

Company Policies – Start-Up Sahay Private Limited

Clarification: First Month's Salary Policy

It is important to clarify that the 50% salary offered during the first month of employment is not a deduction or compensation for training. Rather, it is an internal company policy to maintain our financial stability as a startup company. We would like to emphasize that many companies do not offer any compensation during the training period. In contrast, our policy goes above industry standards by providing new employees with 50% of salary during first month. This reflects our commitment to fair and competitive compensation practices. Also, if an employee quits the company within their first month, their salary will be compensated against efforts and resources invested by the management in their training.

1. Office Timings and Punctuality Policy:

- Office timings: 10:00 am to 6:00 pm from Monday to Saturday.
- Punctuality is crucial, and employees must be present for the full duration of work hours. Violation of punctuality may lead to appropriate action.

2. Late Coming Policy:

- Employees must adhere to the designated office hours (10:00 am to 6:00 pm).
- Late arrivals will be addressed as follows:
- A grace period of 15 minutes will be allowed for up to 3 days in a month. If an employee arrives after 10:00 am for 4 or more days in a month, all 4 days and more will be counted as half-day leave. Also, repeated late arrivals may lead to termination.
- Exceptions considered for genuine emergencies with proper notification.

3. No Casual Leaves:

- All types of leave requests, including sick leave, personal leave, or any other leave, must be communicated through email to the HR department.
- Employees should send the leave request email to the designated HR email id and mark their immediate supervisor or manager in CC.
- The email should clearly state the reason for the leave and provide relevant details, such as the date(s) of absence and expected date of return.
- The leave request email must be sent before 10:00 am on the day of leave, except in case of unforeseen emergencies where the employee must notify HR as soon as possible.
- Employees are required to use a subject line that clearly indicates it is a "Leave Request" and not an "Office Absence Announcement."
- The HR department will review and respond to leave requests promptly, confirming the approval or denial of the requested leave.
- Failure to comply with the email notification process or submitting leave requests after 10:00 am may result in the leave being considered unpaid for full-time employees.

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- The company reserves the right to request additional documentation or information for leave requests, depending on the circumstances.
- The policy aims to ensure efficient leave management and minimize disruptions in the work schedule while providing employees with the opportunity to take necessary leave as needed.
- Remember, the effectiveness of this policy lies in clear communication and adherence to the specified procedures for requesting leave. Employees should be reminded of this policy periodically, and HR personnel should promptly respond to leave requests to maintain a smooth workflow.
- Requests or approvals from the director board will not be considered valid.

4. Probation Period:

- Probation period of 3 months from joining date.
- After probation, entitled to 1.5 paid leaves per month.

5. No Paid Leave During Probation:

- No paid leave allowed during the 3-month probation period.

6. Sandwich Rule of Rest Day Policy:

- Unpaid leave for the Sunday in between if leave taken on both Saturday and Monday. Note that the sandwich rule is not just limited to Sunday only.

7. Leave Deduction Policy for Incentive-Based Salary:

- For employees on an incentive-based salary, whose monthly earnings are determined by a percentage of their target achievement, a special leave deduction rule will apply.
- The company will calculate the employee's daily salary by dividing their total monthly earnings by the number of working days in the month (excluding weekends and public holidays).
- If an employee takes any leave during the month, the company will deduct the employee's daily salary for the number of leave days taken.

8. Workplace Cleanliness Policy:

- Maintain a clean and hygienic workspace.
- Chewing gum and tobacco are strictly prohibited in the office.

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9. Lunch Time Policy:

- Lunch break from 1:00 pm to 1:45 pm, with a maximum duration of 45 minutes.
- Return to work on time after the lunch break.
- Employees who have lunch in the office's canteen are required to clean the table after completing their lunch.
- Keeping the canteen area clean and tidy is essential for maintaining a pleasant and hygienic environment for all employees.

10. Corporate Behavior Policy:

- Professional behavior is expected.
- Follow the company's hierarchy and communication channels.
- Escalate issues to appropriate department heads or managers, not directly to directors or owners.

11. Well Dress Policy:

- Maintain a professional appearance and grooming at all times during office hours and official events.
- Dress in a manner that reflects a professional and respectful image.
- Personal hygiene and grooming should be well-maintained.
- While there are no strict restrictions on attire, employees are expected to dress professionally and, in a manner, appropriate for their role and responsibilities.
- Represent the company with a professional appearance when interacting with clients or attending external events.
- Non-compliance may result in reminders or counseling.
- The company promotes individuality and comfort while maintaining a professional demeanor.
- Policy subject to company discretion and changes will be communicated to employees.
- Sleepers (flip-flops) are strictly not allowed in the office.

12. Salary Discussion Policy:

- Discussing salary information with co-workers or third parties is strictly prohibited.

13. Release of Salary:

- Resigned or terminated employees will receive their salary within 45 working days from the date of resignation or termination.

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14. Performance Appraisal Policy:

- The evaluation for increment or promotion, or both, will be conducted after a total of six months of employment, starting from the completion of the probationary period.
- The management will assess your performance, dedication, and overall contribution during the initial six months to determine the potential for increment or promotion.
- This decision will be based on a comprehensive review of your achievements and alignment with our company's values and goals.
- The evaluation will determine the potential for increment or promotion, and the final decision will be at the sole discretion of the management.

15. Termination and Exit Policy:

- Termination of employment may occur due to performance issues, violation of company policies, redundancy, or other legitimate reasons.
- The company will follow a fair and transparent process when considering termination, providing employees with an opportunity to improve their performance or address concerns.
- If an employee decides to resign, they must provide a notice period as per their employment contract or company policy.
- The notice period will allow the company to arrange for a smooth transition of responsibilities and ensure minimal disruption to the workflow.
- During the notice period, employees are expected to complete any pending work and hand over their tasks to the appropriate individuals.
- The company will conduct an exit interview with the departing employee to gather feedback and insights that can help improve the work environment and overall employee experience.
- Employees will receive their final dues, including salary, benefits, and any applicable severance pay or gratuity, as per company policy and legal requirements.
- All company property, documents, and confidential information must be returned before the employee's departure.
- The termination and exit process will be handled by the HR department in compliance with relevant employment laws and regulations.
- The company wishes departing employees success in their future endeavors and may consider rehiring eligible candidates if suitable opportunities arise in the future.
- The termination and exit policy are subject to company discretion, and any changes will be communicated to employees.

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16. Respecting Female Employees Policy:

- The company promotes a safe, respectful, and inclusive workplace for all employees, with a focus on respecting women.
- Harassment or discrimination of any form towards women will not be tolerated.
- Employees are expected to treat women with dignity, equality, and respect in all interactions.
- Reports of harassment or disrespectful behavior will be handled confidentially and with sensitivity.
- Regular training sessions will promote awareness and prevent incidents.
- Violations will result in disciplinary action.
- The policy will be communicated to all employees and reviewed periodically to ensure effectiveness.
- The company is committed to empowering women and fostering a culture of respect and equality.

17. Grievance Handling Policy:

- The company is committed to providing a fair and transparent process for addressing employee grievances.
- Employees are encouraged to raise concerns, complaints, or grievances without fear of retaliation.
- Grievances can be related to workplace issues, harassment, discrimination, work conditions, or any other matter affecting the employee's well-being or work environment.
- Employees should first attempt to resolve grievances through open communication with their immediate supervisor or manager.
- If the issue remains unresolved, employees can escalate the matter to the HR department or higher management.
- The company will conduct a thorough investigation of the grievance and take appropriate actions to address and resolve the concern.
- Confidentiality will be maintained during the grievance process to protect the interests of all parties involved.
- The company prohibits any form of retaliation against employees who raise grievances in good faith.
- Regular feedback from employees will be used to improve the grievance handling process and overall work environment.
- The Grievance Handling Policy is subject to company discretion, and any changes will be communicated to employees.

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18. PF, ESIC, and PT Deduction Policy:

- Currently, the company is not deducting Provident Fund (PF), Employee State Insurance Corporation (ESIC), or Professional Tax (PT) from employees' salaries.
- In the future, if the company decides to implement these deductions, employees will be duly informed in advance.
- The deductions will be made in accordance with applicable laws and regulations.
- Employees will be provided with detailed information about the deduction amounts and the relevant statutory requirements.
- The company will ensure timely and accurate processing of these deductions and proper submission to the respective authorities.
- Any updates or changes to the PF, ESIC, and PT Deduction Policy will be communicated to employees.

19. Confidentiality Policy:

- Maintain strict confidentiality of company, client, and employee information. (As per NDA)

20. Social Media and Technology Usage Policy:

- Responsible and professional use of company-provided technology and social media platforms for work-related purposes is encouraged.
- Personal use during office hours should be limited to breaks and non-working hours.
- Use of personal social media accounts during work hours should not interfere with work responsibilities or affect productivity.
- The use of personal devices (e.g., smartphones) for personal reasons during office hours is strictly not allowed.
- Represent the company positively and refrain from posting derogatory or confidential information on social media.
- The company may monitor technology usage to ensure compliance with policies.
- Misuse of technology or social media may result in disciplinary action.
- Policy subject to company discretion, and any changes will be communicated to employees.

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21. Moonlighting Policy:

- Moonlighting, which refers to engaging in secondary employment or business activities outside of regular working hours, is subject to company approval.
- Employees who wish to take up moonlighting opportunities must seek prior permission from the HR department.
- The company will assess moonlighting requests on a case-by-case basis, considering factors such as potential conflicts of interest, impact on job performance, and compliance with applicable laws and regulations.
- Engaging in moonlighting activities that compete directly with the company's business or create conflicts of interest with the employee's primary job responsibilities may not be permitted.
- Any approved moonlighting activity should not interfere with the employee's duties, responsibilities, or work commitments at the company.
- Violation of the moonlighting policy without proper authorization may result in disciplinary action, up to and including termination of employment.

22. Joining Competitor Policy:

- Employees are prohibited from joining a competitor company while being employed by our organization.
- Prior to accepting any offer of employment with a competitor or related business, employees must notify the HR department and seek approval.
- The policy aims to safeguard the company's intellectual property, trade secrets, and competitive advantage.
- Violation of the joining competitor policy may result in disciplinary action, up to and including termination of employment.

23. Code of Conduct Policy:

- Adhere to the company's code of conduct, including honesty, integrity, and respect for others.
- Comply with all applicable laws, regulations, and company policies.

24. Communication Policy:

- Use company-provided communication channels for all interactions.
- Daily WhatsApp backup of official chats to be sent to the company-provided email.

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25. Direct Communication Policy:

- All employees are required to follow the established communication channels within the company.
- Direct communication with the director board, including directors or top-level management, is strictly prohibited, except for situations explicitly permitted by the company.
- Any communication with the director board must be channeled through the appropriate hierarchical levels, such as supervisors, managers, or the HR department, as per the nature of the issue.
- The policy aims to ensure efficient communication, proper coordination, and adherence to the company's chain of command.
- Violation of the direct communication policy may result in disciplinary action.
- Employees are encouraged to approach their immediate supervisors or designated departments for resolving issues, seeking guidance, or providing feedback.
- The company values open communication and is committed to addressing employee concerns through the established channels.
- The direct communication policy is subject to company discretion, and any changes will be communicated to employees.

26. Non-Compete Obligations.

- The Company's business interests are valuable and that the Company could be harmed if Any Employee were to engage in competitive activities. Any Employee during the period of their employment with the Company and for a period of 11 months after the termination of their employment or resignation due to any reason, the Employee shall not, directly or indirectly, either individually or as a partner, employee, consultant, officer, director, or shareholder of any entity, engage in any business that competes with the business of the Company as it exists at the time of termination, Resignation or during the Employee's employment with the Company. Also, the geographical scope of the non-compete obligation shall be limited to the territory of India.

27. Compensation for 1st month of joining:

- In the event that employee decide to resign from the company during the training period which is first month, then the company will not be liable to pay salary of that period. The salary amount will be considered as compensation for the time invested by the company management in providing the training.

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Acceptance of Company Policies:

By filling out the form online, signing these policies offline, or reverting via email confirming your understanding and acceptance of our company policies, you acknowledge and agree to comply with the rules, regulations, and expectations outlined in our policies. Your commitment to upholding these policies is vital in maintaining a harmonious and productive work environment within our organization. We appreciate your cooperation in aligning with our company's values and standards.

For any inquiries or clarifications related to the company policies, employees can reach out to the HR department through the following channels:

- 1. Email: hr@company.com
- 2. Phone: +91-9054454382
- 3. In-person at registered office during office hours.

HR will be there to assist you and provide guidance on any policy-related matters.

Note: All Policies are subject to change at any time by the Company. Employees must adhere to all policies.

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