

Probation:

Upon joining the company an employee will be put on a 6 month probation period during which their performance and contribution toward the company will be monitored.

When an employee is under probation, they are allowed to serve a notice of 1 month if they wish to leave the company.

If an employees performance is not adequate/fails to meet the standard company benchmark, he/she will be notified about their termination and will be allowed to work until the last working day of that particular month.

Post probation, if an employee is found fit for his/her duties, they will be offered permanent employment to the company.

Shifts:

An employee may be required to work on different shifts (In office/Different Location/From Home).

The company currently requires an employee to work for at least 8 hours a day.

An employee will be notified about the shift assigned to them in advance and are required to make necessary arrangements.

Weekly Average

An employee is required to work for a minimum of 48 hours a week.

If an employee wishes to leave early/ work late, they can do so as long as their weekly quota is met. If an employee fails to meet their weekly working hour benchmark, their monthly gross salary may be penalized.

Attendance Monitoring:

An employee's attendance will be monitored with the help of a biometric/smart card monitoring system.

An employee is required to record their presence by utilizing the biometric/smart card system before and after their shifts. If an employee fails to mark their presence, and fails to provide a valid reason, their negligence may result in deduction of their monthly gross pay.

If an employee fails to notify his or her manager/make necessary arrangements, their absence will not be treated as casual leave, and will result in deduction of gross pay.

Over Time:

If an employee is required to work for more than 8 continuous working hours in addition to their shift on a particular day, they will be credited with ½ days compensatory casual leave (subject to approval)

Note: An employee is not eligible for over time during the "Project Space" week.

Dress Code:

Employees are allowed to work with formal/semi casual/company apparel on any given day unless notified otherwise.

Irrespective of an employee's outfit, they are always required to tuck in their shirts and wear shoes.

NOTE: An employee is always required to keep their company issued ID cards on.

Working Hours:

The regular working hours of the office is from 9:30 **AM** to 5:30 **PM** (Monday to Saturday)

An employee who is assigned with any shift is required to work for a minimum of 8 hours a day.

If an employee fails to meet the minimum working hours benchmark, their monthly gross pay may be penalized.

Leave:

Note: Casual Leave balance does not guarantee leave approval. An employee may be denied leave in event of his/her services being required/ the company being left with no suitable substitute.

If an employee wishes to extend their pre-approved leave, they may do so by notifying their manager of the same. If the leave isn't approved, and the employee fails to report back on the next working day, all the previous approved leave for that period including the days he/she fails to report back will be counted as "Loss Of Pay" and the same will reflect in their monthly gross pay.

Covid Policy (W.E.F 1st January 2022)

If an employee tests positive for Covid 19, he/she is entitled to avail 3 days of sick leave upon submission of a valid positive report.

Eligibility:

An employee is entitled 1.5 days leave every month. And a total of 18 leaves in any given year.

Leave Application:

An employee who wishes to utilize their casual leave may do so only with prior intimation. Prior intimation can be made by informing your manager and updating the leave application portal (MyHub) and the team/the people dependent on your services.

A leave application can be rejected if there is no suitable substitute/the day you've chosen is a blackout day/ non-emergency situation/ lack of manpower etc. An employee will be provided with a reason as to why their leave application has been rejected.

Half Day Leave Application:

If an employee wishes to utilize half a day's leave, they can do so by following the same policy. Half a day's leave will be calculated based on the following guidelines:

If an employee wishes to utilize their leave in the forenoon, they should mark their presence on the biometric monitoring system before 1 PM

If an employee wishes to utilize their leave in the afternoon, they should log their absence on the biometric monitoring system after 1 PM

Early out/Late in:

An employee is entitled to two hours permission per month (i.e. 1 hour per day) to either enter the office late or leave the office early. They can utilize their permission by intimating their respective manager.

Note; Hourly permissions will not be transferred to the next month.

Compensatory casual leave

Compensatory casual leave will be credited if an employee has pre-approved work in addition to their 8hour shift.

If an employee has pre-approved work in addition to their regular shift, their leave will be credited as follows:

- If an employee works for a minimum of four hours in addition to their daily shift, they will receive half a day's compensatory casual leave.
- If an employee works for a minimum of eight hours in addition to their daily shift, they will receive half a day's compensatory casual leave.

If an employee is credited with compensatory casual leave, they are required to utilize the leave within two months from the day it is credited. If an employee fails to utilize their compensatory casual leave within two months, it will be invalidated.

NOTE: Compensatory casual leave will only be credited if the employee has preapproved work assigned to them and they meet the minimum time period.

Compensatory casual leave will not be credited if the employee works for 4 hours or less.

Compensatory casual leave has no monetary benefits.

Salary/Compensation:

An employee's gross pay will be calculated based on their performance from the 1st to the last working day of that month.

An employee is entitled to other compensation and benefits in accordance with their company policy as modified and intimated from time to time.

An employee's salary will be reviewed periodically as per the Company's policy.

Changes in an employee's compensation is discretionary and will be subject to and on the basis of effective performance and results during the period and other relevant criteria

Leave Calendar Year

The company's leave calendar begins on the 1st of January and ends on the 31st of December. An employee is advised to utilize their casual leaves before the end of the business year as casual leave will not be carried forward to the next business year.

DUTIES/Training leave (ODs)

On Duties (ODs) shall be authorized by the respective manager if the employee is travelling on behalf of the company.

If the company chooses to send an employee for training leave, their absence will be converted to OD and will be treated as a working day.

Further Education/Certification

- If the company wishes to invest in an employee to help them advance their education or acquire a new certification, the employee will be required to pay the company back as follows in event of resignation/termination
- If the employee chooses to leave within a year of completion, he/she will be required to pay 100% of the amount bill to the company by the training/certification organization.
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- If the employee chooses to leave after a year of completion, he/she will be required to pay 50% of the amount bill to the company by the training/certification organization
- If the employee chooses to leave after two years of completion, he/she will not be required to pay anything back to the company.

Long Service Benefit:

If an employee completes 5 years of service with the company, they will be entitled to receive 1 day's casual leave along with a cash reward of Rs.5000.

If an employee completes 10 years of service with the company, they will be entitled to receive 2

day's casual leave along with a cash reward of Rs.10000.

Resignation/Termination/Retirement

- If an employee wishes to leave the company, he/she is required to serve a notice of at least two months and ensure that the proper knowledge transfer is done during this period.
- During and employees Resignation/Termination notice period, he/she will not be eligible to avail any accumulated casual leave, except one and half CL of that particular month in order to complete the pending work and facilitate handing over by the reliving date. In case, employee avail more leaves during that month they are required to extend their notice period till completion of pending work and handing over process.
- If an employee is found unfit for his/her duties, Technical Hub reserves the right to terminate the employee immediately without any obligation to provide an explanation.

GENERAL

- After expiry of any kind of sanctioned leave, the employee should report back on the next working day and resume their duties.
- Leave should not be recommended and sanctioned without ensuring that alternative arrangements are made.
- An Employee may be asked to resume their duties irrespective of their leave being sanction in event of an emergency. In situations like this, an employee can choose to resume his leave after his duties are completed.

Technical Hub reserves the right to suspend/dissolve/review/modify/change part or whole of these rules.