

HR MANUAL

The HR Policy Manual is designed to be the primary reference document for communicating and interpreting the human resource policies and procedures applicable to employees at i2e.

The company reserves the right to add to, to delete from, to change or otherwise revise policies contained in this manual with or without the prior notice to the employees whenever the company determines such action is warranted.

This manual is published and maintained as a guide for all employees in order that human resources matters can be handled timely and equitably.

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1 INTRODUCTION

The HR Manual is designed to provide a clear statement of the Company's Human Resource Philosophy.

The policies contained in this manual are in keeping with the purpose and guiding principles of the company. The manual underpins and brings together all the organisation's various codes of practice relating to specific aspects of Human Resources, which are listed in Index

Human Resource Management is a dynamic function, which needs to adopt to the changing business needs of the organization. Thus this manual provides the basic guidelines to channelise the HR initiative in the organization and may not provide exhaustive solutions to problems, which keep emerging at regular times in the organization.

2 OBJECTIVES

- To provide a standard reference to Managers and Employees in understanding their rights and carrying out their responsibilities.
- To encourage continuity and consistency in the administration and application of Human Resource Policies.
- To provide a direction and clarity in the day to day administration of Human Resources.

3 APPLICATION

- These policies are approved by the Management, administered by the HR Deptt. and apply to all employees of i2e.
- The manual supercedes all inconsistent official statements which have been issued till date.
- Questions regarding the applicability of any of the policies in this manual to the employees should be directed to the HR.

4 MANPOWER PLANNING

Man power planning enables an organization to project its short to long-term needs so that it can adjust its manpower requirements to meet changing priorities.

Purpose

To ensure a sufficient number of suitably qualified personnel are maintained at all levels throughout the organization.

4.1 Recruitment policy

Manpower requirements will be reviewed as and when required. It is strongly suggested that the manpower plan of each business area /unit is frozen at the beginning of the financial year keeping in perspective, the business plan for the year.

Resource requirements are related to the requirements of the current projects with reference to current technology. Depending on these requirements each department shares the requirement details as a job description with the internal Talent Acquisition team or the Talent Acquisition team prepares the job description and gets it appraised from the relevant team. The details of the open positions are also circulated internally with the i2e employees to get internal references.

Talent Acquisition team is required to source candidates as per the technical/ non-technical details provided by the Project Management, Product Development, Human Resources, Finance, Sales and Marketing teams.

Appropriate candidates are sourced through various channels like job portals, Companies career page, AD's run-on companies LinkedIn page, Facebook Page, Instagram or other Social Media sites as well as references shared by employees.

4.1.1 Selection policy

Resumes are to be shortlisted depending on the educational qualification correlated with the Year of Passing and the actual skills required. These shortlisted candidates are to be pre-screened by the Talent Acquisition team where these candidates are briefed about i2e's requirement, company and technical details are shared via emails and over the calls. Candidates are assessed on their technical and soft skills and their interest in the opportunity and overall fitment for the opportunity proposed.

Candidates shortlisted in the pre-screening are to be further shortlisted based on the Online Tests conducted by i2e such as Psychometric & Aptitude tests.

Based on the scores of these Tests the Apt fit candidates is scheduled for an interview by the relevant Team/s.

Employee family member or relative will not be entitled for application of employment in the Finance, Accounts and HR Operations department during his term of employment with the Company and for term of 5years after resignation.

4.1.2 Interviews

Interviews are taken in two rounds

- **1st Round** -Interview via Video Conference with the candidate by the Technology Practice Heads/Leads or Senior Members of the department /team.

Post the 1st Round of interview with the candidate the interviewer/s shares his/her/their assessment report about the candidate with comments on his technical skills, communication skills and overall fitment for the role and proposes for the 2nd round of interview or rejected the candidate.

Interview feedback report

Interview feedback report/mail post the Technical interviews are to be duly filled by the interviewer/s and forwarded to the Talent Acquisition team, Technical and Practice Leads and Department Heads.

- **2nd Round** – Interview of the shortlisted candidate via Video Conference with the Director/s

Candidate's interview feedback report, resume & aptitude test report, his current salary and expected salary details and an approximate date of joining are to be shared with the Director/s for the 2nd round

of interview. Candidate is to be interviewed by the Director/s and he/they share their feedback on the candidate's selection or rejection.

All the communication should be strictly done through emails to avoid confusions and mis-outs.

4.1.3 Selection & Recruitment

Once the candidate is selected Offer letter is given as per the salary structure decided and mutually agreed and approved by the management. Talent Acquisition team is required to share all the candidates details like compensation to be offered, Date of joining, Designation to be offered and Reporting Manager/Team to the HR-Payroll & Compliance Management team to process the offer letter.

4.2 Offer & Appointment

The Offer Letter is prepared depending on the salary structure decided wherein the Date of joining is mentioned.

As per our past experiences we mail the salary structure to the candidate & do not mail offer letter to the candidates, but in certain cases, if required then offer letter is emailed to the candidate in **PDF Format**.

As a part of Onboarding process Pre-Onboarding Form link is shared and is to be filled up by the candidate. Copies of all documents like Doctor's certificate, identification proof, address proof, academic certificates, past employer's relieving letter's, salary break-up or pay slips of the current employer are to be collected from the new joined employee prior to his onboarding as a part of Onboarding process.

The Appointment Letter along with Offer Letter is issued to the candidate on the first day itself i.e. on the Date of joining.

On Appointment the Employee will be allotted with Company's device. Please refer [the IT Assets policy](#).

4.2.1 Selection of External Consultants

The Company also hires external consultants from their vendors when there is an urgent manpower requirement or if the resource is needed for a specific project for a short duration. These consultants are hired from the registered vendors of the Company.

These vendors sign a contract with the Company to provide technically qualified consultants who are engaged either on a full-time (9 hours per day) or part-time basis (4 hour per day) or on as an advisory consultant. the Company also hires freelance or independent consultant/s.

These independent consultant/s sign an NDA (Non-Disclosure Agreement) with the Company before they commence work on any project/assignment.

Monthly or hourly consulting fees and duration of the contract are mutually decided with the vendors/freelancer/s with an approval of the management.

Renewal of agreements is accordingly done as mutually decided and conveyed on mails.

Termination of contracts will be done on ending the term of the contract with the Contractor / individual Consultant.

4.2.2 Selection Process for External Consultants / Independent Consultants / Freelancers

Talent Acquisition team is required to share the technical details with the registered vendors of the Company. These vendors share relevant profiles of consultants sharing their experience details, availability of the consultant to start if selected and monthly/hourly consulting fees of the consultant.

These consultants are pre-screened and interviewed by the talent acquisition team. Shortlisted candidates are shared with the Technical Leads/Senior Members of the Technical Team/ Project Managers for further shortlisting. Shortlisted candidates are scheduled for an interview via video-call.

Post the technical interview the interviewer is required to share his/her feedback report mentioning the selection or rejection of the candidate.

Post the selection the HR Department is informed with an email and filling the Onboarding form with details of the selected consultant, liked the name, date of joining, name of the vendor, monthly/hourly consulting fees and consultant/s reporting manager for onboarding of the selected contractor/consultant.

Background Verification check is a Mandatory requirement for all the resources hired on Contract. It can be done either by the Vendor or by the Company wherein the verification charges shall be billed to the Vendor.

4.2.3 Selection of candidates for clients on Time and Material basis

Selection of candidates for client projects where the project is not managed by the Company's technical team, the Company only provides the manpower/ software professionals on Time-and-Material basis. Technical details of the client/s requirement are shared by the Sales & Business Development team. Candidates are interviewed by the talent acquisition team and shortlisted as per the technical requirement shared. Shortlisted candidates are shared with the client, client further shortlist the profiles. Shortlisted candidates are scheduled for a technical interview with the client's technology team. Client is required to share an email with a feedback post the interview on selection or rejection of the candidate.

Selected candidates are hired on the Company's payroll and deputed on a project with the client. the Company's internal technical team is not involved in evaluating these candidates. Post selection point 4.3 are followed for the on-boarding process.

4.2.4 Hiring of Consultants, Non-Technical resources & Ex-employees

Consultants-Part-time or fulltime working with i2e if offered a permanent job opportunity are not required to go through an aptitude test or a technical interview. HR Department approaches them to check their interest in joining i2e as fulltime employees. If they show interest then the role to be offered, commercials and date of joining is discussed with these consultants. On agreement an offer letter is send to these consultants.

Ex-employees of i2e, if they wish to join back the organization, the same process is followed.

If the management wishes to interview these consultants or ex-employees or hold a discussion to explain them about their expectations, then that is left to the discretion of the management.

Aptitude test are not mandatory for non-technical roles like HR, Administration, Content or Creative writers, Graphic Designers etc. They can be hired post a detail interview; aptitude test if taken candidates selection is at the discretion of the interviewer/s and less weightage is given to the aptitude test.

4.2.5 Selection of Interns / Student Trainee

The Company also hires Interns or Student Trainees who have just completed their education or are pursuing their education and want to gain some professional working experience. These interns are hired from colleges or institutes or Ad's run-on Social Media Platforms, internal referrals etc. Candidates are assessed on their behavioral, technical, and soft skills and their interest in the opportunity and overall fitment for the opportunity proposed. Candidates are briefed by the Talent Acquisition team about the Company's requirement, technical details, stipend details, Company Policies, bond details via emails and over the calls.

If the Candidates are shortlisted in the pre-screening by the Talent Acquisition team, the Talent Acquisition team schedules interview via Video Conference with the Technology Practice Heads/Leads or Senior Members of the department/team. Interviewer/s shares their feedback on the candidates in a candidate assessment form/email. If the candidate is selected in the interview conducted, an online aptitude test is shared with these candidates. Once the candidate clears the aptitude test Talent

Acquisition team shares 6 months Internship bond email and the 1-2 years Full Time bond email with the selected candidate which the candidate needs to be agreed upon.

Once the 6 months internship bond confirmation is received internship details are shared with the candidate. Talent Acquisition team collects ID proofs and academic certificates from the selected candidates for HR documentation. Talent Acquisition team shares details like Date of joining, Designation and Reporting Manager/ Department with the HR-Payroll and Compliance Management team, after which Onboarding form of the candidate is filled.

In certain cases, if the candidate refuses to sign an internship bond agreement of 6 months, those candidates are hired as consultants. Consultants hired sign an NDA and contract with the organization.

The Interns sign an NDA (Non-Disclosure Agreement) and a Student Trainee Agreement on the first day of their joining.

If the performance and feedback of the Intern is good/exceptional, the intern is converted to Full Time employee as per the selection process. In case of interns hired as consultants, if the performance and feedback is good, they can be converted to Full Time employee as per the selection process.

Interns are assessed on their technical skills and behavioral skills during their 6 months internships where regular feedback is taken from their reporting managers/ mentors and L & D team. In case of Interns hired as consultants, their feedback is taken from their reporting managers/ mentors, and if the feedback is not positive their services are terminated.

Internship is extended for intern if the reporting manager/ mentors feels that the intern needs more time to improve on his technical skills. Same is conveyed to the intern over an email.

Internship can be extended to a term of 3 months and not beyond this.

Termination of Internship is done for ending the term of the internship or if the performance of the intern is not satisfactory.

Interns offered fulltime employment post completion of 6 months internship are required to sign a 1-2 year bond with the organization. In certain cases, if they refuse to sign a bond of 1-2 years bond post internship they can be hired under the Title of Consultants depending on the requirement of the projects.

Background Verification check is a Mandatory requirement for all the resources hired for full time or on Contract.

Working hours:

Interns hired as consultants, or under fulltime internship program need to complete minimum 9 hours into 5 days a week.

4.3 Probation

Purpose

To set and clarify work performance standards for new employees.

To determine whether or not they meet the standards required for continued employment.

Policy

- All employees, will be on Probation for a period of six months from the date of their joining.
- During the Probationary Period, the following factors will be closely monitored.
 - His/Her Knowledge, Skills and Deliverables
 - His/Her Attitude towards work and the organization
 - His/Her Behaviour with Superiors and Peers
 - His/Her Ability to adjust to the requirements of the job
 - His/Her Adherence to the organization culture, values and discipline
- At the end of the probation period the employee will be considered for confirmation based on the Review Report of the Reporting Manager and the respective Departmental Head.
- Extension of Probation :
 - The probation period may be extended in certain cases and is at the sole discretion of the Management
 - The probation period can be extended only at the original probation period.
 - Only one extension can be recommended and this can not exceed the duration of the original probationary period.
- Termination of Employment :
 - In reviewing such recommendations, the HR along with the L & D team should determine whether the employee was given all the resources to perform.
 - Whether the probationer had received adequate supervision and instruction to reach the expected standard of performance.

Procedure

Two weeks before the end of the probation period a **Probation Review Report (PRR)** will be sent to the department head, seeking a recommendation on the confirmation of the appointment.

There are three possible recommendations :

- Appointment should be confirmed as per the due date in accordance with the Appointment Letter
- The appointment should be extended further for a specified number of months, advising the employee to improve upon his shortcomings / weak areas.
- The appointment should be terminated. This exercise has to be necessarily done before the expiry of the probation period.
- In case the employee resigns during his probation period and recalls the resignation then his tenure of probation extends by period of three (03) months.

The recommendations must be shown to, discussed with and duly signed by or approved by the Functional Head / by the Immediate Reporting Manager prior to being forwarded to HR for action.

In providing Feedback the Reporting Manager should :

- Express his concerns clearly without undue delay and in appropriate circumstances
- Focus on critical areas.
- Acknowledge good work performance

4.4 Confirmation

Purpose

To build up the confidence and a sense of stability in the employee in the organization for a long term career.

Policy

- An employee will be confirmed only after the successful completion of the probation period
- Confirmation will be done after considering the successful completion of the probation period
- If the employee is entitled for Probationary Appraisal then he will not be given Confirmation letter instead Appraisal Letter will be issued to him directly.

Procedure

Once the Probation Review Report is received and reviewed by the HR, Confirmation Letter will be issued and in case if the employee is eligible for Probationary completion appraisal, an Appraisal Letter with confirmation will be issued.

4.5 Performance Appraisal

Purpose

- To create and foster a performance oriented culture.
- To provide a platform where Appraisee & Appraiser plan together and finalise the Key Result areas and measurable outcomes providing direction and role clarity.
- Proper annual evaluation of performance & competencies and reward and recognise the same accordingly.
- Feedback to the Appraisee in a positive manner about his current level of performance strengths and areas requiring improvement in order to facilitate the overall development of the employee.
- To build an organisational culture where employees feel free to discuss their aspirations, problems and support required.
- To effect Promotions and Pay Rise based on Competence.

4.5.1 Important definitions

- APPRAISEE : Is the one whose performance is to be assessed over one appraisal cycle.
- APPRAISER : Is the immediate reporting officer of the Appraisee .He is directly responsible for the daily monitoring of all the activities of the Appraisee
- REVIEWER: Is the Functional Head of the Deptt. He is the reporting person of the Appraiser
- KRA : Key Result Area is thrust area or the area of importance dictated by the functional & organisational Goals. It is an area of focus that calls for appraisee's time, attention & resource. In short it summarises the critical areas of the appraisee's job profile.

4.5.2 Period of Performance appraisal

- Performance Review Period will be from September – August and the Increments will be effective from 1st September
- Performance Appraisal will be an Annual Exercise

4.5.3 Eligibility

- An employee who is confirmed as full time permanent employee in the Organisation and has completed 09 (nine) months of employment in the Appraisal due (i.e. On 31st August should have completed 09(nine) months) in the organization is eligible. Employee resigned from the services of the Company or terminated for any reasons shall not be eligible for any Appraisal. In case the Appraisal process has started, the self appraisal is done or RM appraisal is done and the employee resigns before receiving any appraisal letter, the employee shall not be eligible for the appraisal and he will be moved out of the Appraisal process. In case the employee resigns during his Annual

appraisal period and recalls the resignation, his tenure of appraisal extends by period of three (03) months from the resignation revoked date.

4.5.4 **Process**

Performance Appraisal are based on 360 degree Performance review. A total 360 degrees review of the employee is taken in a very confidential manner using the Performance Management Application on the HRMS. KRA's and KPI's are defined on the day of joining and are reviewed on timely basis to achieve performance feedback of the concerned employee.

Performance data is captured by ratings given through Self Review, Reporting Manager Review, Final Approver Review & Peer review.

The process goes as:

The employee does a Self Review and Rating basis his / her KRA's, on submission the form will proceed to Reporting Manager 1. The Reporting Manager will conduct a one-to-one discussion with the Appraisee. Once Reporting 1 submits the scores, the form will move to Reporting Manager 2 (Final Approver).

Peer Reviews will take place simultaneously alongside once the forms are released. Those marked for Peer / Subordinate review should ensure the review and submission is done within the stipulated time as without their review and scores the form will not move to Reporting Manager 2 (Final Approver).

The Management then reviews all the feedbacks and the scores provided and also the Overall performance of the employee throughout the year.

Thus, the percentage of Appraisal also depends on the Total 360 degree feedback review and the scores gained, so there are no chances of any manipulation.

5 TERMINATION AND RESIGNATION

- The order of appointment can be terminated on either side by giving three months notice in case of confirmed employees, whereas for those on probation it shall be one month's notice.
- Employee agrees that the notice period is crucial to be served. In the event an employee fails to complete the stipulated notice period of three (03) months, the employee shall be required to compensate the company with an amount equivalent to 3 (three) months salary.
- The management, at its sole discretion, may determine whether to accept the compensation as an alternative or not. Employee understands that this is an essential clause, considering the nature of role assigned to the Employee.
- In case the employee resigns during his probation period and recalls the resignation, his tenure of probation extends by period of three (03) months.
- The Company also reserves the right to terminate services of the employee without assigning any specific reason whatsoever for such termination by giving the employee one month's notice in writing.
- The Company also reserves the right to terminate the employee without any notice, on the grounds of misconduct, or even in the case of reasonable suspicion of misconduct, disloyalty, commission of any act involving moral turpitude, or any act of indiscipline or inefficiency or for loss of confidence.
- The employee is required to devote total attention and abilities exclusively for the business of the Company. The employee will respect, obey and conform to all the regulations from time to time framed and issued by the Company and made applicable to the employee.
- The employee shall not, while in the employment of the Company, be engaged in any other employment, conduct business whatsoever or hold any office of profit or accept any other emoluments without previous consent in writing of the Company. Breach of this condition could lead to immediate termination without notice.
- The employee is required at all times to maintain the highest order of discipline and secrecy as regards the work of the Company and/or its Subsidiaries or Associate Companies, in case of any breach of discipline/trust, the services of such employee may be terminated by the company with immediate effect.
- The employee is also required to sign the Confidentiality Agreement upon his/her joining. All inventions, improvements, discoveries made by the employee either alone or with other persons during the course of his/her employment, will become the sole property of the company.
- Refer the details mentioned in **Code of Conduct 2023** which is a binding guideline for any employee and summarizes the standard expectation of the Company from its employees regarding interpersonal behavior and behavior with any third parties for purpose of work.
- The Offer of employment is based on the information furnished in the application for employment. If, at any time in future, it comes to the knowledge of the management that any of this information is incorrect or any relevant information has been intentionally withheld then his/her employment based on the Appointment Letter is liable to be terminated without notice.
- A formal Exit interview will be conducted, Exit Interview form will be mailed to the employee and duly filled form will be reviewed based on this later an Exit Interview will be conducted.
- Employee once resigned will not be eligible to take any Leaves.
- There will be extension in notice period if the number of leaves exceeds the entitlement and approval of such leave will be at the discretion of the Management and the Senior Line Manager.
- Approved Comp-off, if any are pending to be taken will not be re-imbursed once the employee resigns or is terminated.
- Employee resigned from the services of the Company or terminated for any reasons shall not be eligible for any Appraisal.
- In case the Appraisal process has started, the self appraisal is done or RM appraisal is done and the employee resigns before receiving any appraisal letter, the employee shall not be eligible for the appraisal and he will be moved out of the Appraisal process.
- In case the employee resigns during his Annual appraisal period and recalls the resignation, his tenure of appraisal extends by period of three (03) months from the resignation revoked date.
- Full and Final Settlement of the employee salary account will be done within 45 days from the last working date.

- The devices and equipments provided to the employee by the Company should be returned in working condition to the Company failing which the cost will be settled from the Full and final settlement.

6 ABSCONDING

Purpose & Scope

To provide guidelines for timely follow up on unplanned/uninformed absenteeism; to ensure that absconding employees are taken off the rolls of i2e Consulting and also to ensure that their Access and login ID's are disabled to ensure protection of data information/ infrastructure of i2e Consulting.

This process applies to all employees of i2e Consulting and employees at all levels. This covers regular employees (who are on the rolls of the organization) as well as contract staff.

6.1 Definition & Acronyms

Absenteeism	:	When an employee does not show up for work without prior sanction/intimation for three consecutive days, it is considered as absenteeism.
Abscondee	:	An employee who remains absent for three consecutive days without intimation/approval.

6.2 Procedure

When an employee does not resume for work without prior sanction/intimation for three consecutive days, the TL/RM shall try to establish contact with the employee to ascertain reasons for absence.

At the end of the third day, in case no information or contact is established with the employee, TL/RM to inform the HR Department immediately.

There will be cross verification done by HR via mail & tele-call for the reason for absence. If identified as abscondee, it will be processed further for process of termination.

6.3 Abandonment (Exit Process)

HR sends intimation to systems & network dept and admin to block all access.

The HR dept will send mail to the candidate and intimation to all TL/RM's regarding his absence from duty, if company receives response and confirmation of his resuming. The employee is asked for regularization of leave and attendance.

In case no response, mail will be sent and a registered letter will be sent by HR Department asking the employee to meet / connect the HR head / Authorized person in HR within four days of receipt of letter to explain the reasons for uninformed absence from duty.

In case employee responds, Systems & Network Dept is intimated accordingly and the access is unblocked. The employee is asked for regularization of leave and attendance.

In case of no response to the letter sent by the stipulated date (3 days after the letter), the final letter of Absconding from duties to be sent to the employee.

In cases of uninformed absenteeism if there is no proper response to calls & letters from the employee, the case should be closed within a maximum period 25 days of uninformed absence of the employee.

7 COMMUNICATION

Purpose & Scope

For healthy communication in i2e, 'MS Outlook' is used as "official Company's medium of mail communication". Employee need to note a few things as mentioned below with respect to the Email communication.

With the sheer volume of emails that we read and write each day, we may be more prone to making errors and those errors can have professional consequences. Here are important tips you need to know when writing an email in your professional environment.

- **Include a clear, direct subject line:** People often decide whether to open an email based on the subject line. Good subject lines give the reader a preview of what the email is about.
- **Begin each email with a greeting:** No matter how pressed for time you are, a simple greeting such as "Hi," "Hello," or "Dear" is good etiquette. Otherwise, if you launch into your email without a greeting or introduction you run the risk of seeming impolite or impatient.
- **End emails in a friendly way:** Use ending such as "Best wishes" or "Have a great day". Even if you use the same ending with everyone, it ends the email in a warm and positive way.
- **Think twice before hitting Reply All:** No one wants to read emails from 20 people that have nothing to do with them. Refrain from hitting Reply All unless you really think everyone on the list needs to receive the email.
- **Include a signature block:** Provide your reader with some information about you, such as your full name, title, the organization name, and your contact information, including a phone number. Use the same font, type size, and color as the rest of the email.
- **Be cautious with humour:** Humour can easily get lost in translation without the right tone or facial expressions. In a professional exchange, it is better to leave humour out of emails unless you know the recipient well.
- **Proofread every message:** Ensure you are using correct spelling and proper grammar. Your mistakes will be noticed by the recipients and you may be judged for making them. Do not rely on spell-checkers. Read and reread your email, preferably aloud, before sending it.
- **Add the email address last:** This prevents you from sending an email accidentally before you have finished writing and proofing the message. Even when you are replying to a message, it's a good precaution to delete the recipient's address and insert it only when you are sure the message is ready to be sent.
- **Double-check that you have selected the correct recipient:** Pay careful attention when typing a name on the email's "To" line. It is easy to select the wrong name and this could cause a breach of privacy, embarrassment, or wasted time. Keep your fonts classic. The ideal font is Arial, size 12 in black. Your emails should be easy for other people to read.
- **Keep tabs on your tone:** Tone is easy to misconstrue without the context from vocal cues and facial expressions. It's easy to appear more abrupt than you intended. Avoid using negative words ("failure," "wrong," "neglected"), and use "please" and "thank you." To avoid misunderstandings, read your message out loud before sending.
- **Nothing is confidential--so write accordingly:** A basic guideline is to assume that others will see what you write. Don't write anything that would be ruinous to you or hurtful to others. After all, work email is owned by your organization and email is easy to forward.
- **Use threads:** if you get a message from someone and you are going to respond, don't send a new message, simply hit the reply option on your email, this keeps the original subject line with "Re:" in front of it.
- **Protect addresses:** If you are sending out an email to a large private list use BCC: (blind carbon copy), don't use CC: (carbon copy) to protect the addresses of the recipients.
- **Be concise:** Get to the point of your email as quickly as possible, but don't leave out important details that will help your recipient answer your query.
- **Do not use all CAPS in your emails:** This is perceived as yelling in the digital world. If you need to emphasize something, use bold or italics on the points you want to emphasize.
- **If you are sending an email with an attachment, make mention of it in the body of the email:** Write in the email that you are sending an attachment so that the reader knows there is more to the email than just the text.

- **Use an Auto-responder:** When you're away from the office and not available for an extended time, set an auto-responder to automatically reply to emails. Include the email of another colleague for emergencies. This lets people know when to expect a response and who to contact if a response is required sooner.
- **Don't send an email when you are emotional or angry:** Wait for 24 hours before writing your response or hitting send.
- To send mail to all the staff members in general, i2e has a group email id: i2e-employees@i2econsulting.com (including the Directors)
- LinkedIn Account - Every employee has to create an Account ID on LinkedIn and invite the rest office Team mates and keep on growing official network.
- Please also note, always use 'Official i2e mail' for any formal communication. Teams is also part of this communication.

8 VIRTUAL MEETING ETIQUETTE POLICY

Purpose & Scope

This Virtual Meeting Etiquette Policy is a binding guideline for any employee and summarizes the standard expectation of the Organization to adapt to remote work and rely on virtual meetings to collaborate and communicate. We believe that maintaining a professional appearance is important for projecting a positive image and fostering a productive work environment, even in virtual settings.

This Virtual Meeting Etiquette Policy shall be applicable to all the employees irrespective of their department, designation, and employment agreement. It shall also be applicable while dealing with any third-party vendors and/or consultants.

8.1 GUIDELINES:

Virtual meetings are just as important as in-person meetings, and by adhering to these guidelines we reinforce our commitment to professionalism, respect, and a positive work environment.

This policy aims to enhance the overall meeting experience and ensure that our organization's image remains consistent and professional across all interactions.

➤ Punctuality:

- ✓ Join the virtual meeting on time or a few minutes early.
- ✓ Avoid keeping others waiting, as it disrupts the flow of the meeting.

➤ Dress Code:

The key to selecting how you should look during your meeting is very simple. You must dress to meet your audience's expectations. Logical thing would be to dress as if you were attending an in-person meeting in your office.

❖ Business Casual Attire:

- ✓ For video conferences and online meetings, employees should follow a business casual dress code.
- ✓ Business casual attire is defined as neat, clean, and professional clothing that is appropriate for a work setting.
- ✓ Examples of acceptable attire include collared shirts, blouses, sweaters, tailored dresses.
- ✓ Avoid clothing items such as tank tops, night suits, pyjama's, shorts, and athletic wear.
- ✓ Dress appropriately and professionally, as you would for an in-person meeting.

❖ Grooming and Appearance:

- ✓ Employees should maintain good personal grooming and hygiene standards during video conferences and online meetings.
- ✓ Hair should be well-groomed and presentable.
- ✓ Avoid excessive or distracting jewellery or accessories that may interfere with the meeting.
- ✓ Do not use 'AVATAR's' as Profile picture.

➤ **Workspace and Background:**

- ✓ Set up a clean and clutter-free workspace for your virtual meetings.
- ✓ Ensure a professional and appropriate background, free from distractions or confidential information.
- ✓ Background Templates are provided to maintain uniformity.
- ✓ Maintain a clean and professional background, free from clutter or any inappropriate objects.

➤ **Technology and Connectivity:**

- ✓ Test your audio and video settings before the meeting to ensure proper functionality.
- ✓ Use a stable internet connection to minimize disruptions during the meeting.

➤ **Microphone and Video:**

- ✓ Mute your microphone when not speaking to minimize background noise.
- ✓ Enable your video camera unless there are specific reasons for not doing so.

➤ **Engagement and Participation:**

- ✓ All the team members are expected to attend the meetings without fail.
- ✓ In case of unforeseen incidents such as power/ internet outages, you are expected to have a backup plan and inform your line managers.
- ✓ In case you are not able to attend any meeting, please inform your line manager prior.
- ✓ Actively participate in discussions and contribute to the meeting's objectives.
- ✓ Raise your hand or use the chat function if you have a question or comment.

➤ **Respect, Sensitivity and Professionalism:**

- ✓ Be mindful and respectful of cultural differences and sensitivities when selecting the attire.
- ✓ It is important to consider the diverse nature of our workforce and ensure that clothing choices do not offend or create discomfort for others.
- ✓ Treat all meeting participants with respect and professionalism.
- ✓ Avoid multitasking or engaging in unrelated activities during the meeting.

➤ **Meeting Agendas and Materials:**

- ✓ Review the meeting agenda and any relevant materials before the meeting.
- ✓ Come prepared with any necessary documents or notes.

➤ **Meeting Duration:**

- ✓ Respect the allocated time for the meeting and avoid unnecessary extensions.
- ✓ Stay focused and on-topic to ensure productive discussions.

➤ **Follow-up and Action Items:**

- ✓ Take note of action items and follow up promptly after the meeting.
- ✓ Keep track of deadlines and deliverables resulting from the meeting.
- ✓ Reporting managers should be notified in advance if you cannot attend meetings.
- ✓ Do not record unless you have permission.

- ✓ Do not share a link to an online meeting on unrestricted social media posts or platforms.

➤ **Exceptions:**

- ✓ There may be specific instances or events where alternate dress codes are communicated, such as themed meetings or casual Fridays.
- ✓ However, these exceptions will be clearly communicated in advance.

8.2 **NON-COMPLIANCE:**

Failure to comply with this policy may result in disciplinary action in accordance with the Company's HR policies and procedures.

Reporting managers are responsible for ensuring that their teams adhere to this policy. They should communicate the policy to their respective team members and address any concerns or violations in a professional and constructive manner. Consistent enforcement of the dress code policy will help maintain a professional atmosphere during virtual meetings.

9 ATTENDANCE & TIMESHEET

9.1 Attendance

Every employee shall “PUNCH IN” and “PUNCH OUT” his attendance at the time of entering and leaving the office premises, at shift start, close and during rest intervals.

The office start time is between 9.00am to 11.00am and the regular working hours are 9 hours a day and 5 days a week, Saturday and Sunday being an official off.

Admin / HR Time : 10.00 am to 7.00 pm

The working hours are flexible but it is Mandatory for every employee to ensure that Shift time is maintained and Average of 8.30 hours is maintained. Shift timings will be decided by the Reporting Manager.

Logging in late and logging off early for any reasons, the employee shall take the permission in advance from their Reporting Manager / Project Manager and shall inform the HR. All the communication should be done via mail or a phone call which is mandatory. In case of emergencies, you are allowed to take 1 hr of time off on a working day only after informing your Reporting manager and taking the consent,

Only 2 such incidents are allowed per month, but not back to back, and consistent. Rest in case you need to take time off please avail leaves. If found misusing this, the Reporting Manager needs to talk to the HR which may lead to serious disciplinary action.

Also, in case the absence exceeds 1 hour, then it would be considered as a leave and you should apply for the same. Reporting Manager should inform the HR for such instances.

It is the responsibility of the employee to inform the respective members of their team or Reporting Manager / Project Manager about starting work late, attendance, leave or any other contingency. In such case the Team member / reporting Manager / Project Manager should inform the HR.

For employees working in shifts on specific projects, the work timings will be decided by the Reporting Manager as per the Company policies. The staff has to maintain their shift time, **the average time of 8.30 hours and maintain their timesheet.** Half hour is allotted for Lunch not included above.

Any employee who after punching their Time In is found absent from their place of work / On MS Teams at any time during the working hours and extending lunch hours and taking extensive breaks without permission shall be liable for disciplinary action for loitering.

The working hours shall be defined and stated according to the shift timings of the respective employee. The employee cannot sue moto change the shift or alter the working hours or change in work place. An explicit permission has to be taken from the Reporting Manager, Practice Lead & the HR for alteration in the working hours.

Employees are expected to work from home in the addresses as registered with i2E. **In case employees wish to work from an alternate location, employees shall obtain the permission from the Reporting Manager, Practice Lead & the HR at i2e. Mail should be marked to the Reporting Manager, Practice lead and HR-Payroll & Compliance Management team. It shall be at the sole discretion of the Company to grant the permission to such employee without assigning any reasons.**

Attendance and attendance correction or request can be done on Beehive HRMS portal using Attendance Regularization option **(only upto two Regularization request every month).**

Any Regularisation pending on i2eHRMS Beehive portal for approvals should be approved before 20th of the month. Any pending applications will be considered as Leave without Pay (LWP). It is the responsibility of the employee to get the approvals on time from the respective Reporting Manager / Line Manager.

SHIFT & ATTENDANCE :

General Shift (For Support functions HR, Accounts, Admin) :

Shift Name	In Time	Out Time
General Shift	9:30 AM	6:30 PM
Afternoon / Second Shift	1:00 PM	10:00 PM

Specific Conditions & During Work from Home contingencies & Virtual set-up	11:00 AM	8:00 PM
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Total work hours should be 9 hours

½ hour of Lunch is allowed.

4 ½ hours accounted for half day leave.

****** General shift is allocated to Admin, Accounts & HR Departments precisely. Other departments work at times in any General or Second shift.**

Shift Change Request :

- Should be 48 hours in advance (excludes weekends).
- Shift can be changed according to shift available for the development team only. Shift change request would be subject to Approval.

9.2 Timesheet

Timesheet in Timesheet Application <https://timesheet.i2econsulting.com/> should be filled daily and regularly. Updated Timesheets not only provide the Average hours but also reflect health of the project.

Activity code 39NC – MISC to be used for any miscellaneous activity other than project tasks.

If Timesheet for the month is not updated on regular basis, Salary for that month will not be released.

Monitoring 'Timesheet filled data' will be done by 26th of the month (for the period from 1st – 25th). Timesheets dated 26th to 30th /31st will be monitored for the next salary cycle.

Salaries will be "On Hold" for incomplete Timesheets, pending timesheets for the month if filled (by 30th / 31st) such hold salaries will be released in the upcoming payment cycle of the following month (if it is a weekend will be released on upcoming payment cycle day).

If there are any changes in the personal details related to address, contact numbers etc it should be updated in **Beehive i2e HRMS Application** <https://i2echrms.beehivehcm.com/> and should be immediately informed to the HR & Admin.

9.3 Use of Identity Cards (For Permanent Work From Home situation no IDcards will be issued)

- All employees are provided with an identity card (ID) which, contain employee particulars. This ID card is given for:
 - Identification of the employee

- Entry and exit from the Office
 - Attendance recording
 - Emergency contact (please provide emergency contact of the person who can be accessible in case of any emergency)
-
- The ID cards shall be the property of the Company and should be surrendered to the HR department on cessation of employment.
 - In no case should the employee produce or surrender his ID card to anybody or authority outside the Company. If any employee is found doing so he / she would be liable for disciplinary action.
 - Loss or damage of the ID card should be notified to the HR department immediately and a requisition for a duplicate card will have to be applied for.
 - If the employee loses or damages his / her ID card a fee of Rs. 100/- will be charged for replacement of the ID card.
 - No employee shall be in possession of another employee's ID card within the office premises.

10 LEAVE RULES

Leave is a provision to stay away from work for genuine reasons with prior approval of the authorities. It may be granted for a casual purpose or a planned activity, on medical grounds or in extra-ordinary conditions.

Four & half hours (4 ½) is considered as half day.

If an Employee works less than Four and half hours (4 ½), the attendance shall be marked as absent by the system.

Leave taken for two half days shall be considered as one full day leave.

For applying a Half day leave, No Applications will be entertained if applied on the same day.

Such applications should be done 24 hours well in advance, except in very critical and emergency situations. Talk to your Reporting Manager for such instances.

10.1 Unauthorized or unapproved absence:

An employee who is absent without permission and justifiable reason may be subject to disciplinary action including & up to termination. Refer [Clause 6. Above, policy on Absconding](#).

The Company does recognize that some absences are not an employee's fault. When an accident, illness or other problem makes it impossible for an employee to come to work, it is the employee's responsibility to notify the HR to apply and/ or forward such information of the leave on Employee's behalf or the Employee can directly operate from the Company's portal **Beehive i2e HRMS Application** <https://i2echrms.beehivehcm.com/> from anywhere, any place and apply for a leave.

In case of emergencies, you are allowed to take 1 hr of time off on a working day only after informing your Reporting manager and taking the consent, Only 2 such incidents are allowed per month, but not back to back, and consistent. Rest in case you need to take time off please avail leaves. If found misusing this, the Reporting Manager needs to talk to the HR which may lead to serious disciplinary action.

Also, in case the absence exceeds 1 hour, then it would be considered as a leave and you should apply for the same. Reporting Manager should inform the HR for such instances.

In case the Employee has informed the Reporting Manager / Project Manager / Project Head then it is their responsibility to forward the information to the HR about the Employees' leave.

10.2 Availment/ Approval for Leave:

Employee's leave shall be considered approved only after necessary written or electronic approval has been granted by the respective Reporting Manager / Project Manager/ Project Head/ In-charge/ HR- Payroll & Compliance Management team.

The Employee shall apply for leave through Company's portal **Beehive i2e HRMS Application** <https://i2echrms.beehivehcm.com/>

In case if an Employee is out of office and not able to access the abovementioned applications, the Employee shall apply for a leave through email application to the respective Reporting Manager / Project Manager/ Project Head/ In-charge/ HR- Payroll & Compliance Management team.

In case if leaves applied for are connected or suffixed and prefixed to Saturdays, Sundays and/ or Company holidays, then such absent days shall be excluded from total number of leaves. No Sandwich rule is followed by the Company.

Sanction/refusal of leave by the concerned Reporting Manager / Project Manager/ Project Head/ Project In- charge will depend on the exigency of work, the time period elapsed since the Employees' last leave, the length of intended leave, the role of employee seeking leave or any other factor that might be

relevant to sanction/refuse such leave. The decision of the Reporting Manager / Project Manager/ Project Head/ Project In- charge on grant / refusal of any leave shall be final and binding on every employee.

Just as regular attendance is an important part of Employee's job, employee's punctuality is necessary to provide "service" to customers and to the other groups and departments such employee works with each day.

Every employee of the company is expected to be present for the duty at his workplace on time. However, there are occasions when unavoidable circumstances may cause the employee to arrive / start late. The Company shall allow an additional grace period of 15 minutes on the scheduled time. The Company does not condone habitual lateness. An employee who repeatedly reports for work late will be subject to disciplinary action as determined by the management of the Company. In work from home situation this policy is not applicable though the employee has to see to it that the Shift Timings are followed and be available on time for the scheduled meetings. Reporting Manager needs to inform the HR for any indiscipline noticed.

For any long leaves / long vacation (leaves for five days or above) - Employee shall have to apply for leave two weeks in advance,

The Employee shall not be entitled for a leave if applied a day prior of taking such leave and it is upto the discretion of the Reporting Manager / Project Manager to Approve such leave.

NOTE:

- Leave should always be applied for and sanctioned before it is taken, except in cases of emergency and for satisfactory reasons.
- Leaves taken without any Leave Application or Leave Applications without any Leave Approval will be treated as Absent that reflects on the Beehive portal. Such data showing as Absent in the Leave Report will be treated as Leavewithout Pay (LWP) which will reflect the Leave balance and salary as deductions.

10.3 Leave Period:

The current Leave policy effective from 1st January 2024 and remains unchanged till next revision.

This policy is applicable in a calendar year viz. from January till December month of the year.

All leaves will be credited on day one.

For new joinee / resigned employee, Leave(s) applicable during probation term will be credited on pro-rata basis as per the date of joining or date of confirmation or last working date (LWD) as applicable.

10.4 Pro-rata calculation:

On Joining: Joining on 15th or before 15th – eligible for full month leave, 16th or after 16th - No leave.

On Exit: LWD on 15th or before 15th -No Leave, 16th or after 16th - eligible for Full month leave.

10.5 Leaves for Employees:

i. CASUAL LEAVES:

A. For Confirmed Employee: 14 days

B. For Employee on Probation: 1day casual leave per month till the probation term.

ii. EARNED LEAVES: For Confirmed Employees 12 days

iii. SPECIAL LEAVE: For Confirmed Employees, Birthday Leave 1 day. Non-encashable. Send an email to HROpsSupport@i2econsulting.com, marking your RM in CC, 15-20 days before your birthday. HR Team will ensure the leave is credited to your account.

i. CASUAL LEAVES:

A. For Confirmed Employee: 14 days

Every confirmed employee shall be entitled to 14 days casual leaves in a given year.

- Applicable to All Confirmed Employees.
- Any leaves over & above the applicable leaves will be LWP.
- Will be credited on [pro-rata basis](#) as per the date of joining or date of confirmation as applicable.
- Leaves will be calculated on [pro-rata basis](#) on resignation, any leaves over & above the applicable leaves till the last working day will be LWP.
- **CANNOT** be encashed by the employee.
- Will **Lapse** at the end of the Calendar year.

B. For Employee on Probation:

Employee on Probation shall be entitled to 1day casual leave per month till the probation term.

- Applicable to new joined employee on Probation.
- Any Leaves over & above the applicable leaves will be LWP.
- Leaves will be calculated on [pro-rata basis](#) on resignation, any leaves over & above the applicable leaves till the last working day will be LWP.
- **CANNOT** be encashed by the employee.
- Will **Lapse** at the end of the Calendar year.
- Once an employee has completed his probation & is Confirmed in the organization by the HR will be eligible for rest / balance Casual leaves out of the total eligible for Confirmed employee on [pro rata basis](#) from the date of Confirmation to the end of the year.

For Eg:

1. An employee during Probation got 6 casual leaves during his term of 6 months of probation as per the policy.

His probation extends by 2 months, he will be eligible for 2 leaves. Which counts to 8months Probation and 8 leaves.

On confirmation, he will be eligible for balance casual leaves on [pro-rata basis](#) as per the eligibility from the date of joining for the remaining months of the calendar year.
2. An employee joined on 1st March, during Probation got 6 casual leaves during his term of 6 months of probation as per the policy.

His probation extends by 2 months, he will be eligible for 2 more leaves. Which counts to 8months Probation and 8 casual leaves till 31st Oct.

On confirmation i.e from 1st Nov, he will be eligible for balance casual leaves on [pro-rata basis](#) as per the eligibility from the date of joining for the remaining months of the calendar year i.e. Nov & Dec (2months).

Total Term from 1st Mar to 31st Dec (10 months), eligible for 12 casual leaves. 8 leaves already credited till 31st Oct thus eligible for balance 4 casual leaves from 1st Nov till 31st Dec, which will be credited only after Confirmation.

ii. **EARNED LEAVES: 12 days**

Every confirmed employee shall be entitled to 12 days of earned leave. If an employee joins in-between the calendar year, Earned Leave(s) will be credited on [pro-rata basis](#) from their confirmation month.

- Applicable only to Confirmed Employees.
- Once an employee has completed his probation & is Confirmed in the organization by the HR, he will be eligible for Earned leaves on [pro rata basis](#) from the date of Confirmation.
- Any Leaves over & above the applicable leaves will be LWP.
- Leaves will be calculated on [pro-rata basis](#) on resignation, any leaves over & above the applicable leaves till the last working day will be LWP.
- Encashment for the particular year will be upto **10days only**, other leave has to be utilized. (Only for Earned Leave balance). Payable in the next year.

NOTE:

Any Leave applications pending on i2eHRMS Beehive portal for approvals should be approved before 20th of the month. Any pending applications will be considered as Leave without Pay (LWP). It is the responsibility of the employee to get the approvals on time from the respective Reporting Manager / Line Manager.

11 PAID HOLIDAY:

An employee is entitled for 8 paid festival holidays in a calendar year as communicated to the employees before the commencement of the year.

MANDATORY HOLIDAYS Every year, the count of Optional holidays will change in case Mandatory holiday comes on a weekend.

Sr. No	Date	Mandatory Holiday
1	26-Jan	Republic Day
2	1-May	Maharashtra Labour Day
3	15-Aug	Independence Day
4	2-Oct	Mahatma Gandhi Jayanti

Choose Any 4 out of below Optional Holidays

Sr. No	Optional Holiday
1	New Year
2	Makarsankranti / Pongal
3	Holi
4	Good Friday
5	Gudipadwa/Ugadi
6	Ramzan Eid
7	Mahavir Jayanti
8	Bakr-id
9	Rakshabandhan
10	Janmashtami/Dahi Handi
11	Ganesh Chaturthi
12	Onam
13	Dussehra
14	Deepavali Lakshmi Pooja
15	Diwali New Year
16	Guru Nanak Jayanti
17	Christmas

12 LEAVE ENCASHMENT:

As per amendment in the year 2017, effective Dec 2017, since balance leaves cannot be carried forward to the next year can now be encashed by the employees i.e. leave balance at the end of the year.

The facility of leave encashment shall be applicable only to confirmed employees of the Company.

Such leave encashment payment shall be done by the Company in the following year to the respective salary account of the Employee.

For an Employee upon resignation, **Earned leave(s)** will be calculated on [pro-rata basis](#) till the last working day and will be paid to the employee as part of their Full & Final Settlement. Any leaves over & above the applicable leaves till the last working day will be LWP.

Encashment for the particular year will be upto 10days only, other leave has to be utilized. (Only for Earned Leave balance). Payable in the next year.

Apart from the aforementioned reason, **un-utilized Casual Leave, Special Leave and Compensatory off** cannot be encashed under any circumstances.

13 LEAVES TAKEN DURING NOTICE PERIOD:

- Employee once resigned will not be eligible to take any Leaves.
- Remaining leaves are strictly not allowed to adjust towards notice period.
- There will be extension in notice period if the number of leaves exceeds the entitlement and approval of such leave will be at the discretion of the Management and the Senior Line Manager.
- There will be no change in the Applicable leaves though the notice period or last date extends, due to leaves during the notice period.
- Leaves will be calculated on [pro-rata basis](#) on resignation, any leaves over & above the applicable leaves till the last working day will be LWP.
- Approved Comp-off, if any are pending to be taken will not be re-imbursed once the employee resigns or is terminated.

14 COMPENSATORY OFF:

- Should be applied only for project requirements & will be considered only if Approved by the Reporting / Project Manager. No Approval No consideration.
- Time In & Out is required to be done through the HRMS application on the day when you are working as Compensatory day.
- No Time In & Out data, No consideration to raise for Comp-off request.
- One can do this using Attendance Regularization but only upto two Regularization request including Regular Attendance regularization Requests.
- You are required to apply for the Comp-off as a Comp-Off Request.
- This Comp-off request should be raised within 30 days of the work done.
- If someone fails to apply for Compensatory off, there is no way to apply for it later. No Application No consideration.
- Such Comp-off raised & Approved should be utilized within 3 months (90 days).
- Total work hours between 7 hours to 9 hours – Eligible for 1 Full day Comp-off

- Total work hours 4 ½ hours – Eligible for (½) Half day Comp-off
- Total work hours less than 4 ½ hours – No Eligibility for Comp-off.
- **CANNOT** be encashed by the employee.
- Approved Comp-off, if any are pending to be taken will not be re-imbursed once the employee resigns or is terminated.

15 MATERNITY BENEFIT

15.1 Eligibility

All female employees on confirmed employment who are not covered under the ESIC Act, 1948 and have completed eighty (80) days of continuous service (from the date of Employment Agreement) with the Company are eligible for Maternity Leave ("Maternity Leave")."

The Ministry of Labour and Employment, Government of India ("**Ministry of Labour**") vide Official Gazette notification dated 31 March 2017 has appointed 1 April 2017 as the date on which the Maternity Benefit (Amendment) Act 2017 ("**MB Amendment Act**") shall come into force and effective 1st July 2017.

The MB Amendment Act has increased the duration of paid maternity leave available for women employees from the existing 12 weeks to 26 weeks. Under the MB Amendment Act, this benefit could be availed by women for a period extending up to 8 weeks before the expected delivery date and remaining 18 weeks can be availed post childbirth. For women who are expecting after having 2 children, the duration of paid maternity leave shall be 12 weeks (i.e., 6 weeks pre and 6 weeks post expected date of delivery).

15.2 Regulations

The applicant can avail eight weeks Maternity Leave before the date of delivery and eighteen weeks Maternity Leave post-delivery. The maximum Maternity Leave benefit under normal circumstances will be 26 weeks.

The applicant should inform about her pregnancy to the HR department of the Company and his Reporting Manager & Practice Lead 4 months (16 weeks) in advance before her date of delivery. Further, the applicant shall make necessary application for maternity leave minimum 2 months in advance before her date of delivery.

The application should be supported by a medical certificate confirming the pregnancy and expected date of child birth.

Leaves, as per the leave balance in the account of the employee cannot be clubbed with post-delivery Maternity Leave. However, employee can take un-availed Maternity Leave at any time within one year from the date of delivery and this is subject to taking minimum 6 weeks of Maternity Leave post delivery.

The weekly offs and holidays falling during Maternity Leave will be part of the leaves availed.

15.3 Pay Benefit

- i. The Company provides 26 weeks (Approx 6.5 months) paid salary which comprises only **Basic+DA+HRA** ("the Maternity Benefit"). The Maternity Benefit and other benefits if any shall be paid as per the provisions of The Maternity Benefit Act, 1961 as amended from time to time. The Maternity Benefit amount as mentioned above will be paid in advance for a period preceding the date of expected delivery. E.g.: An employee proceeding on Maternity Leave from 1st July and the expected date of delivery is 15th August, then she will be paid the Maternity Benefit amount for the months of July and August in advance as per & along with the monthly salary cycle. The Maternity Benefit amount for the subsequent period i.e. post-delivery shall be paid, on production of proof that the employee has delivered a child.
- ii. In case an employee is deceased during Maternity Leave due to any complications in maternity, then the nominee of such employee and in absence of nominee the legal representative of such employee shall be eligible to receive Maternity Benefit amount. The nominee will be considered as mentioned in the employees PF Application.
- iii. In normal circumstances, the employee should resume her duties post Maternity Leave stipulated above. In case, the applicant wishes to extend maternity leave on Leave without pay basis, then the leave application for availing "Leave without Pay", shall be submitted minimum 1 month in advance. The sanctioning of leave under this clause is at the sole discretion of the sanctioning authority of the Company and should not be perceived as a right for entitlement. Leave deductions (Leave without pay and Notice Period) shall be calculated at the rate of gross payroll salary.

- iv. A Medical Bonus amounting to Rs. 3500/- as pre-natal confinement and post-natal care is not provided. This bonus will be paid once the employee joins back after her Maternity Leave.

15.4 Special Mention:

If an employee wishes to exercise her option to resign her employment immediately after availing the Maternity Leave with Maternity Benefit stated above, will be accepted only on medical grounds. In such case, the reasons stated in the medical report will be mentioned in the relieving letter.

The onus of timely submission of approved Maternity Leave application to the HR department of the Company lies completely on the employee and while processing the payroll no prior intimation will be sent to the defaulting employee, however on production of notice to avail the Maternity Benefit the Company will provide the same to the employee.

Any exceptions would have to be approved by the relevant authority.

- v. Maternity leave for adoptive and commissioning mothers shall be as below. In case of below mentioned scenarios, female employees will be entitled for twelve (12) weeks of maternity leave:
- Female employee who legally adopts a child below three months of age. Female employee opting as a commissioning mother. The twelve (12) week period of maternity benefit will be calculated from the date the child is handed over to the adoptive or commissioning mother. In addition to the above-mentioned facilities, female employees can avail following benefits in case of mentioned circumstances.
 - Miscarriage: In case of miscarriage or medical termination of pregnancy, the female employee will be entitled for additional leave upto six (6) weeks immediately following the day of her miscarriage.
 - Tubectomy: In case of tubectomy, the female employee shall be entitled for leave upto two (2) weeks immediately following the day of her tubectomy operation.
 - Critical Illness: In case of critical illness arising out of pregnancy, delivery, prenatal birth of child miscarriage, medical treatment of pregnancy, an eligible female employee on production of such proof as may be prescribed, be entitled, in addition to the period of absence allowed additional leave with wages at the rate of maternity benefit for a maximum period of one month.

16 PATERNITY LEAVE

i2e is taking progressive steps to assist employees during significant life events through company-paid time for paternity leaves. This leave benefits are intended to allow employees paid time off to bond with their child before returning to work. This policy is available to all the eligible employee effective 1st May 2023.

16.1 Eligibility:

A. Regular male employees who:

1. Is having a new born child (i.e., birth father), or
2. Legally adopts a child below the age of one year (i.e. adoptive father)

B. Confirmed Employee in the employment of i2e.

C. Upto two children.

16.2 Benefits During Paternity Leave:

- a. You are eligible for 15 days of paid paternity leave.
- b. The weekly offs and holidays falling during Paternity Leave will be part of the leaves availed.
- c. Paid paternity leave must be taken as one continuous block within six months of the birth or adoption of the child.
- d. If you return to work at any point earlier than the 15 days, the leave benefit will cease, and the remaining days will be forfeited.
- e. Cannot be clubbed with Casual or Earned leave.
- f. Not eligible during Notice period.

16.3 Initiating Paternity Leave, And Returning to Work:

- a. You must notify your Reporting Manager and Company HR- Payroll Compliance Management Team at least **1month before starting** your paternity leave.
- b. You can submit your application for paternity leave, along with the birth certificate or letter of intent to adopt, to your Reporting Manager and Company HR-Payroll & Compliance Management team for approval.
- c. If the need for leave is not foreseeable, you must request the leave as far in advance as reasonably practical (generally the same day or next day after you became aware of the need for leave).
- d. In case of emergency, you (or a representative) must notify your Reporting Manager or the Company HR- Payroll Compliance Management Team as soon as practical.

16.4 General:

- a. Additional documentation and certification may be required for verification purposes.
- b. Employees who fail to return within three days of the specified return to work date, accept other employment (including self-employment) for compensation while on leave, or are found to have falsified any information about the leave, including dates and reasons for the leave, will be considered grounds for termination.

17 WORK FROM HOME POLICY

I2E is committed to promoting flexible working in order to facilitate effective and efficient working. This policy outlines the circumstances under which the Company will allow employees to work from home to ensure that both employees and Company will obtain benefit from these arrangements.

From Pandemic i2e has completely moved to a Virtual set-up of Work From Home and remains unchanged till next revision or update.

SCOPE:

This policy applies to all employees of Company whose primary work location is not at Company's offices. Employees may be allowed to work from home subject to prior written approval from the manager and subject to availability of appropriate internet and communication facilities like -

- i. Strong and wired network connection at the employee's home, verified by the Sys. Admin.
- ii. Proper soundproof room while conducting meetings;
- iii. No Electricity failure or issues.
- iv. Ensure you have a reliable internet connection with a sustainable internet pack. Internet Allowance is part of the salary. In case of frequent internet issues, not switching On camera during Team meetings, Internet allowance will be discontinued.

Employees who are obliged to come in direct connect with customers are not eligible to avail benefit under this policy. However, employees who carry out most of their work on a computer may be allowed work from home in accordance with the decision of respective manager or management.

To facilitate such work from home, Company may:

- i. provide good quality of headphones to be used only for the official purpose.
- ii. reimburse for internet expenses upto Rs. 2000/- (Rupees Two Thousand only) subject to submission of relevant and valid bills to that effect.
- iii. Internet expense included in the employee's salary structure as a part of CTC will not be eligible for reimbursement.
- iv. In case of frequent internet issues, not switching On camera during Team meetings Internet allowance will be discontinued.
- v. Any expense incurred by the employee on behalf of the Company with proper Approval records and bills will be considered for re-imbursement. Such bills will be verified and reimbursed in the subsequent month's payment cycle.
- vi. Bills / invoices should be in the Company's name and not the employee's name.

Manager shall inform the HR Payroll & Compliance Management Team and the management before granting any approval for work from home.

17.1 OCCASIONAL WORKING FROM HOME –

Company may grant written approvals for occasional work from home on an adhoc basis in its sole discretion subject to the following circumstances:

- i. Where it is difficult for staff to get in to work e.g. adverse weather, epidemic situation; or
- ii. Enforceability of Government order which prohibits congregation in public places, or which restricts movement only for permitted activities; or
- iii. Lockdown situation; or
- iv. a short but unavoidable commitment at home; or
- v. field work is being undertaken out of the office near to home.

17.2 PERMANENT WORK FROM HOME

Company may grant written approval for permanent work from home i.e. working from home for 100% of the time except for official visits and meetings in its sole discretion and in the following circumstances:

- i. Where the job can be done from home just as effectively and efficiently as from office; or
- ii. Where communications systems exist to support the job and the employee effectively; or
- iii. Any other reasons identified wherein decision has been made by Management of Company.

17.2.1 CONDITIONS APPLICABLE -

Employee shall strictly adhere to the below conditions while working permanently from home / Virtual

Set up of Work From Home:

- i. Employee shall adhere to all the regulations and policies of the Company.
- ii. Employee shall be available on calls, chat, email at all times during the official working hours.
- iii. Employee shall compulsorily visit office for meetings and updates, at least twice a week or as may be instructed by Company or any other authority from time to time.
- iv. Monthly review shall be obtained from Employees from respective manager/senior for feedback purpose.
- v. Employee shall update work timings on daily basis on the Companys HRMS system or in the excel file provided (if any).
- vi. Employee shall be required to record status of each assigned project/assignment (on time/delayed/completed) and update timesheets accurately on daily/regular basis.
- vii. Working hours will be for 8:30 hours (excluding Lunch / Dinner). In case of any change in working hours, Company shall duly inform the same.
- viii. Employee shall apply for leave in advance. Application for long leave shall be made well in advance in order to avoid contingencies and delay in timelines for any assignment or project.
- ix. Employee shall use e-mail communication in case of providing any information and update. Internal chat system will not be treated as formal method of communication.
- x. Employee shall take reasonable care and precautions necessary to secure the Company's equipment, information and materials provided to the Employee. Please refer [the IT Assets policy](#).
- xi. All employees who are working in a remote mode, are expected to be available and communicative within the stated working hours and are required to strictly adhere to this Work from Home policy.
- xii. The working hours shall be defined and stated according to the shift timings of the respective employee.
- xiii. The employee cannot sue moto change the shift or alter the working hours or change in work place. An explicit permission has to be taken from i2E, alteration in the working hours.
- xiv. Employees are expected to work from home in the addresses as registered with i2E. In case employees wish to work from an alternate location, employees shall obtain the permission from the manager/ reporting head and HR at i2e. Mail should be marked to the Reporting Manager, Practice lead and HR (Payroll & Compliance Management team). It shall be at the sole discretion of the Company to grant the permission to such employee without assigning any reasons.
- xv. Company at its own discretion, may ask the employee to attend any meeting, for a particular workday, with or without any prior intimation.
- xvi. Ample leaves are provided to an employee for vacation, break from work and maintain balance between work and personal life.
- xvii. Taking time off for personal well-being is essential for maintaining productivity and overall job satisfaction. By utilizing these leaves, we hope you can recharge, relax, and return to work with renewed energy and enthusiasm.

17.3 WORK FROM HOME POLICY DURING MENSTRUAL CYCLE

i2e has implemented policy, enabling women employees to avail a work-from home facility on those days of their periods, as we understand that these days are not comfortable for the most.

So we felt it was time we face reality. This is not an embarrassment; this is a part of life.

Women hesitate to use up their regular leave during their menses but when they go to work they are in a state of physical discomfort of varying degrees and commute to and from office further adds to that pain and discomfort. Putting this policy into effect is our way of helping in easing that discomfort.

The purpose of this policy initiative is to create a positive approach to menstruation and the menstrual cycle that empowers women and men and supports the effectiveness and well being of the organization.

Men and women are not biologically equal which is why we already have benefits like Maternity leave in place. Longer Maternity leave allows the new mother to bond with her child and get back to work in a more settled frame of mind.

Similarly, we hope this policy increases the feeling of well-being our women employees who are an integral part of our work force.

All you need to do is - simply drop a mail to the HR and reporting manager with the subject line “MWFH Request”.

With the current scenario where all employees of the Company are working from home, this policy may be applicable only to those female employees who travel to office or client locations or at times visit to office for official meetings. The call to attend such meeting is at the discretion of the female employee.

17.4 TIME ZONE DIFFERENCE –

In case managers and their team members are in a different time zone and any employee needs to work from home for unforeseen reasons, he/she may not be able to get their request approved in time. In this case, they may stay to work from home and notify the HR department immediately. It is advisable to employees to check and follow up with their respective manager as soon as manager clocks in.

17.5 SECURITY –

Employees who work from home shall be required to comply with all IT security and confidentiality requirements of the Company, refer the [IT Assets policy Exhibit “A”](#). Employee shall have direct responsibility for all Company’s assets, material, third party information, material held at their home and shall ensure that it is not accessible to non-authorized people (including other members of household).

The Company has lot of sensitive and confidential information of third party clients and Company has committed to third parties for maintaining strict confidentiality obligations with respect to the same. Thus, to ensure strict protection of third party information and in line with the security policies, it is agreed by the Employees that Company may install certain device tracking apps in the laptops of the Employees to check and curb any misuse of Company assets, materials or third party information. Any misuse of the Company assets, information, material, third party information or any other property may lead to strict disciplinary action against the Employee leading upto termination. Please refer the [IT Assets policy](#).

Employee understand that the assets and equipment provided by the Company shall not be misused or used for any personal purposes. Employee shall not store any Personal Data on such assets or visit any sites or web pages that capture Personal Data. Personal Data includes any information related to a natural person that is, in combination of other information or otherwise, is capable of identifying such person notably including financial information such as Bank account or credit card or debit card or other payment instrument details, physical, physiological and mental health condition, sexual orientation, medical records and history, biometric information, any information or detail relating to previous employment details, educational qualifications and criminal record.

17.6 REVIEW –

Any home working arrangement may be reviewed , modified or withdrawn at Company’s discretion.

17.7 COMPENSATION AND BENEFITS –

Usually, work from home arrangements don’t affect employees’ employment terms. If working from home has any effect on compensation and benefits, HR shall inform the same.

18 DRESS CODE & GROOMING

The dress code comprises of Formals as well as Semi-formals and Smart Casuals. Our Company's objective in establishing a relaxed, casual, and informal work dress code is to enable our employees to work comfortably in the workplace. Yet, certain standards are established so employees are not confused about the meaning of the terms: relaxed, casual, and informal dress. As no customers or clients are served in person at our company location, our chief concern is the comfort of our employees.

Because all casual clothing is not suitable for the office, these guidelines will help you determine what is appropriate to wear to work.

18.1 Office staff (Monday to Friday)

For men & women both, these include combination of jeans with Shirt or T-shirt, formal trouser, formal shirt, business casuals, casual clothing, although never clothing potentially offensive to others, are allowed. Shorts not allowed for casual appearance at work, three-fourths & capri's are not allowed (except during monsoon).

For women, dresses, skirts, skirts with jackets, dressy two-piece knit suits or sets, and skirts that are split at or below the knee are acceptable. Decent salwar kameez and saris are also acceptable.

Clothing that works well for the beach, yard work, clubs, exercise sessions, and sports contests may not be appropriate for a professional, casual appearance at work. Clothing that has the company logo is encouraged. Sports team, university, and fashion brand names on clothing are generally acceptable.

Clothing that reveals too much cleavage, your back, your chest, your stomach is not appropriate for a place of business. In our work environment, clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable.

18.1.1 Grooming for men:

Clean shave, hairs trimmed and properly combed.

18.1.2 Grooming for women:

Women who wear makeup / eye makeup should be checked often. Hands and nails should be clean and well cared for. Check it is not chipped and there is no dirt under the nails. File broken nails and moisturize your hands

18.1.3 Shoes and footwear

Conservative walking shoes, dress shoes, oxfords, loafers, boots, flats, dress heels, and backless shoes are acceptable for work. Floaters (allowed only during Monsoons) and Slippers are strictly not allowed.

Athletic shoes, tennis shoes, thongs, flip-flops except slippers are acceptable in the office.

Dark coloured socks are generally the norm. Make sure that the elastic has not worn out to prevent them from gathering around your ankles. Always choose a colour that co-ordinate with your trousers (usually black, dark grey, dark brown, or dark blue).

18.2 Client facing/ Forward facing Staff (For Client meetings)

While the office setting can be casual because customers don't visit, traveling to see customers, exhibiting at or attending trade shows, and representing the company in the business community, requires different decisions about attire. Business casual dress or Formal dress is the minimum standard that must be observed when you are representing the company or interacting with customers or potential customers.

18.2.1 For men

Mainly comprises of a business casuals, formal trouser, formal shirt, a tie, a suspender, formal black or brown shoes or an overcoat.

Grooming:

Clean shave, hairs trimmed and properly combed with no band or styles.

18.2.2 For women

Business casuals, Dresses, skirts, skirts with jackets, dressy two-piece knit suits or sets, and skirts that are split at or below the knee are acceptable. Decent salwar kameez and saris are also acceptable.

Grooming:

Try do not wear ornamental/ chunky jewelry even if it is an occasion for a more professional look.

Women who wear makeup, it should be lightly applied. Eye makeup should be checked often.

18.2.3 Hands and nails

These should be clean and well cared for. Check it is not chipped and there is no dirt under the nails. Women please check your nails and nail polish use a decent color for the office not shimmer shades. File broken nails and moisturize your hands

18.2.4 Shoes and footwear

Conservative walking shoes, dress shoes, oxfords, loafers, boots, flats, dress heels, and backless shoes are acceptable for work meetings.

Athletic shoes, tennis shoes, thongs, flip-flops, floaters are not acceptable.

Men should stick to the more traditional colours such as blacks and browns. It is also advised that men generally try to match the colour of their shoes with their belt.

Dark coloured socks are generally the norm. Make sure that the elastic has not worn out to prevent them from gathering around your ankles, and long enough not to expose your skin when you sit down. Always choose a colour that co-ordinates with your trousers (usually black, dark grey, dark brown, or dark blue), as a thumb rule do not wear white socks whereas white socks are acceptable on Dress down days. For both, men as well as women, the material of the shoes should generally be patent leather or suede.

18.3 Important

In our work environment, clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable. All seams must be finished. Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable.

The Company's objective, in establishing a dress code, is to enable employees to project a professional, business-like image while experiencing the advantage of more casual and relaxed clothing.

We also have a progressive action policy if it is violated.

- A verbal warning is issued
- A written warning is issued

NOTE: Refer [Clause 8 : Virtual Meeting Etiquette Policy](#) for more details on Virtual Meetings.

19 RACIAL & SEXUAL HARASSMENT

19.1 Aim of the Policy

This policy is intended to set out the values, principles and policies underpinning this Company's approach to racial/sexual harassment. The aim of the company is to ensure that its staff can work, and its service users can live, free from the fear of racial/sexual harassment.

Occurrences of racial or sexual discrimination, harassment or abuse will not be tolerated by the company and perpetrators will be subject to the company's disciplinary procedure.

19.2 Definitions

19.2.1 Racial Harassment

The company understands racial harassment to be any behaviour, deliberate or otherwise, pertaining to race, colour, ethnic or national origin, which is unwanted by the recipient and creates an intimidating, hostile or offensive environment. It may be directed at an individual or group.

Racial Harassment may include abusive comments about racial origins or skin colour racist insults and jokes ridicule of an individual on cultural and/or religious grounds.

19.2.2 Sexual Harassment

The company understands sexual harassment to be where any form of unwanted verbal, non verbal or physical conduct of a sexual nature occurs, with the purpose or effect of violating the dignity of a person, in particular when creating an intimidating, hostile, degrading, humiliating or offensive environment. Sexual Harassment may include:

- Comments about physical features.
- Inappropriate physical contact.
- Lewd or suggestive comments.

Refer to "**POSH POLICY**" on i2e HRMS application for more details on Prevention from Sexual Harrassment Policy

19.3 Policy

All employees of the company:

- Have the right to work in a workplace free from harassment
- Have the right to be protected from racial and sexual harassment
- Have the right to complain of racial or sexual harassment
- Have the right to be free from false allegations of racial or sexual harassment.

All employees found responsible of sexual harassment, sexual abuse, sexual discrimination, racial harassment, racial discrimination or racial abuse in the workplace, whether directed at other staff or at service users, will be disciplined or dismissed as directed by the Company's disciplinary procedure.

20 CELL PHONE USAGE & GENERAL POLICIES

The policy on cell phone usage by the staff during office hours (Work from Office):

- Phone must be kept on silent mode.
- Not permitted to use cell phone in the Conference room or any other Meeting room.
- Not permitted to use Conference Room or any other Meeting room to attend personal calls.
- You may use your phone during your break or lunch break and only in the cafeteria, break room or outside the building.

Kindly note the following is STRICTLY PROHIBITED IN OFFICE DURING OFFICE HOURS :

- Use of Office phone for Personal calls, if an employee is found using Office phone for Personal use, the call amount / charges will be deducted from their Salary.
- Use of Internet for Login of Personal email Id's and surfing sites other than those required for Official use
- Doing Personal work, text or play games, reading books, Offering prayers, eating on the desk other than permitted or on occasions.
- Strict action would be taken if anyone found doing so. Office hours should be utilized for completion of Office work, Tasks and Projects in hand.
- Saving Energy whenever and wherever possible, switch off the LIGHTS, FANS & A/C's when not required during lunch hours and /or before going to meetings, leaving office.. etc.
- Leaving the Lunch room and the table unclean after lunch/ after use.
- Ensure that write-ups on the writing boards are erased / cleaned once the meeting is finished so as to make it available for the next meeting session.
- Instruments used for meetings (including used in Think Centre & Think Pad) should be kept back to its original place after use.
- Employee is not allowed to take along office equipments and/or devices without prior permission.
- Secret recordings of meetings / conversation in office

Recording conversations or meetings is easy these days – mobile phones, music players and tablets all have the ability to record sound at the touch of a button.

However, this should only be done if members/ employees / all the attendees present in the meeting agrees to this and ideally their consent should be sought well in advance of the meeting.

An intimation to the other person / client / member / attendant in case of Web-ex or video call should be given well in advance or in the beginning of the meeting.

Illegal tape recording can have both criminal and civil penalties.

- **For New Joinees** - As this is your first day, treat yourself with a meal from any restaurant of your choice. Save the receipt and get it reimbursed from the accounts upto Rs. 250/- (Can use this facility within 3 months from the day of joining).

21 IT ASSETS POLICY - EXHIBIT "A".

This document serves to outline i2e's policy on the use and storage of Company provided or personally owned laptops that are being used for official purposes. The policy intends to minimize Company's exposure to information security risk as well as increase the user's personal safety and safeguard the Company's hardware investment.

Company relies heavily on its ability to access up-to-date and complete business information; the loss or unauthorized modification of data on portable devices can impact heavily on the Company's ability to function effectively or Management's ability to make informed business decisions. It is therefore essential for all laptop users to adhere to the contents of this policy.

PURPOSE :

Laptop, computers and other accessories provide important functionality, allowing employees to have their computing resource in hand during meetings/workplace or even at home in certain time pressing situations so as to enable employees to be maximally functional and productive while away from office premises.

This policy describes the controls necessary to minimize information security risks that may affect Company. Laptop, computers and other accessories shall be viewed as an essential and convenient business tool but their very portability makes them particularly vulnerable to physical damage or theft. The impact of such a breach includes not only the replacement value of the hardware but also the value of Company's data on them, or accessible through them. Information is a vital asset for Company. The impacts of unauthorized access, repair, tampering to or modification, of, important and/or sensitive data can far outweigh the cost of the equipment itself. The employees are expected to comply with this policy and also require to exercise good judgement while using these services.

The specific information given in this policy manual is directly relevant to laptops, computers and other accessories and, in case of conflict, takes precedence over other policies.

SCOPE :

This policy and the procedures herein affect all employees who use laptops for official purposes. These employees fall into two categories:

- i. Company's employees shall be provided with a laptop or computer when it is essential for their productivity and function. Employees that have been allocated a laptop, computers and other accessories by the Company shall be responsible for the security of that laptop, computers and other accessories regardless of whether these equipments are used in the office, at one's place of residence, or in any other location such as a hotel, client's premises, conference room or while travelling. Laptop or computer shall be provided purely at discretion of management of Company.
- ii. Employees that have opted to use personally owned laptops, computers for official purposes shall require to obtain written permission from the management clearly indicating the reason due to which an employee intends to use personal laptop or computer instead of system provided by Company. Permission shall be granted subject to the employee's ability to comply with all the contents of this policy applicable from time to time.

This policy covers the usage of all the Company's information technology and communication resources including but not limited to –

- i. All computer-related equipment, including laptops, computers, mobile devices (if provided), terminals, workstations, PDAs, wireless computing devices, telecom equipment, networks, databases, printers, servers and shared computers, and all networks and hardware to which this equipment is connected.
- ii. All software including purchased or licensed business software applications, computer operating systems, firmware, and any other software.
- iii. All intellectual property and other data stored on Company's equipment.

- iv. All of the above are included whether they are owned or leased by the Company or are under the Company's possession, custody, or control.

21.1 ISSUANCE AND REGISTRATION –

All employees that are provided with Company owned laptop or computer shall be required to undergo the laptop or computer issuance and registration procedure as applicable from time to time. Employees shall be mandatorily required to comply with terms of this policy.

21.2 USE OF LAPTOPS/COMPUTERS –

Every laptop or computer user employee must ensure that the laptop or computer is being used only for official purposes and in the course of the rightful discharge of their duties and not for generating, transmitting, corresponding any content that is contrary to Company policies. This may lead to the employee being subject to disciplinary or any other appropriate action as per Company policies.

21.3 GENERAL GUIDELINES –

- i. Employee understands and acknowledges that all laptops or computers acquired by Company on behalf of employee shall be the sole property of the Company.
- ii. Each employee issued with a laptop or computer shall be responsible for the security of that laptop or computer, regardless of whether the laptop or computer is used in the office, at the employee's place of residence, or in any other location such as a hotel, client site, conference room, car or airport etc.
- iii. Employees shall :
 - be responsible for the physical security and confidential information contained in the laptops or computers. They shall be required to take all reasonable precautions and shall be alert towards the risk factors.
 - keep laptops in their possession and within sight. Employees shall be alert and careful specifically in public places such as airports, railway stations, bus stops, restaurants etc.
 - be responsible for lost equipment/accessories, as well as laptops damaged due to dropping, spilling liquids or exposing the unit to the elements.
 - not leave laptops unattended and always lock the laptop when unattended. Employees shall not leave laptops unattended in vehicles and shall always carry with them in order to avoid any further damage.
 - be required to store the laptop in padded laptop bag or brief case in order to reduce chance of accidental damage.
 - maintain a copy containing record of model, serial number, asset number of laptop in case of any emergency situations.
 - use professional and appropriate language while using internal messenger system. Employees are prohibited from sending abusive, harassing, threatening, menacing, discriminatory, pornographic, off-color, or otherwise offensive messages using this system.
 - In case any employee identifies or suspects security problem or any changes in the information/system, shall immediately notify Sys Admin department regarding such problem.
- iv. Every Employee shall handover laptop to HR/Sys Ad on or before the last date of employment with the Company. In case there is any damage observed to the laptop / Company devices, the Company reserves right to deduct such applicable repairing amount from full and final settlement of concerned employee.
- v. Every employee understands, acknowledges and agrees that the data available on laptop / Company device is the sole property of the Company and shall not be copied or tampered in whatsoever manner. The Employee shall not format laptop in whatsoever situation. The Sys Ad shall be right authority to consider decision whether formatting laptop is required or not.

21.4 DATA SECURITY AND BACKUP –

The Company has lot of sensitive and confidential information of third party clients and Company has committed to third parties for maintaining strict confidentiality obligations with respect to the same. Thus, to ensure strict protection of third party information and in line with the security policies, it is agreed by the Employees that Company may install certain device tracking apps in

the laptops of the Employees to check and curb any misuse of Company assets, materials or third party information. Any misuse of the Company assets, information, material, third party information or any other property may lead to strict disciplinary action against the Employee leading upto termination.

Employees shall ensure the security of the data within their laptops. In this regard they shall be required to adhere to the following:

- i. Employees shall ensure the use of approved encryption software on all corporate laptops, choose a long, strong encryption password/phrase and keep it secure.
- ii. Employees shall be personally accountable for all network and systems access under their respective user ID and shall keep their password absolutely secret. Employees shall not share this password to anyone including family members, friends or IT staff.
- iii. In order to protect the valuable data of Company, employees shall always scan the downloaded documents, email attachments or any other medium such as .exe, .com, .pif, .vbs, .dos, .vxd etc....
- iv. Employees shall not store or access any pornographic material, email attachments, inappropriate text files or files dangerous to the integrity of the network of laptop's system.

21.5 USE OF UNAUTHORIZED SOFTWARE/CONTENT –

- i. Employees acknowledge and understand that laptop is pre-installed with set of essential software's and employees shall authorise to use only these softwares.
- ii. Employees shall not download, install, access or use any unauthorised software programs. Unauthorized software may cause serious security vulnerabilities into Company's networks as well as affecting the working of employee's laptop.
- iii. Software packages that permit the computer to be 'remote controlled' (e.g. PC anywhere) and 'hacking tools' (e.g. network sniffers and password crackers) are explicitly forbidden on laptops unless they have been explicitly pre-authorized by management for legitimate business purposes. Team viewer can be used for remote access or contact the Sys Admin department for support.
- iv. Employees shall not install any unauthorised accessories or software like messengers, chatting software or any malicious software which may cause problems to the functioning of laptop.

21.6 PASSWORDS –

- i. Passwords are an essential component of computer and network security systems. To ensure that these systems perform effectively, the employees must choose passwords that are difficult to guess. Passwords must not be related to employees' job or personal life. This also means passwords should not be a single word found in the dictionary or part of speech. Employee shall be responsible for individual password security.
- ii. In order to ensure that a compromised password is not misused on a long term basis, Employees shall be required to change passwords every 45 (Forty Five) days.
- iii. Passwords shall not be written down and left in a place where unauthorised persons might discover them.
- iv. Employees shall not use other employee's user account or password without proper authorisation.
- v. Under no circumstances, the employees must share his/her password(s) with other employee(s), unless the said employee has obtained from the concerned Branch Manager/IT Head the necessary approval in this regard. In cases where the password(s) is/are shared in accordance with the above, the employee shall be responsible for changing the said password(s) immediately upon the completion of the task for which the password(s) was shared.
- vi. In cases where no prior approval had been obtained for sharing of password(s) with other employee(s), such employee shall be completely responsible for all consequences that shall follow in respect of breach of this Policy and Company shall initiate appropriate disciplinary proceedings against the said user.

21.7 ACCESS CONTROL –

- i. Employees understand that IT department shall determine and specify the proper tools to be used for authentication and access controls. All in-bound connections from external network must be protected with an approved password or ID access control system.
- ii. Employees shall not make copies of system configuration files (e.g. Passwords, etc) for their own, unauthorized personal use or to provide to other users for unauthorized uses.
- iii. Unless the prior approval of the IT Head has been obtained, Employees shall not establish internet or other external network connections that may allow non-authorised users to gain access to internal system and information of Company.

22 DISCIPLINARY ACTIONS

The Company's objective, in establishing rules and regulations is to maintain discipline in the organization and within the team to portrair a professional image and an healthy environment.

For non-compliance we have progressive action policy.

- A verbal warning is issued
- A written warning is issued
- Severity leads to Termination.

REVISION AND DEVIATIONS:

The management will periodically review the policy based on market trends, corporate inputs and business need within the organization. The management may at any point of time change or withdraw part of or the whole policy. Any deviation from the policy will be approved by the HR Head.

ACCEPTANCE TERMS :

Company reserves the right to update this policy or any other policy currently in circulation at any time without giving notice. HR department shall provide updates regarding such changes/amendments from time to time.

CONSENT :

I acknowledge and understand that this laptop/ computer/ asset belongs to the Company i2e Consulting Private Limited and I shall use the same in strict compliance with the Company policies, procedures and guidelines. I agree that I shall use this laptop only for official purposes. The Company has lot of sensitive and confidential information of third party clients and Company has committed to third parties for maintaining strict confidentiality obligations with respect to the same. Thus, I shall not: a) misuse this laptop in any manner; b) use the same for any personal purposes whatsoever; c) store any personal information on the laptop. d) extract any information from the laptop related to third party clients;

I agree that the Company may use certain device tracking mechanism and Apps to prevent any misuse of their assets and for certain other official purposes like evaluation, management, analysis of my performance and other reasonable purposes regarding my employment.

I hereby voluntarily consent to the aforesaid actions of the Company and agree to cooperate for the same.

I AGREE SUBMIT  Click HereTo Submit

*****For any queries related to MS Outlook, filling Timesheet in PMS Application or anything in general please feel free to contact the HR or Admin.

Connect on our Internal Support Portal <http://help.i2econsulting.com/> for internal system issues related to IT, Admin & Accounts choosing the relevant option from the drop down list.