

Policy Book

Of

Brain InfoTech

&

Pleasant Inc

1. Hours of work

- 1.1. The **Brain InfoTech's** employee/s normal working hours: From Monday to Friday - 10:00 to 19:30 IST and Saturday - 10:00 to 17:30 (Only for performers). For **poor performers & bad performers, there won't be early leave on Saturday if left early then there would be one day salary deduction as penalty.**
 - 1.1.1. Sunday - Holiday. For **bad performers**, Sunday first half (up to 14:00) would be their working day, if absent or left early, then there would be 1 day salary deduction as penalty.
 - 1.1.2. For non-performers - Saturday working hours will be 10:00 to 19:30
- 1.2. The **Pleasant Inc's** employee/s normal working hours: From Monday to Friday - 10:00 to 19:00. Saturday - 10:00 to 18:00. This is a total of 53 hours per week.
The Employee may be required to work such further hours as may be necessary to fulfill his/her duties or the needs of the business. Whenever possible, the company will give the employee a reasonable notice of any additional hours or any additional days (working on holidays).
The Employee is entitled to an unpaid lunch break of 30 minutes which will be taken at such time as the Employer may require. Otherwise the standard time for lunch would be **13:30 to 14:00**.
For all employees, entitlement to holidays, leaves, and all other benefits is pro data based on the hours worked compared to the project requirement and business need. Certain leaves shall be applicable only to performing employees.
- 1.3. Lunch break shall compulsory be taken at office and the employee shall not be allowed to go at his/her house or restaurants for lunch breaks.
- 1.4. In case if there is a requirement in changing the standard timings the company will intimate the employee and he shall follow the same. The timing changes are dependent upon the projects company acquires.

2. Place of work

- 2.1. The Employee's normal place of work will be our registered office. (B/19, Jay Ranchhod Nagar Society, Behind Kalupur Bank, Opp. Prime Arcade, Anand Mahal Road, Adajan, Surat-395009, Gujarat, India)
- 2.2. The employer reserves the right to change his/her work place to any geo location for max up to 6 months. This work place could either be within the city limit or across the nation or may be even an international location.

3. H.R. Policies

- 3.1. The standard festive holidays shall be decided by the company and based on that the holidays shall be given. It shall be based on the company's holiday calendar.
- 3.2. The new employees joining at any post shall be on probation period for minimum 3 months.
- 3.3. The employee who intends to leave the organization shall email about his/her resignation letter with reason/s before one month on hr@braininfotech.com (for the Brain InfoTech employees) or dharamgandhi@rediffmail.com (for the Pleasant Inc employees) or else his/her accounts might not get cleared/settled.
- 3.4. During the notice period the employees will serve the company for 26 working days, (one calendar month). Leaves & holidays shall not be considered. He/She shall honestly handover his/her duties and credentials to his/her colleague. However, under special circumstances the company may make an exception and either waive off the entire notice period amount or deduct Cost to Company (CTC) pay for less than the stipulated notice period.
- 3.5. Once the notice period is over, the company shall give a choice for **extension of job** period for a month or two. This shall be based on the requirement & relation, and shall be decided before 30 days of agreement completion date.
- 3.6. On termination of employment with the company, employees must surrender tasks, projects, all business related documents, confidential company data or the like which may have been entrusted to the employee as per the instructions of the superior.
- 3.7. The final clearance shall be obtained from all the concerned on prescribed form/s. Documents (experience/relieving letter, salary certificate) shall be handed over **after one month of the employee relieving date.**
- 3.8. In absence of final clearance, no payment shall be made to employee.
- 3.9. **The employees leaving the company without one month prior notice are not entitled for their pending salary and any pending reimbursements.**
- 3.10. **Employee leaving the company is not entitled for any type of bonuses, project incentives, diwali vacation, diwali gifts or salary increments.**
- 3.11. If the company finds any employee's performance not as per the minimum expectation then the company is authorized for relieving him from the job and that too without any notice.
- 3.12. Company can fire any employee due to his/her unsatisfactory work or undisciplined timings, this procedure will not be liable for any prior notice to employee/s.
- 3.13. No appointment letters shall be issued to any employee.
- 3.14. The employee's leaving the organization before 1 year or the pre decided job tenure shall not be issued the related documents. (Salary/Experience Certificate)
- 3.15. The person coming late by more than 15 minutes and that too without any prior intimation then he/she shall be penalized by deducting his/her half day salary.
- 3.16. The person going early by more than half an hour and that too without prior intimation then he/she shall be penalized by deducting his/her half day salary.
- 3.17. Housekeeping:-
It will be the responsibility of all the employees to ensure that the offices of the company are kept neat and tidy at all times. 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.
- 3.18. **Dress code:** Employees are expected to use their discretion in determining what appropriate office wear is.

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
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4. Employee Development

It is the policy of the company that the work of each employee will be evaluated periodically by the employee's project manager/project supervisor, in order to monitor individual performance on the job, assess training needs and to identify future leaders.

The process of employee development is covered by:

- ✓ Performance Evaluation;
- ✓ Training and Development; and
- ✓ Career Planning

4.1. 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 two steps:

Goal setting: The supervisor and employee discuss and set performance expectations for the assessment period and sign off individual performance contracts.

Performance review: Performance review is conducted periodically (semi annually) or on continual basis 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.

4.2. Training and Development: The objective of the training and development policy at the company is to develop relevant skills in the organization taking into account:

- Organizational requirements
- Functional requirements
- Individual learning objectives

- It will be the responsibility of the project leader/project manager to ensure that all employees get an equal opportunity to attend training programs based on their individual training needs.

- Training program shall include:

- Technical training: for the company employees
- Behavioral training: for the company employees
- Leadership programs: for the company employees for specific career progression needs.

- The training needs identification will be based on the following:

- Training needs arising out of the company/regional objectives.
- Training needs arising out of the team goals and priorities.
- Training needs linked to individual job.
- Training needs linked to individual potential and career progression needs.

4.3. Career Development: It will be the endeavor of the company management to provide all its employees with the opportunity for personal growth and progress. This section deals with the career planning policy. In case of further details, the employee may contact Human Resources.

- ✓ It will be the intention of the company to provide all employees with growth and development opportunities.
- ✓ All career progression opportunities will be contingent upon the existing vacancies but it will not be binding on the company to promote an employee.
- ✓ All matters with respect to promotions and career progression will be the responsibility of the company management. The responsibility of the company lies to provide opportunities, and it is the employees' responsibility to capitalize on it.

5. Salary & Wages.

5.1. The salary will be calculated on actual working day basis system.

5.2. The salary will be handed over until 5th of every month for the employees having maturity more than 6 months in the company. And employee's having, less than 6 months maturity shall be handed over the salary on 16th of every month.

5.3. The salary deposit condition shall be applicable in any case either it is self departed or company departs the employee.

5.4. If the employee discontinues the job without satisfying the notice period rule, then his/her pending salaries, incentives & deposit shall be waived off, it shall not be liable or own the remain finances.

5.5. Due to the misbehavior or employee/s not following company rules the company can terminate him without notice period and his/her pending salaries, incentives & deposit shall be waived off.

5.6. Diwali bonuses are not been applicable.

- 5.7.** Salary increments are done to sustain the employee, But if the employee is resigning or terminating the job then he/she is not liable for salary increments
- 5.8. Salary Increment Terms:-**
5.8.1 Salary increment for fresher shall be on 6 monthly bases during permanent tenure, until the decided term.
5.8.2 Salary increment for experienced employee/s shall be on yearly basis.
 These are general salary increment terms. If the increments are not as per general terms then it should be mentioned on the employee's joining form.
- 5.9. Salary increments if due then shall be done, from 1st date, after the increment due date.**
- 6. General Discipline Policy**
- 6.1.** The consumption of any kind of cigarettes, Cigars, Bidis, Pan, Gutkha, Chewing Tobacco, Masala, and Alcohol in the office premises is strictly prohibited. Employees are not even allowed to consume such stuffs and come to office.
- 6.2.** Smoking is prohibited within office premises. In order 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.
- 6.3.** The playing and carrying Walkman and/or radio in office premises is not allowed.
- 6.4.** The dustbin shall be used in all places for waste papers, tea cups, wrappers etc. Keep your desk neat and clean
- 6.5.** Maintain silence environment in office.
- 6.6.** All employees/teammates are responsible for their working desk space's liabilities
- 6.7.** No employee is allowed to carry his/her personal laptop, cd, USB drives etc. in the office.
- 6.8.** In case of excess talk time on personal mobile, the mobile shall be handed over to his/her NHA, while entering the office and collected back while leaving (day-out time) the office.
- 7. Loan Policy**
- 7.1. The company shall not pay any loans or advance to any employee, what so ever the conditions may be. Nor the incentives/commissions shall be handed over well in advance or before the applicable date.**
- 8. Project Management Policy**
- 8.1.** The projects shall be managed by the 'Top management' and all the team shall be liable for working as per their guidelines.
- 8.2.** The developer have to maintain their daily log in excel sheet provided by the company and it should be updated on daily basis. Lunch timings and other out going timings should also be jotted in the report.
- 8.3.** If the daily reporting are not been updated since last 7 days then the employee shall be penalized by deducting a half day salary.
- 8.4. No source code shall be copied by any of the team members, what so ever the code may be.**
- 8.5. Any username and passwords shall not be shared by the team members with any other person.**
- 8.6. Certain standardization of the working pattern shall be followed by the team members.**
- 8.7. Project Incentive/Commission system shall be decided by the top management and shall be purely favorable as per their decisions, no employee shall be allowed for any type of interference in other team members' incentive/commission system.**
- 9. Leave Policy**
- 9.1. No PL/CL/SL shall be provided.** Any leave in addition to the declared holiday and/or week offs shall be treated as unpaid leave.
- 9.2.** If any employee wants to take a leave then he/she has to fill & submit the Leave Request Form for authorization to his/her Next Higher Authority (N.H.A.) before 2 days. Leave applications through Leave Request Form shall be compulsory.
- 9.3.** If the N.H.A grants the leave then only the employee can take the leave and in case he does not obey then he shall be penalized by deducting double leaves.
- 9.4.** In case any employee is in need of emergency leave then he/she should inform to his/her N.H.A. on phone. In such case his/her N.H.A shall fill the Leave Request Form on behalf of the team member.
- 9.5.** If in case employees are not following the above Leave Request Policy then they will be penalized with deduction of double salary. (Absenteeism Salary * 2)
- 9.6.** If in case the company needs any employee to work on holiday and/or week offs then they are bounded for the same.
- 9.7.** The employees working on declared holiday and/or week offs shall be remunerated in monetary term (per day additional salary) and not with additional leave against attending the holiday and/or week offs.
- 9.8.** No employees are allowed to work on declared holidays and/or week offs without the prior authorization and submission of Additional Remuneration Slip to his/her N.H.A.
- 9.9.** The employee can be departed if his/her extra holidays average increases more than 2 days per month.
- 9.10.** No leave shall be given for more than 7 days, except his/her own marriage, major medical problem or family dismissal problems.
- 9.11.** One day of presence is compulsory before or after any holiday/week off.
 E.g. 1) If employee takes leave on Saturday and Monday (Sunday is week off) then it shall be treated as 3days leave. 2) If employee takes leave before and after any festive holiday then the holiday shall be treated as leave.
- 9.12.** Employee marked as **poor performer** or **bad performers** will not avail benefit of holidays (as mentioned) or early leaves. They will be informed in advance if they are marked as poor performer or bad performers.
- 10. Security Policy-** This company (Brain InfoTech) owns the source code and it is the digital assets of the company, the developer does not entitle any right on the source code either full or part.
- 10.1.** Personal internet through personal mobile shall not to be accessed during office hours. An office hour includes working hours and lunch. Any social media, porn sites, sport sites are not suppose to be used during office hours. Not even during refreshments. Office internet should not be used for personal surfing or email checking.

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- 10.2.** No files shall be uploaded or downloaded by any of the employees, unless given authority by Taraksir.
 - 10.3.** The source code is sole property of Brain InfoTech and any employee is not liable to take it away. In case anyone founded doing so, then, the company shall take legal actions against him/her.
 - 10.4.** Our client's source code's security and their data's security shall also be maintained by the employee and the above condition (7.4) shall be applied for the same.
 - 10.5.** Company's data shall not be disclosed to any other team members or any outsiders.
 - 10.6.** Personal email ID's shall not be used and disclosed to any of our team members or clients.
 - 10.7.** Personal contact numbers shall not be used and disclosed to any of our team members or clients.
 - 10.8.** **Direct communication with client shall not be allowed, without prior permission or intimation.**
 - 10.9.** Any reactions done, due to the use of medical kit shall not be company's responsibility.

