

EMPLOYEE Handbook

2023

Dear Employees,

HR guidelines applicable for all employees / consultants of AmalInfosystems Private Limited including PES HR Services.

Best Wishes

A handwritten signature in blue ink is written over a circular blue stamp. The stamp contains the text "AMAL INFOSYSTEMS PVT. LTD." around the top edge and "MUMBAI" at the bottom, with a small star on either side of the word "MUMBAI".

Director
1st Feb 2023

1 Confidentiality

All rights reserved. No part of this document may be reproduced, transmitted or stored in a retrieval system without the express written permission of AMAL Infosystems Private Limited, Unit 107, Building 6, Sector 3, MBP, Mahape, Navi Mumbai 400710 India. By reading this document you acknowledge that all information contained herein is and always confidential and shall not be disclosed to any unauthorized persons. Any breach of confidentiality or unauthorized circulation would invite the penal provisions as per the applicable laws.

2 Disclaimers

I understand that I am responsible for reading the handbook, familiarizing myself with its contents, and adhering to all the policies and procedures of AMAL Infosystems Private Limited, whether set forth in this handbook or elsewhere.

The policies, procedures and standard practices described in this manual are not conditions of employment. This manual does not create an express or implied contract between AMAL Infosystems Pvt Limited and any of its employees located in India or overseas. I understand that the information in this handbook represents guidelines only. AMAL Infosystems Pvt Ltd reserves the right to modify this handbook, amend or terminate any policies, procedures whether described in this handbook at any time

All personnel policies contained herein were adopted by AMAL Infosystems Pvt Ltd and supersede previous policies. We periodically review personnel policies in part or, to ensure that they continue to reflect current thinking in the field of Human Resources Management and are consistent with trends and legislative requirements. I further understand that no executive or representative, other than a Director, is authorized to enter into any employment agreement on behalf of AMAL Infosystems Pvt Ltd. I also understand that this manual is the property of AMAL Infosystems Pvt Ltd, and is to be returned to the Human Resources Department should my employment be terminated.

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3 Code of Business Conduct and Ethics.

This Code of Business Conduct and Ethics applies to all employees AMAL Infosystems Pvt Ltd, which are referred to in this Code as Company or the Company.

The Company is proud of its reputation for integrity and honesty and is committed to these core values. Personal responsibility is at the core of the Company's principles and culture. The Company's reputation depends on you maintaining the highest standards of conduct in all business endeavors. You have a personal responsibility to protect this reputation, to "do the right thing," and to act with honesty and integrity in all dealings with customers, business partners and each other. You should not take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or any other unfair-dealing practice.

The principles set forth in this document describe how you should conduct yourself. This Code does not address every expectation or condition regarding proper and ethical business conduct. Good common sense is your best guide. It does not substitute for Company policies and procedures. In every business-related endeavor, you must follow the ethics and compliance principles set forth in this Code as well as all other applicable corporate policies and procedures.

You are accountable for reading, understanding and adhering to this Code. Further, compliance with all laws, rules and regulations related to Company activities is mandatory and your conduct must be such as to avoid even the appearance of impropriety. Failure to do so could result in disciplinary action, up to and including termination of employment.

If you are uncertain about what to do, refer to the relevant section of this Code. If you are still unsure, speak with your HR Executive. If you have any doubt, ask for help.

In the Workspace

Company is committed to providing a diverse and inclusive work environment, free of all forms of unlawful discrimination, including any type of harassment.

3.1 Respect

The Company's greatest strength lies in the talent and ability of its associates. Since working in partnership is vital to the Company's continued success, mutual respect must be the basis for all work relationships. Engaging in behavior that ridicules, belittles, intimidates, threatens or demeans, affects productivity, can negatively impact the Company's reputation. You are expected to treat others with the same respect and dignity that any reasonable person may wish to receive, creating a work environment that is inclusive, supportive and free of harassment and unlawful discrimination.

3.2 Equal Employment Opportunity

The talents and skills needed to conduct business successfully are not limited to any particular group of people. Company has a long-standing commitment to a meaningful policy of equal employment opportunity. The Company's policy is to ensure equal employment and advancement opportunity for all qualified individuals without distinction or discrimination because of race, color, religion, gender, sexual orientation, age, national origin, disability, covered veteran status, marital status or any other unlawful basis. As part of this commitment, the Company will make reasonable accommodations for applicants and qualified employees.

3.3 Sexual Harassment and Other Discriminatory Harassment

Sexual harassment and other discriminatory harassment are illegal and violate Company policies. Actions or words of a sexual nature that harass or intimidate others are prohibited. Similarly, actions or words that harass or intimidate based on race, color, religion, gender, sexual orientation, age, national origin, disability, covered veteran status, marital status or any other unlawful basis are also prohibited

3.4 Conflicts of Interest

Company policy prohibits conflicts of interest. A “conflict of interest” occurs when your private interest interferes in any way with the interests of Company. In addition to avoiding conflicts of interest, you should also avoid even the appearance of a conflict.

3.5 Corporate Opportunities

You owe a duty to Company to advance its legitimate interests. You are prohibited from competing with the Company and from using corporate property, information or position for personal opportunities or gain.

3.6 Outside Activities - Officer or Director of another business

You may not serve as a director, officer, trustee, and partner or in any other principal position of another for-profit or publicly held organization or company without the prior approval of Company’s HR. You should obtain approval from Company’s HR before agreeing to serve on any position of a trade or professional association or of a non-profit organization. In any event, these outside activities must not impact in any way your daily job responsibilities in your current position.

3.7 Second Job

Unless the Company otherwise consents in its sole discretion, you will devote your entire resources and full and undivided attention exclusively to the business of the Company during the term of your employment with the Company and shall not accept any other employment or engagement (honorary or otherwise).

3.8 Vendors, Suppliers and Consultants

All vendors, suppliers and consultants shall be approved in accordance with Company policies and procedures. Company’s business relationships must be totally based on their ability to competitively meet the Company’s business needs. If your association with a current or prospective Company vendor, supplier or consultant is of a nature that gives rise, or potentially gives rise, to a conflict of interest, the Company may have to refrain from entering the relationship and, in any event, you must not be involved in any way with approving, managing or influencing the Company’s business relationship.

3.9 Gifts and Entertainment

The occasional exchange of inexpensive gifts and modest forms of entertainment that have no special significance attached and are reasonable in nature, frequency and cost, are normal in business and help build strong and trusting relationships with customers, suppliers and other business partners. However, receiving such gifts or entertainment must never affect your judgment or decision-making, nor should they be offered in return for favorable treatment from others.

What constitutes good business practice with respect to gifts and entertainment varies by industry, business unit and location. No gifts to you valued at more than INR 2,500 would be allowed. Gifts to you valued between INR 1,000 and INR 2,500 or forms of business entertainment that exceed reasonable and customary practices should be politely declined, unless approved in advance by your functional head for sound business reasons.

3.10 Communication of Conflicts

All potential and actual conflicts of interest or material transactions or relationships that reasonably could be expected to give rise to such a conflict or the appearance of such a conflict must be disclosed. If you have any doubt about whether a conflict of interest exists after consulting this Code, you should seek assistance from the appropriate persons or entities identified in the Resources section, so that you can make that determination.

Company and its associates will not directly or indirectly engage in bribery, kickbacks, payoffs or other corrupt business practices, in their relations with governmental agencies or customers.

3.11 Protection and Proper Use of Company Assets

Safeguarding and appropriately using Company assets, whether those assets take the form of paper files, electronic data, computer resources, trademarks or otherwise, is critical.

3.12 Confidentiality

Company is committed to preserving customer and employee trust. All information, whether it is business, customer or employee-related, must be treated in a confidential manner, and disclosing it is limited to those people who have an appropriate business or legal reason to have access to the information. You need to take special precautions when transmitting information via e-mail, fax, the Internet or other media. Remember to treat all such communications as if they were public documents and printed on letterhead. No information confidential in nature or likely to hurt business interest of the company or image of the company can be disseminated /discussed on social media platforms like Facebook, linked in etc. while in employment or after ceasing employment. The company reserves the right to protect its business interests, image and will take necessary steps under the relevant legal provisions, if any information is noticed either directly attributable or in pseudo.

In addition, Company meetings are confidential. You may not use audio or video equipment to record these meetings without the specific prior authorization of the head of your department.

3.13 Technology

Safeguarding computer resources is critical because the Company relies on technology to conduct daily business. Software is provided to enable you to perform your job and is covered by federal copyright laws. You cannot duplicate, distribute or lend software to anyone unless permitted by the license agreement.

Company provides electronic mail (e-mail) and Internet access to assist and facilitate business communications. All information stored, transmitted, received, or contained in these systems is the Company's sole property and is subject to its review at any time. All e-mail and Internet use must be consistent with Company's policies, practices and commitment to ensuring a work environment where all persons are treated with respect and dignity. Because these systems provide access to a worldwide audience, you should act always as if you are representing Company to the public, and should preserve Company's system security and protect its name and trademarks.

You must act responsibly and adhere to all laws and Company policies when using e-mail or the Internet.

You must use your computer appropriately in accordance with Company standards and be sure to secure both the computer and all data from loss, damage or unauthorized access, reporting all instances of unauthorized access to the Information Technology Department.

3.14 Reporting of Any Illegal or Unethical Behavior; Points of Contact

If you are aware of any illegal or unethical behavior or if you believe that an applicable law, rule or regulation or this Code has been violated, the matter must be promptly reported to HR Executive or CEO. Your HR Executive is normally the first person you should contact if you have questions about anything in this Code or if you believe Company or an associate is violating the law or Company policy or engaging in conduct that appears unethical. Under some circumstances, it may be impractical, or you may feel uncomfortable raising a matter with your HR Executive. In those instances, you may contact the CEO. Furthermore, you should take care to report violations to a person who you believe is not involved in the alleged violation. All reports of alleged violations will be promptly investigated and, if appropriate, remedied, and if legally required, immediately reported to the proper governmental authority.

You will be expected to cooperate in assuring that violations of this Code are promptly addressed. Company has a policy of protecting the confidentiality of those making reports of possible misconduct to the maximum extent permitted by law. In no event will there be any retaliation against someone for reporting an activity that he or she in good faith believes to be a violation of any law, rule, regulation, internal policy or this Code. Any HR Executive intimidating or imposing sanctions on someone for reporting a matter will be disciplined up to and including termination.

4 Terms of Employment

4.1 Terms of employment

Terms of employment are as set out in the appointment letter.

- 4.1.1 The terms of employment are as per the details contained in the appointment letter. The company reserves the right to amend, alter, and change any or all the terms and conditions governing employment. The company will also be the sole judge of the meaning and interpretation of all or any of these terms and conditions and its decision thereon shall be binding on all employees.
- 4.1.2 The employment contract is a contract between the individual employee and the company and the terms of contract are individual to each employee. Hence, all employees are required not to share the terms of contract with others including fellow employees.
- 4.1.3 The communication with regard to the Terms of Employment set forth in this Manual or Appointment letter or any other communication of the Company, will be with the named employee and not with any Association or Union or Legal Firm or Power of Attorney Holders or Relatives like Brother, Sister, Father, Mother, etc.

4.2 Joining process

The copies of the following documents shall be submitted by an employee on the date of joining:

- Proof of age (birth certificate/school leaving certificate/passport copy);
- KYC documents PAN / AADHAR/Address proof verification
- Duly Attested Educational and other qualification certificates;
- Release letter from the previous employer (if applicable);
- Photograph;
- Passport/Visa details, if any;
- Government reservation certificate, if any;
- Medical Certificate of general fitness;
- Acknowledgement for receipt of the HR Policies and Code of Conduct guidelines;

4.3 Appointment letter

Original to be retained by the employee; and one signed copy to be handed over to Company by the employee (for the Employee file)

4.4 Document Cancellation

If the employee so chooses, within 2 days of issue of appointment letter, can leave the employment by payment of documentation charges of Rs.2,500/-.

4.5 Personal Data Changes

Any change in the personal data – adding qualifications, certifications, new languages, marital status, dependents, children, residence, telephone, mobile, etc. should be communicated immediately.

5 General Administrative Matters

5.1 Working Hours

The working hours and weekly off are as per the choice of employees. We provide flexible work environment, which will motivate employees to work and maintain a healthy work-life balance

Area	All Employees
Days	Mon to Saturday
In Time	8.30/9.00/9.30 / 10.00
Out Time	6.00/ 6.30/7.00 / 7.30
1) Client site employees have to follow the Shift / Office / Lunch timings allotted to them	
2) Lunch timing will be 45 minutes – 1.00 p.m. to 1.45 p.m. for all employees	
3) Overtime – max 2 hours @ Rs.75/- per hour.	
4) Overtime is only for Work from Office Employees / Not for Work from Home or Client Site Employees. Client Site Employees will get the pass on provided by Clients as per their rules.	

5.2 Paid Leave

Area	
Client Site Employees	1 paid leave per month, 1 casual leave for every 2 months, Minimum working 22 days a month
Internal Employees	< 24 months service - 1 paid leave per month >24 months – 2 paid leaves per month
1) An employee will be in service during a month, if the Employee has attended office for more than 15 calendar days in the month. Employee will be considered to have attended, if the employee was on paid leave or public holiday	
2) Earned Leave will be credited at the end of the every month	
3) Leave balance credit – earned cannot exceed 15	
4) No encashment of leaves	
5) PES HR Employees who achieve individual target in a month or Team Leaders who achieve Team Target in a Month - will be entitled to ½ hour reduction in work hours in the subsequent Month i.e. 9 hours' work in next month	
5) PES HR Employees – Individual Target Achievement – will get credit of 1 paid leave in subsequent Month	

5.3 Weekly Off

1) Client site employees have to follow the Roster Set for them 5 days week is allowed by many clients out of courtesy and not as a rule. If allowed by the client, then AMAL will not deduct salary Client site employees should not request or seek COMPENSATORY OFF for extra work done at client site or for continuing on shifts due to request from Client site supervisor.
2) Internal Employees - Sunday

5.4 Late arrival

Employees are expected to arrive at work and for meetings on time. If an employee anticipates late arrival he/she must inform the immediate senior (or a colleague in case the immediate senior is not available) in advance to allow for schedule changes and to handle coverage of working hours. Repeat challenges with late arrivals will be recorded as misconduct in the employee's file. Lapses in punctuality will not be acceptable.

5.5 Absence from office

- Any employee, who is outside the office during working hours, should ensure that the immediate senior is aware of his/her whereabouts.
- Unauthorized absence from office, or absence from office without prior approval from the immediate senior, will be recorded as misconduct in the employee's file.
- Unauthorized absence will be treated as Loss of Pay (LOP).

5.6 Housekeeping

It will be the responsibility of all employees to ensure that the offices of the company are kept neat and tidy always. The work area should be cleared of all files and papers every evening prior to leaving the office. Computers and any lights in the work area need to be switched off. Food items, other than Tea should not be consumed in the work area.

5.7 Dress code & Smoking

Men	Women
Formal / smart casual shirts, trousers and shoes. Formal clothes are mandatory for sales personnel; and others when meeting customers / Visitors.	Formal Western (shirts, slacks, pants, suits)/ Indian (saree, salwar) business wear

Employees are expected to use their discretion in determining what appropriate office wear is.

Smoking is prohibited within office premises. To maintain a clean and healthy atmosphere in the workplace and arising out of our concern for fellow employees, smoking is prohibited within the office premises.

5.8 Standard Operating Procedures – Work from Home

Work from Home will be permitted to employees on a case to case basis. The Management has a right to grant work from home and revoke the same. The employees who are granted work from home should follow the below SOP:-

- A) Working Timings/ days: - Minimum 9 ½ hours a day. As per Roster set by Team Leader
- B) Attendance Marking – In time & Out time should be marked daily
- C) Presence – The employees should be present on the “ONLINE” mode thorough out the 9 ½ hours – both on Work Station / Laptop / Mobile
- D) Response – Should respond to mails within 15 minutes of receipt of the same during the working hours notified above. If the mails require discussion, then the discussions should be initiated, within 15 minutes with the seniors.
- E) Dressing – Should be in presentable dress and be available for video conferencing at all points of time during the 9 ½ hours of work time

6 Employee Development

6.1 Performance Evaluation

- The process of performance evaluation provides a systematic approach for communicating goals, expectations and objectives to each employee as well as documenting individual performance.
- The process of performance evaluation is covered in three steps:
 - *Goal setting:*
 - The senior and employee discuss and set performance expectations on weekly basis.
 - *Performance review:*
 - Performance review is conducted annually to assess individual performance and to take necessary action to remove bottlenecks and to provide suggestions for improvement. The outcome of this review would result in the identification of training needs, rewards and recognition and career development.
 - *Performance appraisal:*
 - Performance Appraisal is done based on careful consideration of employee performance for the assessment period.
 - Performance Appraisal will be as per the cycle agreed upon with the employee from time to time.

6.2 Training and development

- On the job training and skill development is a continuous process and the same should be attended by all employees. The seniors are responsible to identify the training needs and report the same to HR.

6.3 Career Development

It will be the endeavor of the Company management to provide all its employees with the opportunity for personal growth and progress.

6.4 Grades and designations

The grades and designations in the company are as under

Grade	Internal Employees	Client Services
1	Jr. Executive	Jr. Consultant
2	Executive	Associate
3	Sr. Executive	Sr. Associate
4	Team Lead	Asst. Manager
5	Asst. Manager	Manager
6	Manager	Practice Head
7	Sr. Manager	Delivery Manager

7 Compensation

7.1 Salary Administration

All employees will be paid their salary monthly by seventh working day of the subsequent month through an account payee cheque /Bank Transfer.

Employees have to take any leave, which extends more than 4 days or more than 4 days in a month with proper justification and prior approval. If the leave is taken without proper justification and prior approval, then the salary for the month will be disbursed with the salary of the next month.

7.2 Incentives

Incentives will be as per applicable manual at any given point of time. Incentive policy of the company will be common for all employees.

7.3 Monthly Incentives

	Type	Target PerMonth	Incentive
Team Members – Contract	Individual	2 Contract Per Month	3,500/-
Team Leader –Contract	Team	4 contract Joinees	5,000/-
Jr. Executive	Individual	2 Joinees & Billing of Rs.35,000/-	2,500/-
Executive	Individual	2 Joinees & Billing of Rs.50,000/-	3,500/-
Sr. Executive	Individual	Billing of Rs.60,000/-	4,000/-
Sr. Executive – TL	Team	6 Joinees & Rs.1,35,000/- billing	5,000/-
Team Leader / Asst. Mgr	Team	Rs.1,75,000/- per month	5,000/-
Manager	Team	Rs.2,50,000/-	7,500/-

- 1) For 1 Closure, without achieving target, the company will give Rs.1,500/- as incentive
- 2) In contracts, above target will be Rs.2,500/- per contract for Team Member and Rs.1,000/- per contract for Team Leader
- 3) Sr. Executive onwards, every employee should have 1 Joinee per month, otherwise, there will be deduction of Rs.2, 500/-.
- 4) Incentives are deemed to arise only on completion of guarantee period. Incentives for Joinees will be rolled back in the same sequence as the month of payment, if the candidate leaves within the guarantee period agreed upon with the client.
- 5) Billing Amount given by client will be final, irrespective of the candidate CTC.
- 6) Internal Joinee – Internal joinee will not be considered for target achievement. Incentive to be paid only after the employee completes 2 months in the service. The company will pay Rs.600/- per internal joinee.

7.4 Salary Increases

Compensation review is an annual exercise, which determines the increment in salary. The increment is done on the cost of living adjustments and market trends in compensation levels. However, increment in the employee's salary is not automatic and will be subject to the employee's performance and the company's performance.

8 Employee Termination

An employee will be separated from the company in the following events:

- On his/her resignation from the services of the company;
- On being removed from the services or on being dismissed by the company;
- On the expiry of any fixed contract period;
- On being found medically unfit to continue working in his/her present responsibility; or
- On being legally debarred from continuing like bankruptcy or arrest or unlawful activities FIR, etc

8.1 Resignation

Resignation is a voluntary separation process of the employees, initiated by the employee.

- An employee, must submit resignation letter to HR. Resignation should not be marked to anybody else.
- Notice Period - 60 Days. The company reserves right to release employees after completion of 30 days of notice period, with or without notice pay. The notice period from the employee is essential for the company to ensure timely and smooth hand over of existing responsibilities to another employee
- The company will notify within 15 days from the date of resignation, the date of release. Computation of notice period will be from the date of resignation mail/letter
- The payment of dues and issue of experience letter/release letter will be done only after the employee completes his notice period and hands over the charge. This process generally takes 15 to 30 days from the last working day.
- Employees who resign, despite period bar on the resignation either by the appointment letter or increment letter or promotion letter will not receive documentation support from the company.
- Incentives/Bonus – Sales/Performance Incentives will be paid only till the last date of employment.

8.2 Termination

Termination is separation process of the employees, initiated by the employer.

- Termination while in Probation or after confirmation.
- During Probation, the employee can be terminated with 5 calendar days' notice.
- Confirmation is automatic implicit process, at the end of probation period. There is no need for either oral or written communication for the same.

Confirmed employees can be terminated by giving 15 days' notice, due to

- 8.2.1 Project Closure
- 8.2.2 Business decision of the company
- 8.2.3 Falsification of Records by employee – education, address, Aadhar, past employment, etc.
- 8.2.4 Character Issues like drunken or lumpen behavior, etc.
- 8.2.5 Disorderly conduct in office, etc.

Where termination is due to 8.2.1 or 8.2.2 the company will pay all dues to the employee, till the last date of employment.

8.3 Absconding

- 8.3.1 Absconding - where AMAL Employee absconds, i.e. without proper resignation, serving notice period and release – AMAL will fill FIR with the POLICE jurisdiction of Turbhe and also file the necessary legal case in jurisdiction of Courts of Thane, Maharashtra.
- 8.3.2 The Employment would be governed by the laws and Regulations in force from time to time in India and would be subject to the jurisdiction of Courts of Thane, Maharashtra.

8.4 No Dues Certificate

On termination of employment with the company, employees must surrender all business-related documents, confidential company data or the like which may have been entrusted to the employee and get a No Dues certificate signed HR.

8.5 Public holidays

- 8.5.1 Client site employees would be governed as per section 8
- 8.5.2 Ten public holidays for all employees (8 Fixed and 2 Optional) may be availed, as notified by the company at the beginning of each year (Please refer the list in appendix A).
- 8.5.3 In case the working of the office is likely to be hampered because strike, power cut, etc., the company may declare, a public or a weekly holiday (except national holidays) to be a normal working day and declare the affected day to be a holiday.

8.6 Unauthorized absence

- 8.6.1 Unauthorized absence refers to absence from work without requisite approval.
- 8.6.2 The employee will need to offer an explanation to the immediate senior in the event of any unauthorized absence.
- 8.6.3 The employee will not be eligible for payment of salary for this period of absence.
- 8.6.4 Any unauthorized absence or absence without notification, beyond 72 hours will lead to termination of services

8.7 Leave during Notice Period

Employees are not eligible to take any leave when they are serving their notice period. Any leave taken during the notice period will be considered as leave on loss of pay.

8.8 Health Related Issues

Employees, who become aware of any health-related issue, including pregnancy, should notify HR immediately. Employees who have contagious diseases should cease to attend office immediately and join only after the Doctors certify them of fitness. This policy has been instituted strictly to protect the employee.

8.9 The following are not allowed

- 8.9.1 Wrong Marking of Attendance or time intimation – NOT Allowed
- 8.9.2 Rude behavior at client site – NOT Allowed
- 8.9.3 Improper clothing at client site – NOT Allowed
- 8.9.4 Forwarding internal mails of client – other than leave and attendance – NOT Allowed
- 8.9.5 Using Client email id or communication systems for personal communication – NOT Allowed
- 8.9.6 Playing games or non-work-related surfing like movies, etc. on Client site – NOT Allowed
Visiting Porn sites or improper sites on Client Site – NOT Allowed
Taking benefit more than Rs.1000/- (Rupees one thousand only) in value – like Gifts, etc. from client without intimation to AMAL HR – NOT Allowed

8.10 Special Conduct Rules for Client Site Employees

- 8.10.1 **Leaves** - Employees should intimate both client site supervisor and hrd@amalinfosystems.com for any leave to be taken or planned late coming or early leaving from work
- 8.10.2 **Emails** - Employees should not discuss or send mails to client supervisors or client employees with regard to working conditions, paid leaves, salary payment, job change, resignation, transfer of payroll to client company or transfer of payroll to another vendor company
- 8.10.3 **Changing Payroll** - Where AMAL INFOSYSTEMS permits the employee to go on Direct payroll of the client, the employee will be charged documentation charges of Rs.3,000/- (Rupees three thousand only)

9 Internet Use Policy

9.1 General

Company supports the use of the Internet to conduct business by or on behalf of Company. Because the Internet provides access to a worldwide audience, Company associates should act at all times as if they are representing Company to the public, and should preserve Company's system security and protect Company's name and trademarks. Company associates must act responsibly and adhere to all laws and Company policies when using the Internet to conduct business by or on behalf of the Company and/or when the Company or its products or services are identified.

This Policy applies to all business units, Company associates and consultants with access to the Internet from any computer used to conduct business by or on behalf of Company (on Company premises or from home or any other location), or under any circumstances in which Company's name or its products or services are used.

9.2 The Policy

The Company recognizes that the Internet can be a helpful tool in dealing with family and other personal matters; however, its use must not interfere with work responsibilities, conflict with business needs, or violate any Company policy or law. Company reserves the right always to monitor, access and decrypt associates' use of the Internet, Company property, equipment, phone lines, computers (including disks, drives, storage media, electronic mail, etc.) and information.

All users are expected to use good judgment when using the Internet. Company strictly prohibits:

- displaying, uploading, downloading, disseminating, participating in bulletin board or electronic forum discussions regarding subject matters containing inappropriate materials or information that may be offensive to others;
- in accordance with the Company's standards of business conduct, hacking or other attempts to penetrate non-public systems or any dishonest, defamatory, fraudulent, immoral, illegal and/or unethical activities; and
- using Company's name or property or a Company-provided Internet access ID to conduct business on behalf of an entity other than Company or on behalf of any individual, including yourself; to represent yourself as someone else; or to solicit Company associates.
- Prohibits offensive posts on Twitter / Facebook / Linked in / Social Media while in employment and also 12 months after leaving employment. The company will take strict action to protect its image, which includes taking legal recourse for loss of reputation.

All users must respect Company's, its **affiliates'** and third parties' intellectual property rights (patents, copyrights, trademarks, trade secrets, as well as rights of privacy and publicity) and must take precautions to protect software, information and data that are owned, licensed or managed by Company. No software, information or data may be used or distributed in a manner that infringes upon any intellectual property right or violates a license agreement or jeopardizes Company's trade secrets.

No one may conduct business by or on behalf of Company with third parties using personal access accounts or IDs.

Misuse of Company resources and conduct in violation of Company policy will result in disciplinary action in accordance with the Company policy, up to and including termination.

Annexure A – List of holidays

Compulsory Holidays			
Sr. No	Holiday	Date	Day
1	Republic Day	26 th January 2023	Thursday
2	Mahashivratri	18 th February 2023	Saturday
3	Holi	8 th March 2023	Wednesday
4	Gudi Padva	22 nd March 2023	Wednesday
5	Ramzan Eid	22 nd April 2023	Saturday
6	Raksha Bandhan	30 th August 2023	Wednesday
7	Independence Day	15 th August 2023	Tuesday
8	Ganesh Chaturti	19 th September 2023	Tuesday
9	Mahatma Gandhi Jayanti	02 nd October 2023	Monday
10	Dussehra	24 th Oct 2023	Tuesday
11	Diwali – Balipratipada	14 th Nov 2023	Wednesday
12	Christmas	25 th December 2023	Monday
If, employees do not avail the festival leave, then 1 day will be added to their Paid Leave.			