

# 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 Saturday will be 10:00 am to 19:30 pm IST. For Brain Infotech Employees only, This is a total of 57 hours per week.

The Pleasant Inc's employee/s normal working hours from Monday to Saturday will be 10:00 am to 19:00 pm. This is a total of 54 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. Other wise 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.

- 1.2. 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.
- 1.3. 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 acquire.

## 2. Place of work

- 2.1. The Employee's normal place of work will be our registered office, which was been mentioned in point 1.
- 2.2. The employer reserves the right to change his/her work place to any geo location for max upto 6 months. These 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 shall inform his/her senior about his/her reasons & intention to leave the organization before one month, with written notice or else his/her accounts might not get cleared/settled.
- 3.4. The employees shall leave the company after proper handing over the documents, tasks, projects to the successor as per his/her senior's instruction.
- 3.5. The final clearance shall be obtained from all the concerned on prescribed form.
- 3.6. In absence of final clearance no payment shall be made to employee.
- 3.7. **The employees leaving the company without one month prior notice are not entitled for their pending salary and any pending reimbursements.**
- 3.8. **Employee leaving the company are not entitled for any type of bonuses, project incentives, diwali vacation, diwali gifts or salary increments**
- 3.9. If the company founds any employee's performance not as per the minimum expectation then the company is authorized for reliving him from the job and that too without any notice.
- 3.10. Company can fire any employee due to his/her unsatisfactory work or undisciplined timings, these procedure will not be liable for any prior notice to employee/s.
- 3.11. No appointment letters shall be issued to any employee.
- 3.12. The employee's leaving the organization before 1 year shall not be issued the related documents. (Salary/Experience Certificate)
- 3.13. 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.
- 3.14. 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.

## 4. Salary & Wages.

- 4.1. The salary will be calculated on actual working day basis system.
- 4.2. The salary will be handed over until 7<sup>th</sup> 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 16<sup>th</sup> of every month.
- 4.3. The salary deposit condition shall be applicable in any case either it is self departed or company departs the employee.
- 4.4. If the employee dis-continues 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.
- 4.5. Due to the mis-behaviour 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.
- 4.6. Diwali bonuses are not been applicable as we have a dual salary increment system
- 4.7. 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. General Discipline Policy

- 5.1. 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.
- 5.2. The playing and carrying Walkman and/or radio in office premises is not allowed in office premises.
- 5.3. The dustbin shall be used in all places for waste papers, tea cups, wrappers etc. Keep your desk neat and clean
- 5.4. Maintain silence environment in office.
- 5.5. All employees/teammates are responsible for their working desk space's liabilities
- 5.6. No employee is allowed to carry his/her personal laptop, cd, USB drives etc. in the office.
- 5.7. 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.

## 6. Loan Policy

- 6.1. **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.**

## 7. Project Management Policy

- 7.1. The projects shall be managed by the "Top management" and all the team shall be liable for working as per their guidelines.
- 7.2. 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.
- 7.3. If the daily reporting are not been updated since last 7 days then the employee shall be penalized by deducting a half day salary.
- 7.4. **No source code shall be copied by any of the team members, what so ever the code may be.**
- 7.5. Any username and passwords shall not be shared by the team members with any other person.
- 7.6. Certain standardization of the working pattern shall be followed by the team members.
- 7.7. 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.

## 8. Leave Policy

- 8.1. 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.
- 8.2. 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.
- 8.3. 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.
- 8.4. If in case employees are not following the above Leave Request Policy than they will be penalized with deduction of double salary. (Absenteeism Salary \* 2)
- 8.5. If in case the company needs any employee to work on holiday and/or week offs then they are bounded for the same.

- 8.6. 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.
- 8.7. 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.
- 8.8. The employee can be departed if his/her extra holidays average increases more than 2 days per month.
- 8.9. No leave shall be given for more than 7 days, except his/her own marriage, major medical problem or family dismissal problems.

## 9. Security Policy

- 9.1. No employee is allowed to use mobile internet in the office.
- 9.2. Office internet should not be used for personal surfing or email checking.
- 9.3. No files shall be uploaded or downloaded by any of the employees.
- 9.4. The source code is sole property of Brain Infotech and any employee is not liable to take it away. In case any one founded doing so, then, the company shall take legal actions against him/her.
- 9.5. 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.
- 9.6. Company's data shall not be disclosed to any other team members or any outsiders.
- 9.7. Personal email ID's shall not be used and disclosed to any of our team members or clients.
- 9.8. Personal contact numbers shall not be used and disclosed to any of our team members or clients.
- 9.9. **Direct communication with client shall not be allowed, without prior permission or intimation.**

Note: The holiday calendar, leave applications and policy book can also be found at <http://braininfotech.com/e-office/> (policy book section) all the employees are requested to go through it too.