) will be processed within 45 days after exiting from the company.

Upskilling

In the modern competitive world, employees need to improve their knowledge and acquire new skills to do their jobs better. We want them to feel optimistic about improving efficiency and productivity, as well as discovering new ways towards personal development and success.

- ▶ As part of our learning and development provisions, the company will provide digital login subscriptions or educational material, so employees will have access to learn new courses and acquire knowledge which can help them become better at their job.
- ▶ Based on the availability, our company will plan internal training sessions in which employees can take part.
- ▶ KT sessions among the teams will be implemented that will be useful for the employees in developing their knowledge.
- ▶ Company encourages employees and managers to consider multiple training methods like workshops, e-learning, lectures and more.
- ▶ If possible, management will occasionally engage experts to train our employees.
- ▶ Company always welcome new ideas from the employees and ready to implement if it is useful in enhancing their skill.

Problem Solver/Troubleshooter

Employees in our company are encouraged to offer their ideas in terms of Operations, Methods, Process, Quality, Employee Productivity, and anything which can enhance the company productivity.

- ▶ Whenever the company is looking for new ideas, the concerned authority will drop an email to all employees.
- ▶ The company will reward (can be anything) the employee who shared the best idea or volunteered in materialising the idea.

Finance

General Deductions:

The Company is required to make certain deductions from employee paychecks if they are not following company policies like Timings, Leave Management and Absconding from Management Events..etc

- ▶ If an employee has consumed all his/her paid leaves, further leaves will be processed under LOP.
- ▶ If an employee takes more than 3 days of leave, then the Double Loss of Pay policy is not applicable under the below conditions:
 1. Medical leave – If you submit a valid medical certificate, like Medical reports and prescription.
 2. Exams -If you submit valid documents, like Exam Timetable and ID card (soft copy).
- ▶ If the employee is not attending for any company planned event, then it will be considered as double LOP.
- ▶ Employee can use 1 hour or 2 hours permission twice a month (Monday-Friday), It should be covered in production hour of that preceeding month, If not it will be consider as Half-day LOP.
- ▶ If the employee is on leave at the time of the company planned event, then double LOP will not be applicable.
- ▶ If the employee is not following the company policies then it will be considered as LOP.
- ▶ Each employee is allowed three times of additional 10-minutes flexibility in break or login timings per month. However, if the duration exceeds more than 10 minutes, it will be considered as Half-day LOP (Loss of Pay).
- ▶ The company will have all the rights to deduct from your salary if any outstanding loans, overpayments, and salary advance are pending from your side.
- ▶ Company reserves the right to implement new deductions whenever required.

Statutory Deductions:

The Company is required to make certain mandatory deductions from employee paychecks as per the government laws.

- ▶ All statutory deductions towards Professional tax, TDS..etc shall be effected from all the paychecks made to the employees in accordance with rules and regulations of the government as applicable from time to time.
- ▶ Employees are responsible to inform us about any declarations (Investments, Loans, Insurances, Fixed Deposits..etc) those who are eligible to deduct tax liability.
- ▶ If an employee fails to submit the declarations within the provided time, the company will deduct the taxes as per the government norms.
- ▶ Each employee will receive a pay slip every month that itemises the gross pay, deductions, leave balance, and net pay.

Referral Bonus:

Under this policy, everyone is encouraged to refer their friends, family members and others for the ongoing job openings in the company.

If the referee gets selected in our company, then you will earn

Fresher - 400 INR

Experienced - 1000-2000 INR

Note: The bonus amount will be credited to your account once the referee completes a minimum 3 months of their job in our company.

Confidentiality & Intellectual Rights

In the course of your work for the Employer, you are likely to become aware of information which is commercially sensitive or valuable to the Employer (and/or its group entities) concerning its organisation, marketing, finance, or other affairs.

You are prohibited from:

- ▶ Revealing any such information, directly or indirectly to anyone without express written authority of the Employer.
- ▶ Using or attempting to use such information in any manner which may injure or cause loss either directly or indirectly to the Employer (and/or its Group Entities) or any of its / their business (es).

You also agree to keep confidential all matters pertaining to your salary, increases in salary, any bonuses, you may be granted, etc. The obligation to keep information confidential continues even after termination of employment.

“Confidential Information” includes but not limited to any trade secret or other information which is confidential or commercially sensitive and which is not in the public domain (other than through the wrongful disclosure by the Employee) and which belongs to Company (whether stored or recorded in documentary or electronic form) and which (without limitation) relates to the business methods, management systems, marketing plans, strategic plans, finances, new or maturing business opportunities, marketing activities, processes, inventions, designs or similar of Company, or to which Company owes a duty of confidentiality to any third party and including in particular Confidential Information which the Company may declare from time to time.

“Intellectual Property Rights” means and includes, without limitation, any patents, copyrights, trademarks, trade secrets, service marks, database right, design right, moral right or any other property rights (in each case, whether registered or not and including applications for registration, if any) that grant similar rights as the foregoing, anywhere in the world.

The Employee acknowledges that any work including without limitation inventions, designs, ideas, concepts, drawings, working notes, artistic works that the Employee may individually or jointly conceive or develop during the term of Employment are “works made for hire” and to the fullest extent permitted by law, Employee shall assign, and does hereby assign, to the Employer all of Employee’s right, title and interest in and to all Intellectual Property improved, developed, discovered or written in such works.

Emergency Contact Numbers

It's not an easy thing to consider, but employees might get into a situation to whom they must contact, at that time the employer's emergency contact information will guide them in reaching the right person. Below is the list of contacts

Department	Name	Email	Phone Number
Networking	R. Koteswara Rao	koteswararao@evega.in	7893385222
WEB	B. Nanjundappa	nanju@evega.in	7893385222
Girls Wing Head		women@evega.in	
Accounts	HR Manager	hr@evega.in	
Journals	V Ashok	ashok.b1389@gmail.com	
Conferences	V Ashok	ashok.b1389@gmail.com	
Grievance	HR Manager	hr@evega.in	

Acknowledgement

I acknowledge that I have studied the above listed policies and guidelines of the company and understand my responsibilities

I agree to report any actual or possible situation or incident that may be conflicting to the above policies as soon as I become aware of it.

I agree to abide by the policies, and I understand that my failure to follow the policies may result in disciplinary action, up to and including dismissal.

Employee Name:

Designation:

Date:

Signature: