

# Compunnel



HUMAN RESOURCE MANAGEMENT

## Employee handbook



# HANDBOOK FOR NEW EMPLOYEES

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An Intrepid Voyage

In knowing what to do

When no one's there

& telling you what to do...

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## WELCOME TO COMPUNNEL

It's our pleasure to welcome you to Compunnel. We're an energetic and creative bunch, dedicated to high standards of excellence and quality. We value each of our employees, and we hope that you work here rewarding and satisfying.

Please read it carefully so that you can better understand who we are and what we do. We think we are a special place – made all the more so by the hard work and dedication of our employees



***Dedicated to all Compunnel employees  
Thank you for helping us makes  
Compunnel such an incredible place.***

*We think that you are happier and more valuable if you know what you expect from Compunnel and what Compunnel expects from you. In the preceding sections, we introduce you to our history, values, culture and goals. We expect you to incorporate that information into your day-to-day job performance, striving to meet our values in everything you do.*

*The remainders of this handbook will familiarize you with the privileges, benefits and responsibility of being an employee at Compunnel. Please understand that this handbook can only highlight and summarizing our policies and practices.*

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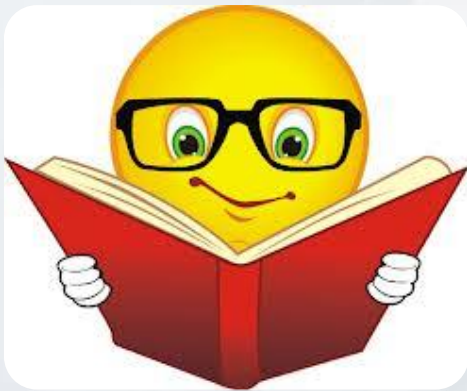


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## HOW TO USE THIS BOOK

This book isn't about benefits. This handbook is about the choices you're going to be making and how to think about them. Mainly, it's about how not to freak out now that you're here.



For more nuts-and-bolts information, there's an official Compunnel Aspire (<http://aspire.compunnel.com/>). Look for stuff there like for what you want. This book is on the Aspire. Once you've read it, help us make it better for other new people. Suggest new sections, or change the existing ones. Or if you're not all that comfortable editing it, annotate it: make comments and suggestions. We'll collectively review the changes and fold them into future revisions.

## WELCOME TO COMPUNNEL (ONE TEAM ONE GOAL)

We are happy that you have chosen to work with us and are part of a group of people who have earned reputation for product quality and customer service. We believe that you have a significant contribution to make our organization, where the human dimension is recognized and valued. We strive to create a work environment where people feel good about work they do and the team they are part of. We feel that we have been successful in humanizing the workplace and are on our way to realizing our goal of achieving the most desired employer status.

The handbook is an important guide to our company procedures, and should help to clarify the different aspects of your responsibilities and privileges. Please be aware that any of these procedures may change at any time due to business constraints, legal restrictions or external or internal factors. And while we will always attempt to notify you of any changes to this handbook, please be advised that management's copy supersedes all others.

Compunnel has an open door policy and we are committed to being productive. Do not assume that you need to have a problem before contacting your supervisor or any other staff member of Human Resources Department. Just Come and Knock the door for Service.



## YOUR FIRST DAY

So you've gone through the interview process, you've signed the letters, and you're finally here at Compunnel.

### ***Congratulations and Welcome Again!***

Compunnel has an incredibly unique way of doing things that will make this the greatest professional experience of your life, but it can take some getting used to. This book was written by people who've been where you are now, and who want to make your first few months here as easy as possible.

## OUR COMPANY PROFILE

We are a leading global business technology services company committed to our customers' success. Recognized for our comprehensive portfolio of technology services and outsourcing solutions, we combine extensive industry knowledge with highly tailored application development and information management services.

## WHAT TO EXPECT FROM US?

Unified in a deep focus on making customers successful, our global workforce serves as an integrated customer business extension to help customers achieve greater agility, speed and significant cost savings. Our Mission is to help, deliver application development projects faster, modernize and support legacy technologies, build efficiencies using modern mobile, cloud or other technologies, improve your performance with learning services, find the right talent for the right projects and improve how we use data and processes to improve business results. We all works hand-in-hand with customers at every step of application development from ideation to support to help organizations choose the best strategy for the long and short-term, build capacity



and achieve success with each initiative. Our cost-effective approach offers flexible, onshore/offshore delivery models combined with local project leadership.

## OUR HISTORY

For 22 years, we had invested in developing exceptional engineering and management talent quipped to achieve superior customer outcomes, including deep domain subject matter expertise for numerous industries. We have successfully completed thousands of projects that have involved providing more than 15,000 IT resources for diverse requirements and businesses. We has been cited thrice by Inc. Magazine as "One of the Fastest Growing Private Companies in the US," in the Inc. 500|5000.

## OUR CUSTOMERS

We are a preferred solutions provider to more than 1,000 organizations, including 25% of the Fortune 500 companies. Through mature processes and practices perfected over decades, we deliver exceptional results for our customers in many industries, including technology, healthcare, pharmaceutical, manufacturing, retail, publishing, financial, insurance, transportation and more.



Please visit @ <http://www.compunnel.com/clients.html> for the details about our

## OUR PARTNERSHIPS

We partner with leading, cutting-edge technology companies to meet the evolving needs of our customers. Compunnel is Microsoft TM Gold Partner, an Advanced Amazon AWS Partner, a Zend® Solution Partner and more.

## OUR LOCATIONS THROUGHOUT THE WORLD

We serve customers in North America, Europe and Asia-Pac. Regional offices are located throughout North America and Europe. Offshore development centres are located in Noida, Chennai and Goa, India and Compunnel was recognized as one of "India's Best Companies to Work for 2012 Top 50 List" by Great Place to Work® and in 2014 Top 100 List List" by Great Place to Work® Institute, India.



## TECHNOLOGY SERVICES AND SOLUTIONS

We deliver highly tailored solutions in application development and modernization, mobility, cloud solutions, business intelligence, learning solutions and IT staffing.

### APPLICATION DEVELOPMENT

- Custom Development
- Application Modernization
- Enterprise Mobility
- Collaboration
- e-Commerce
- Web Development



### CLOUD SOLUTIONS

- Consulting & Strategy
- Migration
- Cloud Development
- Managed Support



### BUSINESS INTELLIGENCE

- Business Analytics
- Data Warehouse
- Master Data Management
- Data Governance
- Big Data



### IT STAFFING

- Staff Augmentation
- Onsite & Offshore
- Hybrid
- Right to Hire



### LEARNING SOLUTIONS

- Performance Support Solutions

You can also visit to our website: <http://www.compunnel.com> for the detailed information

- Talent Management
- Digital Publishing
- Courseware Development
- Collaborative Learning Platforms



## OUR ORGANIZATION MISSION

**“COMPUNNEL IS COMMITTED TO THE RELENTLESS PURSUIT OF INNOVATION & EXCELLENCE IN TECHNOLOGY AND LEARNING SOLUTIONS THAT LEVERAGE OUR DEEP INDUSTRY EXPERIENCE TO POSITIVELY IMPACT THE BUSINESS OUTCOMES OF OUR CUSTOMERS.”**

## **COMPLIANCE @ COMPUNNEL**

Compunnel has adopted the controls and requirements of QMS & ISMS to ensure that its information assets are secured.

We are certified with **ISO 9001:2008 & ISO 27001:2013s**



### **Our Quality Policy for ISO 9001:2008 (Quality Management System)**

***“Customer satisfaction is the key. We pledge to meet customer requirements by providing timely, reliable and cost-effective solutions.***

***We will achieve this by adhering to our Quality Management System and improving it continually.”***

### **Our Policy for ISO 27001:2013 (Information Security Management System)**

Our main objective of managing information security is to ensure business continuity and minimize damage by preventing and minimizing impact of security incidents. The management aims to maintain existing known risks at their current low level and ensure that new and changing risks are managed in equally consistent and professional manner.

This policy is to protect both Compunnel and its customer assets from threats whether internal or external, deliberate or accidental. Protection to information is set out in terms of:

- ***Confidentiality***
- ***Integrity***
- ***Availability***
- ***Regulatory***

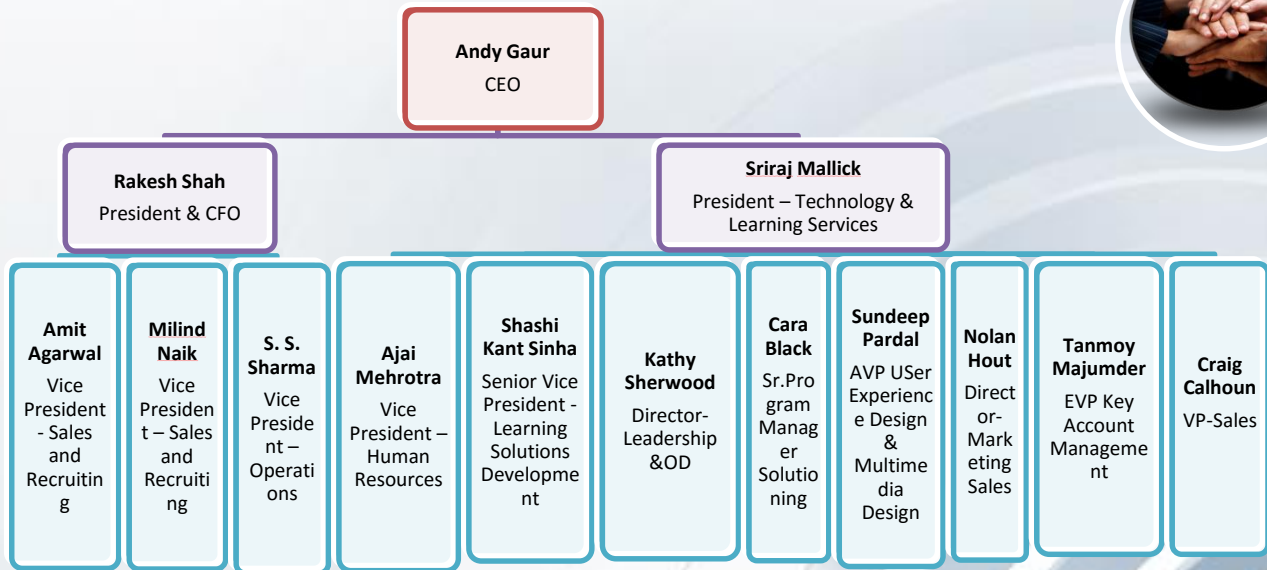
Process & QMS Awareness Documents

- Quality Policy & Quality Manual - \\solitaire\CSG\_Compliance\CSG-QMS\  
\\solitaire\CSG\_Compliance\CSG-ISMS

## **BUSINESS FUNCTIONS & TOP MANAGEMENT: WHO’S WHO?**

Hierarchy is great for maintaining predictability and repeatability. It simplifies planning and makes it easier to control a large group of people from the top down, which is why military organizations rely on it so heavily.

So here are the people you must know who's who.



### FUNCTIONS

- Consulting
- Delivery Teams (L&T)
- Finance & Legal
- Human Resources
- Facilities & IT Services
- Design & WST
- Sales & Marketing
- Solutioning & Presales

### HEAD OF THE FUNCTIONS

Rakesh Shah  
 Shashikant Sinha  
 Nipun Khurana  
 Ajai Mehrotra  
 Shyam Sunder Sharma  
 Sundeeep Singh Pardal  
 Craig Calhoun & Nolan Hout  
 Arun Prakash

You can also visit: <http://www.compunnel.com/about-compunnel/management-team.html> for understanding more about the function heads



## WORK CULTURE

### OPEN ENVIRONMENT

We believe in a “feel the same” culture and encourage interactions with colleagues, peers and seniors. However, a good professional atmosphere in the working area has to be maintained. It is thus advisable to avoid polluting the work area with loud discussions, telephone calls, laughter etc. because it may disturb some of your colleagues involved in serious work.

You are requested to call your colleagues/seniors by their first name.



### TEAM WORK

We believe that team efforts can create miracles. The environment of mutuality and trust can be created only when all of us begin to value and respect teamwork.

### INFORMATION SHARING

Teamwork and optimum decision-making requires that there should be good communication and sharing of information among employees. Such communication should be both upwards as well as downwards, within each department. At the same time, every employee must also recognise the importance of keeping confidential that information which is so classified. Company information should not be communicated to outsiders, except with the knowledge and consent of the Reporting Officer.

### DISCIPLINE

No organisation engaged in business can afford the luxury of permissive management for the simple reason that the loss of order is the loss of business objectives and profits. It is, however, not our philosophy to maintain discipline by threat or punishment. Instead, we would like our people to be self-disciplined and self-directed. Our approach to discipline is summed up in two words- Fair and Firm.

As representatives of a professionally run organization, all of us need to follow certain good office practices that help maintain decorum and enhance the professional image of each one of us as individuals as well as collectively as an organization. Consequently, please go through the points below very carefully and make best endeavor to follow each one of them.

- A. **Use of Mobile Phones:** Mobile phones must be kept on “silent / vibrator mode” while in office. This is required to contain noise levels in the work areas and reduce the disturbance caused to your colleagues who may be in calls with clients or simply concentrating on their work. Conversations on mobile phones should be kept short and at low volumes for the same reason. Any long conversation (for instance, a client calls) should be carried out away from the main work area, preferably in a conference room.

- B. **Email usage:** As has been communicated many times earlier, please use the email facility judiciously by marking copies only to concerned people (esp. when you use the “Reply All” feature). As you all may be aware, email communication done using the organization’s infrastructure are liable to be scrutinized / audited anytime by the organization, please exercise caution in sending personal mails.
- C. **ID Cards:** Any employee who does not wear the company provided ID card on his / her person will not be allowed to enter the office. To avoid the embarrassment of being turned away from the office, please make sure that you use your ID card on person all through the day. Provisional entry to office may be allowed only with an approval of the Head of Business / Function.
- D. **Conduct:** It has come to the management’s notice that some employees tend to get into arguments with security and housekeeping staff over support / service deficiencies. Professional conduct in such situations demands that the matter instead be brought to the notice of designated Admin personnel / Admin Head / HR Head / concerned Business Unit Head.

## DRESS CODE

Dress choice is a matter of personal discretion, taking into account requirements for any protective clothing, customer/supplier interaction and professional environment. Be aware that work attire will have an impact upon our image as well as your work colleagues. As a minimum standard, dress should be clean, neat and professionally appropriate.

All employees are expected to observe the following dress code

Smart business casuals are allowed on all working days from Monday through Friday



**For Men:** Shirt, Trousers, Leather shoes with socks (tie is optional)

**For Women :** Indian and Western business formal attire (trouser with shirt / top, formal straight skirt with shirt / top, salwar or churidar suit, saree).

- **Business formals are mandatory, whenever you visit any client or vendor or you are meeting with them within our office.**
- **Attire Not Allowed from Monday to Thursday**
  - T-Shirts without collar (for Men)
  - Cargos / Faded trousers / Capris
  - Large logos or writings on Shirt/T-Shirt except Compunnel or Customer logo
  - Chappals / Sandals (for Men) / Juttis (for Women)
  - Shoes without socks
  - Patiala / fancy salwars (for Women)
  - Fancy flowing skirts (for Women)
- **Casual wear will be allowed only on Fridays or on weekends**

Casual wear, though acceptable on Fridays and weekends should preferably be limited to Jeans, Collared T-Shirts (for Men), and Sneakers/Joggers with socks.

We would like to reiterate that all of you are expected to follow the above guidelines and help create a better working environment at Compunnel.

## NEW EMPLOYEE JOINING PROCESS

### Joining Kit and Documents to be submitted

A new employee in Compunnel has to complete the joining formalities on the day of joining.

Your joining kit will be made available to you at the office upon your joining which includes the necessary documents to assist you.

Please submit copies of all education certificates (PG Degree / Degree / Mark sheets for all semesters), proof of age / date of birth, copies of experience letters from all previous employers, relieving letter & salary certificate from previous employer, statement of tax deduction / provisional form 16, copy of passport and 4 recent passport size photographs.

As soon as you join us, you will be allotted a workstation. Your email ID and login details will also be provided to you.

**Bank Account Details-**Your salary is credited directly into your bank account. In case, you have a savings account with ICICI/HDFC bank, please submit your bank account number with the branch address to HR Department as soon as you join so that your monthly salary is transferred to your bank account.



If you do not have bank account in ICICI/HDFC, please get in touch with HR dept. to open your new salary account in ICICI Bank with the copy of your residence, ID Proof (Voter ID/Passport/Driving license etc.) and one passport size photograph

Each employee is allotted a unique employee code. You need to quote this number for all your future correspondence with HR / Finance.

## NEW EMPLOYEE INDUCTION PROCESS



We take great pride in welcoming every new employee joining Compunnel India Pvt. Ltd. and do our best to assist him / her to settle in.

We provide Basic Induction program on the day of your joining. The objective of this program is to make you a part of Compunnel family by sharing company history, business objectives, value systems, ethos and operations.

We have our e-induction program which will give you a zest about Compunnel work culture, process, policies & environment.



## WORKING HOURS

- We provide a conducive working environment to all employees so as to maintain their work-life balance.
- We offer five working days in a week from Monday through Friday.
- As per their clientele, employees work in different time zones that include-
  - **General Shift: 09:00 AM IST to 06:00 PM IST**
  - **Afternoon Shift: 11:00 AM IST to 08:00 PM IST**
  - **UK Shift: 01:00 PM IST to 10:00 PM IST**
  - **US Shift: 09:00 AM EST/PST to 06:00 PM EST/PST**



For individuals Lunch & Dinner time is 30 minutes only. However, Lunch & Dinner is available in Cafeteria (3<sup>rd</sup> Floor) from 1 PM to 2:30 PM & 9:30 PM to 10:30 PM respectively.

Employees working at Stellar office can visit their cafeteria in Basement for lunch.

**Lunch Timings: 13:00 Hrs – 14:30 Hrs (General Shift)**

**Dinner Timings: 21:30 Hrs – 22:30 Hrs (US Shift)**

## WEEKLY OFFS

Saturday and Sunday (If you are coming on Saturday or Sunday for official purposes, you are required to do Biometric registration as on working days as well as make an entry in Staff Movement Register).

## BIOMETRIC ATTENDANCE

Attendance can be marked using Biometric machines located at the entrance gate. HR Department will register your fingerprint in the machine on your date of joining and allocate an Employee code, which correlates with your fingerprint impression and captures your attendance for the day. Biometric Machine captures your fingerprint impression and correlates with your employee ID so as to mark attendance.

In case you forget to mark your attendance or unable to mark your attendance on a specific day then you are required to mark your attendance in the Staff Movement Register placed with the security guard.

If you face difficulty after making several attempts for authorization in the Biometric System, you should inform HR Department about the same. While your registration is being refreshed in the system, you must mark your attendance in the Staff Movement Register at the security gate.



## ID-CARDS

Every employee is issued an ID card within **15-20** days of joining. You are required to keep your ID card safe and in good condition. In case you lose or misplace the ID card, immediately contact HR with an application for new card along with a photograph and **Rs. 200/-** as replacement cost for the same. During the interim period (typically 10-15 days), HR Department will issue a Temporary ID Card.

In case you lose or misplace your Access Card, immediately contact HR with an application for new Access card along with **Rs. 300/-** as replacement cost for the same

## PERSONAL RECORDS

It is important that the HR dossier for all employees be accurate at all times. In order to avoid any administrative issues or compromising your benefit eligibility, Compunnel India expects that employees will promptly notify HR Department of any change in name, home address, telephone number, marital status or any other pertinent information, which may have changed. You may also inform the HR Department about any new qualification or certification you have achieved so as to keep your records updated.

## ASPIRE – HRMIS SOFTWARE



We have HRMIS application called ASPIRE which consists of all employees details like personal records, educational records, leave records, attendance records etc. Currently Employee details, Leave and Attendance are activated in ASPIRE module.

You can login Aspire through following details: -

The URL (<http://aspire.compunnel.com/Login.aspx>), Login ID (your employee code) and default password (adnet2008) to assess the system will be provided from HR dept. through email.

You are required to fill in your personal & skill details within seven days of your joining. Biometric and Aspire both are integrated system. Aspire will reflect the same attendance marked by you in the Biometric system (it may take 15-20 min time to reflect the attendance in Aspire).

At the month end, please make sure that your 'Aspire Attendance Report' is completed to avoid any deduction in the salary.

For step by step demonstration and more information on accessibility of Aspire, you can refer the Aspire User Guide which is available on Aspire) under Share Info.

## INCOME TAX DECLARATION AND EXEMPTION RELATED

1) Please submit electronically filled Income Tax (IT) declaration form (Available on Aspire under 'Quick Link section) to Accounts dept. within 15 days of your joining so as to save deduction of Income tax from your salary.

2) It is mandatory to submit form16/ income tax proof (like a certificate) of your last organization to Accounts dept. within 15 days of your joining.

3) For tax exemption on HRA component, please submit your rent agreement copy or rent receipts with two copies of undertaking form (form is available on Aspire 'Quick link section) to HR dept. within 15 days of your joining.

You are required to submit your Landlord's Pan Card copy in-case Yearly rent exceeds INR 100,000 (more than INR 8300 per month).

## EMPLOYEE CODE OF CONDUCT

### OVERVIEW

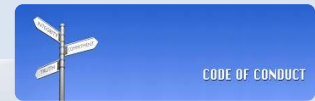
We strive to be an organization with highly ethical and committed employees. Because the actions of each employee directly affect us, our reputation and the customers we serve, every employee has a personal responsibility to conduct himself/herself in a manner that reflects the highest ethical standards and a commitment to compliance with regulations.

Our Employee Code of Conduct was created to ensure that every employee has a clear understanding of our mutual commitment to the ethical standards by which we operate. This Code provides broad guidelines for all employees to follow when performing their daily business activities on behalf of us.

Please read, understand and comply with all of the contents of this Code. Any employee who does not adhere to or affirm compliance with the standards stated in the Code will be subject to appropriate disciplinary action.

If you have any questions about this Code, the propriety of any situation or circumstance or related matters, he/she should discuss them with their supervisor or HR Department. An employee who is unsure whether a situation violates this Code should discuss the situation with HR Department to prevent possible misunderstandings and discomfiture at a later date.

Any employee/supervisor who becomes aware of any existing or potential violation of any regulation of this Code is required to notify the HR Department promptly. Failure to do so is itself a violation of this Code. To encourage employees to report any violations, the company prohibits retaliation for reports made in good faith.

**KEY OBLIGATIONS OF EMPLOYEES UNDER CODE OF CONDUCT***1. Confidential Information/Privacy*

- Obtaining confidential information about the company, products, employees, suppliers and clients may be a necessary part of the job. If so, one should obtain only information that is relevant to his/her business purpose, and he/she should make every effort to ensure the information is accurate, complete and timely.
- No employee will share or make this information available to anyone without management approval. Confidential information includes, but is not limited to, financial, personal, product, project and systems information concerning customers, agents, suppliers, prospective clients, and employees or applicants.
- An employee's compensation information is strictly confidential. Employees are expected to use discretion in handling this information. As a company policy, sharing this information with other employees or unauthorized personnel is prohibited. Any violation to this will be treated as a serious matter.
- No employee shall provide any information, either formally or informally, to the press or any other publicity media unless specifically authorized to do so.
- When an employee leaves the company, all the documents and records containing proprietary information must be returned to the company.
- All employees should adhere to company's confidentiality & security policy and any breach leads to disciplinary & legal action.

*2. Conflicts of Interest*

A "conflict of interest" occurs when an individual's private interest interferes or appears to interfere with the interests of the company.

- All employees should avoid all situations that involve or appear to involve a conflict of interest between personal and professional relationships.
- No employee should ever use his/her position, influence, knowledge or confidential company or client information, or access to company assets to obtain any improper personal benefit for himself/herself, for his/her family or for any other person.
- Employees are also prohibited from taking (or directing) to a third party a business opportunity that is discovered through the use of company property, information or position.

*3. Non-compete*

Upon separation and up to a period of one year following the separation of the employee with the company, the employee shall not directly or indirectly solicit the business of any customer and/or channel partners of the company (including their direct or indirect clients) to provide any consulting services or any other services that adversely affect or compete with the business of the company.





#### 4. *Plagiarism*

- a) You are required to deal with the company's money, equipment, material, software products/development, Intellectual Property Right and documents with utmost honesty, care and professional ethics. Your services would be terminated with immediate effect notwithstanding other terms and conditions mentioned in the appointment letter if you are found guilty, at any point of time, of:
- plagiarism.
  - moral turpitude.
  - dishonesty in dealing or making away with the company's money, equipment, material, software products/development and documents.
  - theft or misappropriation regardless of the value involved.
- The company also reserves the right to take legal action as per law for any of the above violations.
- b) Unauthorized reproduction or unauthorized use of material, which is covered by copyright law, in a manner that violates one of the original copyright owner's exclusive rights, such as the right to reproduce or perform the copyrighted work, or to make derivative works that build upon it, is completely prohibited.

#### 5. *Secrecy*

- a) During the period of your services and even afterwards, you shall not give out to anyone by word of mouth or otherwise, particulars or details of our development processes, technical know-how, security arrangements, administrative and/or organizational matters of confidential secret nature, which may be your privilege to know by virtue of your being our employee. Your obligation to keep such information confidential shall survive even on termination or cancellation of this employment.
- b) During the period of your services and even afterwards, you shall not copy, duplicate, use or give out to anyone by word of mouth or otherwise, particulars or details of our clients. This includes any information about their business processes, copyrighted material, technical know-how, trade secrets, security arrangements, live data, pricing or such other information, which may be given to you to be used in the development process.

#### 6. *Corporate Opportunities*

- Outside Employment, Consulting Employment or the provision of services as a consultant, officer, or manager of another organization is prohibited for all employees.
- Employees shall not own (directly or indirectly) any material interest in the enterprise of a competitor of the company. In addition, no employee should act as a director, office partner, consultant, employee or agent of any enterprise in competition with the company or its business partners.

#### 7. *Fair Dealing*

The company has a history of succeeding through honest business competition and does not seek competitive advantages through illegal or unethical business practices. Each employee must endeavor to



deal fairly with the company's customers, service providers, suppliers, competitors and employees. No employee should take unfair advantage of anyone through manipulation, concealment, abuse of privileged information or any unfair dealing practice.

For reasonable and appropriate conduct of the business, employees may provide meals or entertainment to company's customers and service providers. All expenses must be documented and the business purpose clearly stated and approved by the division head.

#### *8. Appropriate conduct on online forums / blogs / websites:*



- No employee shall post comments on blogs as well as on other professional or social networking websites like LinkedIn, Facebook, etc. by using the company's credentials (email-Id, address). If any employee is found to be a part of a group or forum that is being used to spread malicious and/or false information against the company, its management, or any staff members, the company may choose to take disciplinary action against such an employee under the "Compunnel Disciplinary Proceedings Policy".
- No employee is authorized to create accounts on such websites by using any Corporate Names pertaining to Compunnel or its affiliated companies, for posting comments or for any discussion related to any activity in the company or its staff, unless creation of such a group has been duly approved by the management to promote the company's business interests in any manner.
- Membership, even if passive in nature, of online forums and websites that indulge in hate campaigns or negative comments that may harm the professional image of the company or its staff will not be acceptable and such employees will be advised to immediately discontinue their membership as long as they are in the services of the company.

#### *9. Gifts, Fees, Services, Entertainment and Unusual or Illegal Payments*

No employee should ever accept bribes, gifts, fees, services, entertainment and unusual or illegal payments or discounted services, from suppliers, clients or others that could be interpreted as an attempt to influence one's judgment.

#### *10. Work Environment, Transparency and Accountability*

Compunnel India is committed to promoting a productive and respectful work environment that is free from unlawful harassment.

- All employees, individually and jointly, share the obligation to promote a gender friendly workplace. This is in order to enhance equal opportunities for men and women, to prevent/stop/redress sexual harassment at the workplace and to guarantee good employment practices. Sexual harassment includes unwelcome sexually determined behavior, such as unwelcome physical contact, a demand or request for sexual favors, sexually colored remarks, showing pornography and any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

The company encourages employees to report any harassment concerns and is responsive to employee complaints about harassment or other unwelcome and offensive conduct. The same should be reported immediately to the HR department for enquiring into complaints and recommending appropriate action, wherever required.

Compunnel India ensures that our women employees feel safe and comfortable working in office. We have constituted the "Compunnel Women Employees Grievance Redressal Cell" for all ladies to share their personal grievance(s) related to any sensitive issue that they may hesitate to share directly with their immediate managers or senior management.

- The company demands, demonstrates and promotes professional behavior and respectful treatment of all employees.
- All company employees shall ensure that their actions in the conduct of business are totally transparent except where the needs of business security dictate otherwise.
- All managers shall voluntarily ensure that their areas of operation are open to audit and the conduct of their activities is totally auditable.



### *11. Protection and Proper Use of Company Assets*

All employees must protect the company's assets, including e-mail, telephone and computer systems, and ensure their appropriate and efficient use. All company assets should be used for legitimate business purposes and for the benefit of the company. No employee shall use company property or services for personal benefit, except where such facilities have been provided for personal use either by policy or specific permission.

Even while using the assets for company purposes, employees shall exercise care to ensure that costs are reasonable and there is no wastage. Employees shall avoid ostentation in company expenditure.

### *12. Compunnel Safety and Security Regulations*

Compunnel values the personal safety and security of employees at work place. These regulations are intended to act as a preventive step for any untoward incident. These apply to all employees of Compunnel India Pvt. Ltd. whenever they are in office after 10:00 PM regardless of their normal working shift.

- No employee is expected to venture out of the main office security gate after 10:00 PM. Any employee violating this norm will be self-responsible for his/her safety, office will not be held accountable for any loss or injury.
- Compunnel ensures all possible safeguards for employee's safe drop to home in night shift if they are availing company transport, as per the industry norm. However, employee must remain alert to any abnormal behavior of the cab driver and unknown elements on road and near your home location.
- Company is not responsible for any mishap/accident outside the office premises. Help, if any, will be provided on humanitarian grounds depending on situation. Police and legal cases will be treated as per the law of the land.

### 13. Miscellaneous

The company will not accept/tolerate the following behavior from an employee:

- Giving false information for obtaining employment in the company or while filling employment application form or during interviews
- Being intoxicated on company's premises or while conducting company's business
- Consuming alcoholic beverages either on the premises of the company/company's business partners
- Entering into fights either on the premises of the company/company's business partners
- Using rude, abusive or obscene language with a customer, a business partner or a colleague
- Disconnecting a customer's, business partner's or a colleague's call without providing appropriate services
- Refusing to serve a customer or carry out reasonable orders (relating to work) of a superior
- Not reporting to work for more than 8 days without any intimation to the superior.

## **COMPANY PRIVACY AND CUSTOMER INFORMATION SECURITY POLICY**

The security and confidentiality of our customer's personal and financial information is of high priority for Compunnel.

1. The Employee acknowledges that, in the course of employment by the Employer, the Employee has, and may in the future, come into the possession of certain confidential information belonging to the Employer including but not limited to trade secrets, customer lists, credit card details, contact numbers, social security numbers, supplier lists and prices, pricing schedules, methods, processes, or marketing plans. While interacting with clients, an Employee will NOT seek any sensitive customer information like Credit Card numbers, Social Security Number or any other financial information.
2. The Employee hereby covenants and agrees that he or she will at no time, during or after the term of employment, use for his or her own benefit or the benefit of others, or discloses or divulge to others, any such confidential information. No employee will take unfair advantage of access to such information through manipulation, concealment, abuse of information, misrepresentation of material facts, or any other intentional unfair-dealing practice.
3. Upon termination of employment, the Employee will return to the Employer, retaining no copies, all documents relating to the Employers business including, but not limited to, reports, manuals, drawings, diagrams, blueprints, correspondence, customer lists, computer programs, and all other materials and all copies of such materials, obtained by the Employee during employment.
4. Violation of this agreement by the Employee will entitle the Employer to an injunction to prevent such competition or disclosure, and will entitle the Employer to other legal remedies including civil/criminal action, attorney's fees and costs. Further Employee shall be liable to the Company for all damages (direct or consequential) incurred as a result of the Employee's breach.



## CORPORATE EMAIL ETHICS AND GUIDELINES

E-mails happen to be a formal mode of communication with our clients, partners, vendors and internal office staff. Adherence to some basic norms (Do's & Don'ts) by all employees of Compunnel will reflect the company in good light. Additionally, it will save the Internet bandwidth and office time.

All employees are expected to follow these simple guidelines for email correspondence.



Team Leads and Managers are required to groom their team members and encourage them to adopt good email practice.

### DO'S:

1. Avoid using the office communication system for personal communication.
2. Use a meaningful subject line while writing a new mail.
3. Use active voice to make your email sound more personal than informal.
4. Use the 'CC: field' carefully. Unnecessarily marking a 'CC' leads to confusion and overloads the bandwidth.
5. Use the 'Bcc field' to cover the email addresses of receivers in case of mass mailing.
6. Try to give complete responses to emails (and even pre-empt further questions) rather than exchanging multiple emails on a topic.
7. In reply to an email, link the original mail; in other words, click 'Reply', instead of 'New Mail'. Message thread should be continued.
8. Use the 'Reply to All' option only if there is genuine need of your message to be seen by each person who received the original message. For example, a "Thanks" to the person who took some action on the basis of your mail need not be copied to everyone else in the CC loop.
9. Use "Thanks" mails only when really warranted. It should not become a general practice in normal official correspondence.
10. Read the email before you send it to avoid spelling and grammar mistakes.
11. If there are any conflicting views on a subject, it is better to speak/discuss on phone or call for a meeting to get a conclusive direction/decision.
12. Use office IP messenger or Communicator to deliver your message fast.
13. Always add company's disclaimer to your external e-mails since this protects company from any liability due to spread of virus by any means.

### DON'TS:

1. Do not send personal invitations/greetings (for marriage, birthday, festivals and other occasions that you wish your office colleagues to be invited). Generally, such mails have large size attachments.
2. Avoid long sentences.
3. Avoid using URGENT and IMPORTANT in the subject line.
4. Do not use high priority option, if not required genuinely.
5. Do not attach unnecessary files. Send only compressed attachments.
6. Do not write in CAPITALS as it is considered a rude form of communication.





7. Do not request delivery and read receipts. This may cause annoyance to your recipient before he or she has read your mail. It is better to seek confirmation by phone or reply mail.
8. Do not send or forward emails containing libelous, defamatory, offensive, racist or obscene remarks.
9. Do not send chain mails on a single subject which is not leading to a meaningful purpose.
10. Do not copy a message or attachment without permission of the originator.

## COMPENSATION POLICIES - SALARY AND BENEFITS

Monthly Salary is credited to the bank account based on the “Monthly Aspire Payroll Attendance Report” provided by HR Department to Accounts Department. **Salary transfer in bank account: By 4<sup>th</sup> of every month.**


**Reimbursements transfer in bank account: By 15<sup>th</sup> of every month.**

IT Declaration form must be submitted to Accounts Department within 15 days of joining Compunnel India Pvt. Ltd, along with copy of proof of last salary drawn with previous employer for the current financial year. For your Tax related queries and your Tax planning for the current financial year, you should take appointment with the Accounts person and plan your tax accordingly or else provide your investment proof to the accounts department to avoid any tax deduction.



## COMPUNNEL SALARY STRUCTURE POLICY

This policy is applicable to all employees of the company

Component No.	Components of Monthly CTC	Amount per month	Applicability
1	 Basic Salary	40% of the CTC	All employees drawing CTC less or equal to INR 20000 & All employees drawing CTC more or equal to INR 90000
		50% of the CTC	All employees drawing CTC more than INR 20,000 but less than INR 90,000
2	House Rent Allowance	50% of the Basic	All employees
3	Bonus	8.33 % of Basic	All employees drawing Monthly CTC equal to or less than 21,000
4	Company's contribution towards EPF/PPF	12 % of Basic or 1800 (for Basic => 15000) or 12% (for Basic,<15000)	All employees

5	Company's contribution towards Mediciclaim	INR 250	All employees
6	Company's contribution towards Gratuity	4.16% of the Basic Salary	All employees
7	Company's contribution towards employee welfare fund	3% of the Basic Salary or upto maximum of INR 2000	INR 2000 fixed for employees drawing basic salary of more than or equal to INR 66,680/- per month
8	Medical Reimbursements	Up to maximum of INR 1250	All employees
9	Reimbursements	Up to maximum of INR 50,000	Employees drawing CTC more than or equal to INR 70000/- per month
10	Special Allowance	Balance amount	All employees

## REIMBURSEMENTS

Bills are to be submitted to the Accounts department by 7<sup>th</sup> of next month for the current month (*for example, bills to claim your reimbursement eligibility for January should be submitted latest by 7<sup>th</sup> February*). Payment against the bills submitted will be released by 15<sup>th</sup> of the next month.

## REIMBURSEMENT SLABS AS PER MONTHLY CTC

Slab	CTC per month	Reimbursement Amount per month
	Up to INR 69,999	Nil
Slab 1	Between INR 70,000 up to INR 84,999	INR 12000
Slab 2	Between INR 85,000 up to INR 89,999	INR 15000
Slab 3	Between INR 90,000 up to INR 99,999	INR 20000
Slab 4	Between INR 100,000 up to INR 124,999	INR 30000
Slab 5	Between INR 125,000 up to INR 149,999	INR 40000
Slab 6	Above INR 150,000	INR 50000



## REIMBURSEMENT HEADS FOR SLAB 1 – SLAB 5

1. Conveyance: Conveyance Reimbursement Claim forms with full details, petrol vouchers are not required but Air & Rail Tickets are required for claim.
2. Telephone Bills:
  - One Mobile phone only
  - One Residence Phone Only
3. Internet Connection Bill
4. Professional Pursuit (Books & Periodicals)
5. Business Promotion (Hotel & Restaurant food bills only)



## REIMBURSEMENT HEADS FOR SLAB 6

1. Conveyance: Conveyance Reimbursement Claim forms with full details, petrol vouchers are not required but Air & Rail Tickets are required for claim.
2. Telephone Bills:
  - One Mobile phone only
  - One Residence Phone Only
3. Internet Connection Bill
4. Professional Pursuit (Books & Periodicals)
5. Business Promotion (Hotel & Restaurant food bills only)
6. Helper's Allowance

REIMBURSEMENT HEADS LIMITS AS PER DIFFERENT SLABS	
1	Conveyance reimbursement up to maximum of <b>INR 20,000 per month</b>
2	Telephone (One residence and one mobile phone only)
3	Internet Connection Bills
4	Professional Pursuit (Books & Periodicals)
5	Business Promotion (Hotel & Restaurant bills only)
6	Helper's Allowance up to maximum of <b>INR 7,500 per month (Slab 6)</b>

## REIMBURSEMENT RULES: -

**For Conveyance** – Only **Conveyance Reimbursement Form** with full details is required every month. Air or Rail Ticket is required for claim but no petrol vouchers. Details include:

1. Who did you meet – (Client / Vendor / Any other official contact)
2. Purpose of visit
3. Route – From (start location) to To (end location)
4. Mode of Transport
5. Km – Start to End
6. **Rate (Rs. 9/ Km)** – (This rate is inclusive of maintenance & driver)
7. Amount



**For Business Promotion / Entertainment bills** – Submit Business Promotion Reimbursement Form with following detail along with food bills.

1. People who were part of the lunch / dinner / get-together, etc (e.g. client, vendor, team members, visitors from US office, etc.)- Person(s) Name
2. Purpose of visit /meeting / get-together
3. Invoice No.
4. Name of the Hotel/ Restaurant
5. Amount



- All monthly reimbursement bills (only originals) **except petrol vouchers** must reach the **Accounts Department** attached along with the Reimbursement Claim form duly electronically filled and signed by an employee by 7th of next month (In case 7th of the month falls on a holiday/weekend, then next working day after 7th).
- The entire reimbursements of last month will be disbursed to the employee by 15th of the current month.
- If any employee submits the bills below his / her reimbursement limit, he/she has the option to submit the bills for the remaining amount till the end of the quarter (i.e. end of June, September, December, March) of the year.
- Reimbursement of every month would be restricted only to the extent of the amount of invoice submitted and subject to the reimbursement entitlement. If any employee submits the bill exceeding his / her reimbursement limit, the same will be adjusted in the subsequent months but within the same quarter.
- At the end of the quarter, the employee must submit the bills for that month as well as bills for any shortfall amount in previous months of that quarter. If someone is not able to submit the required bills even at the end of the quarter, then the rest of the amount will be credited after deducting the income tax.
- Overwriting in bills is not allowed.
- All bills must have the following details. In case any of the details are found to be missing, the bills will be rejected -
  - a. CST/ LST/ TIN number of the vendor
  - b. Name and Address of the vendor / establishment
  - c. Telephone number of the vendor / establishment
  - d. Bill Number

**Note: -**

1. All reimbursement bills are subject to physical verification by the Accounts Department and in case any bill is found to be faked/ forged, the entire reimbursement amount of the employee will be clubbed to monthly salary and will become taxable.
2. If any bill is found defective on account of missing details as above, it would be rejected and accounts would NOT inform the person submitting the bills. Therefore, before submitting the bills please make sure that the required details as above are complete in all respects.
3. If any bill is rejected for reason other than 2 above, accounts would inform the concerned person of the same along with the reason for rejection.
4. If an employee is not able to provide bills of the specified amount in any of the month then the balance amount will be carried forward till end of each quarter. After the cutoff date, the balance amount will be calculated in total tax deduction.

Following forms are available on the Aspire (<http://aspire.compunnel.com>) under Quick Link section for reimbursement purpose:

Reimbursement Form – For Telephone/ Internet/ Books & periodicals/ Medical Reimbursement (Tax Purpose)

Reimbursement Form – For Business Promotions

Reimbursement Form – For Conveyance



## EMPLOYEE STATE INSURANCE (ESI)

Employees earning salary less or equal to Rs. 15,000 per month gross need to fill up ESI form on the day of joining Compunnel India and submit two full length postcard size photographs with nominee's allotted (*if applicable*) for ESI. Employees are required to submit the filled in form along with photographs to HR Department within 3 days after joining.

## PROVIDENT FUND (PF)

All Compunnel full time employees are eligible for Provident Fund Coverage. Provident Fund is a statutory benefit available to all regular employees of Compunnel India (P) Ltd. PF is a very safe investment and offers good interest rate on its accumulations. The objective is to provide adequate social security to the employees after active work life.



Compunnel offers the following options available to its employees:

- Mandatory contribution from employee's salary at the amount of 12 % of Basic or 1800 (for Basic => 15000) or 12% (for Basic, <15000) is deducted every month with an equivalent contribution from Compunnel (Employer).
- An employee has the option to increase his/her contribution to **12%** of his/her basic pay towards PF accumulations. However, Compunnel's contribution towards PF in such cases will be an equivalent contribution. If an employee opt s for increase in his/her PF contribution to 12% of basic, he/she has to follow the same structure till the time he is associated with Compunnel.

A new PF account is opened when an employee joins Compunnel. In case the PF amount from the previous employer needs to be transferred, an employee needs to submit Form 13 and Form 3A which can be obtained from the previous employer and submit both the forms to Accounts.

## MEDICAL REIMBURSEMENT

Medical reimbursement is paid along with salary at the end of each month. Bills are not required to be submitted to Accounts department to claim the amount. However, employee can submit bills of Rs. 15,000 every year to save tax on this amount.

## GRATUITY

Every employee is entitled to receive gratuity after he has rendered continuous service for 5 years or more. Gratuity is payable at the time of termination of his / her services.

### Calculation of Gratuity:

Gratuity shall be calculated as per the below formula:

Gratuity = Last drawn salary x 15/26 x No. of years of service

Your last drawn salary will comprise your basic + DA. For computation of gratuity, part of a year in excess of 6 months is counted as one year.

The gratuity of an employee whose services have been terminated for any willful omission or negligence causing any damage, loss or destruction of company's property, can be reduced to the extent of such damage or loss.

## EMPLOYEE WELFARE FUND

Employee Welfare Fund is the amount in which an employee contributes 3 % of his basic salary for motivational activities that are organized by the HR department periodically.

## GUIDELINES FOR SUBMISSION OF INVESTMENT PROOFS

Submitting investment declaration is a matter of concern for most of us. The most important documents in an investment declaration process are the investment proofs. So, to understand what all investment proofs are required to be submitted for claiming tax exemption?

You may refer the detailed Guidelines related to your Investment Proofs on Aspire (under Quick Links section).



## PERFORMANCE MANAGEMENT SYSTEM

We have a comprehensive performance evaluation and management system with the intent to evaluate and reward each employee in as objective a manner as possible.

## METHOD OF APPRAISAL

Performance review is a key component of employee development. The performance review is a fair and balanced assessment of an employee's performance.

Depending on the business unit / division that you are working on as well as the size of your team, the PMS system encompasses one or more of the following performance evaluation mechanisms:

- 180-degree performance evaluation (in case competencies are not available) using forms and discussions that focuses on:
  - Productivity
  - Quality output of deliverables
  - Adherence to time schedules
  - Adherence to documented processes and systems
  - Participation in organizational initiatives



- 360-degree Competency Assessment on technical and behavioral parameters.  
It is based on defined competencies as per employee's roles and responsibilities.
- Training and Development score (based on performance in exit tests of trainings conducted and feedback received on trainings that you may conduct)

*More details about PMS are available with HR and / or respective division heads.*

## ELIGIBILITY FOR APPRAISAL

Depending on your role, your immediate supervisors will initiate the performance evaluation process every three or six months. The performance evaluation results will be shared with you by your supervisor. Based on the results of this evaluation, you are eligible for a salary increment if you have completed 9 months of service. However, your increment will be effective in one of the two increment cycles – January cycle (for those who joined before 1st April of the previous year) or July cycle (for those who joined before 1st October of the previous year).

## BUDDY POLICY

### Selection of the Compunnel Buddies

The following three parameters will be the fundamental requirements for any employee to be nominated as a Potential Compunnel Buddy:

1. The employee's interpersonal skills; and
2. His/hers understanding and commitment towards Compunnel's vision and values
3. Minimum 2-year tenure with Compunnel

Also, the new employee after their Buddy Program can become a Compunnel Buddy in turn. If they feel they could fulfill such a role and suggest their name to their manager, they can also be considered as a buddy. For in-depth information and knowledge about procedure, refer the complete policy on Aspire under Share Info Section.

## LEAVE POLICY

All permanent employees of Compunnel India are be eligible for one or more of the following types of leaves, based on the need / reason and length of leave:

1. Casual Leave
2. Earned Leave
3. Bonus Leave
4. Maternity Leave
5. Paternity Leave
6. Special Occasion(s) Off





7. Leave Without Pay
8. Casual leave for consultants /Trainees

No leave can be claimed as a matter of right. Sanctioning of leave is always subject to exigencies of work and supervisor / management's discretion.

Leaves accumulation and deduction is calculated as per the financial year ("Financial Year" is defined as period beginning April 1st and ending March 31st). For an employee joining the Company in mid of the financial year, leaves will be calculated on a pro rata basis.

### **CASUAL LEAVE (CL)**

**Objective:** To provide leave for attend personal exigencies / unforeseen circumstances.

**Eligibility:-**

- The employee is entitled to Eight (08) leaves in a year.
- 2 CLs will be credited to an employee in the beginning of every quarter
- An employee can avail minimum half (1/2) and maximum two (02) CL at one time.

### **EARNED LEAVE (EL)**

**Objective** -: To provide for long duration planned leave.

**Eligibility:-**

- Every employee would be entitled to 12 business days of earned leave in a year on completion of one year of service. **1 Earned Leave is available to an employee at the end of each month.**

### **BONUS LEAVE (BL)**

**Objective** -: To provide motivation to existing employees.

**Eligibility:-**

- 1 bonus leave is credited on completion of two years of service. 2 bonus ELs are credited on completion of three years of service. 3 bonus ELs are credited on completion of four or more years of service with Compunnel.

### **MATERNITY AND PATERNITY LEAVE**

All permanent employees who have completed six months of regular service with the company are entitled to three calendar months of maternity leave for female employees or one week of paternity leave for male employees at the time of childbirth and for the post-natal care of the baby. The leave may commence anytime during the pregnancy so long as this period overlaps the day of the birth of the child.



- The employee may claim this facility i.e. Maternity/ Paternity Leave for a maximum of two instances in one's career in Compunnel and only once in any financial year.
- Maternity Leave would not be treated as break-of-service and all benefits due in the normal course would be payable.

## SPECIAL OCCASION(S) OFF

### Objective

To provide for facilities to Employees at times of Special Occasions. Compunnel wants the employee to share these special moments with his / her family.

### Eligibility:-

All employee/ Consultants/ Trainees is entitled to One (01) leave in a year for the following special occasion(s).

### Types:-

- Leave on self-Birthday
- Leave on spouse's Birthday
- Leave on Child's Birthday
- Leave on Wedding Anniversary



## LEAVE WITHOUT PAY

- a. Any unplanned or unauthorized leave without any explanation and proof is liable for deduction of salary and will be considered as Leave Without Pay (LWP) even if you have sufficient leaves.
- b. Leaves exceeding entitlement/ without approval will be treated as Leave without Pay.
- c. Leave without pay or loss of pay if prefixed or suffixed to holidays/weekends then intervening holidays/weekends will also be included in leave without pay and salary will be deducted accordingly.

## CASUAL LEAVE FOR CONSULTANTS/ TRAINEES

- a. Total number of Casual Leaves available in a year is 12 days.
- b. The leaves would be credited on prorated basis in the beginning of every month.
- c. Minimum half working day at a time can be availed.
- d. To be limited to two instances in a month.
- e. If leave exceeds accumulated balance, then leave in excess of accumulation would be considered leave without pay.

## GUIDELINES FOR LEAVES: -

- a. All Leaves more than two working days must be planned at least 1 month in advance except in case of emergency leaves.

- b. In case of emergency/ sickness, you must telephonically inform your immediate manager within 24 hours regarding your absence.
- c. In case of prolonged sick leaves, your manager or HR may ask for medical certificate. In the absence of medical certificate, sick leaves may be considered as Leave without Pay.
- d. Special Occasion Leave (SOL) can be availed on self-birthday, your spouse's birthday, your child's birthday, or your wedding anniversary. This leave requires your manager's approval. Please plan your SOL on the specified dates, failing which it will be treated as Leave without Pay. Any deviation from the special occasion days will require your immediate manager's consent.
- e. An employee cannot avail more than 2 Casual Leaves in a particular month regardless of the leaves available to him / her.
- f. In case of LWP, intervening Holidays/ Weekly Offs are also accounted under Leave Without Pay i.e. Sat & Sun are also counted as leave without pay.
- g. Casual Leaves will lapse on 31st March of every year.
- h. Unutilized Earned Leave will be carried forward to the next year. However, you can accumulate maximum 30 ELs at any point of time. Anything over and above this will automatically lapse on 31st March every year. It is, therefore, recommended that Earned Leaves be adequately utilized by an employee to maintain work life balance.

## TRAVEL POLICY

Compunnel has established guidelines and policy for employees travelling on official business and provides procedures for the approval, reimbursement and control of travel expenses. This policy is applicable to all employees of Compunnel.

For in-depth information and knowledge about procedure, refer the complete policy on Aspire (<http://aspire.compunnel.com>) under Share Info section.



## RELOCATION POLICY

This policy is applicable to the employees who are relocating themselves at the time of joining or on transfer. Eligibility and the amount will be decided by the division head after consultation with HR department at the time of offer.

To more about the entitled components related to relocation, you may refer the policy on Aspire (<http://aspire.compunnel.com>) under Share Info Section.

- The policy is for employees who are relocating themselves at the time of joining or on transfer. The policy is not applicable if the relocation is happening within 200 kms radius of the office.
- The eligibility and amount will be decided by the department head before the actual travel in conjunction with HR head at the time of handing the offer letter.
- The maximum entitlements are as follows:

<b>Travel &amp; Transportation of household goods</b>	<b>Accommodation</b>
Limited to Rs. 15,000/- on production of <b>actual</b> bills. This may cover: <ul style="list-style-type: none"> <li>▪ One-way travel of employee with family</li> <li>▪ Freight / Transportation charges for house hold and vehicle transport, including insurance and Re-packing</li> <li>▪ Packing charges</li> <li>▪ Loading and unloading charges</li> <li>▪ Transfer of registration of vehicle (maximum one)</li> </ul>	Company provides accommodation for 15 days.

- HR will forward the claim, approved by Division Head to the Accounts department after one month of joining. The same will be paid along with 2<sup>nd</sup> month salary of the employee.
- In case employee leaves within a year of joining, the above payment will be recovered in full from the final settlement.
- Production of fraud bills will result in cessation of the entitlement. Accounts department is fully authorized to check the genuineness of the submitted bills.

### **Overstay Charges – Guest House**

This is in addition of the Relation Policy wherein a Guest House stay of 15 days is provided to a new outstation joiner.

A charge of Rs. 2250/- per day (inclusive of stay & all vegetarian meals) will be levied on employee if he/she overstays. This will be deducted from the salary without any further reference to the employee.

### **Rules & Procedure-**

1. 15 days' duration includes in-between holidays/weekends.
2. The overstay charges will be communicated through an email by the recruiter who is releasing offer to the new joiner after he/she joins.
3. Admin team will send an email to HR, 2 days before the expiry of 15 days.

In absence of emails as per point 2 or 3, the Recruiter/Admin person will be responsible for cost incurred during new joiner's stay.

## **COMPANY ASSETS POLICY**

Compunnel has defined guidelines for company provided entitlements for Laptops, Data cards and Mobile Phones. This policy is applicable to all employees who are in charge of any of such entitlement.

For detailed guidelines, entitlement and usage criteria, you may refer it on Aspire (<http://aspire.compunnel.com>) under Share Info Section.



## TRANSPORT POLICY

- Office transport to employee is a privilege and not a right by dint of employment.
- Pick/drop is provided as per terms and condition of employment.
- Late night drop and travel during office hours requires specific authorization by the business unit head.
- For night shift working, office tries to provide home pick and drop. Lady employee is never to be picked first and dropped last without escort nominated from office. Escort could be a male office colleague/ office guard/office peon.

In case of office transport being late for pick up, employee is expected to come under own arrangement. Late arrival (30 minutes and more), due to office transport break-down or not reporting at pick-up point, is not acceptable.

## INFORMATION SECURITY POLICY

The computer network and information security is not only an internal business requirement of any corporate office but also a mandatory legal requirement as per the national and international laws. Ground level implementation and compliance adds to clients' confidence in critical data security and also helps in optimum utilization of IT infrastructure.

This document acts as a "must read" source of information for everyone using in any way systems and resources defined as potential targets and address some of the following elements:

- How sensitive information must be handled.
- How to properly maintain your ID(s) and password(s), as well as other accounting data.
- How to respond to potential security incident, intrusion attempt, etc.
- How to use workstations and Internet connectivity in a secure manner.
- How to properly use the corporate e-mail system

## NETWORK SECURITY

- ITS (Network Support) will coordinate investigations into any alleged computer or network security compromises, incidents, and/or problems.
- ITS will monitor backbone network traffic in real-time as necessary and appropriate, to detect unauthorized activity or intrusion attempts.

**If scans or network monitoring identifies security vulnerabilities, the cooperation of the system owners and system managers for the systems and the networks will be solicited. If the appropriate contact cannot be determined, the department's management will be notified. When a security problem (or potential security problem) is identified, ITS will take steps to disable network access to those systems and/or devices until the problems have been rectified.**

All employees are expected to read and be aware of Compunnel Information Security Policy hosted on company Aspire.



Any misuse and/or unauthorized use of office systems (computer, laptop, phone, and Internet facilities) will be viewed seriously as per the provisions of the Information Technology Act 2000, Govt of India

## **SUPPORT PROCESS GUIDELINES**

### **SHIFTING OF PCS FROM ONE WORK STATION TO ANOTHER**

PM /PL /TL should inform, by mail, the Systems Support and Admin Support about the shifting plan. Who is planned to move where- should be clearly indicated, using floor layout plan. In case of involvement of two or more departments- proper coordination of movement plan should be done at the level of PMs concerned. Mutually agreed plan should be mailed to all concerned by the coordinating PM.

In case of shifting to a new workstation within the team on the same work floor- normally no external help is provided. In case of any technical problem Systems Support should be informed.

### **PURCHASE/HIRING OF NON-BUDGETED ITEMS (BOOKS, HARDWARE AND HEADPHONES ETC.)**

Purchase requirement should be routed through the business unit head concerned.

All requisitions pertaining to purchase will be mailed to VP-Operations with copy to Accounts. Requisition should contain the following information: -

- Item to be purchased
- Purpose
- Price
- Recommended Source/Store (with contact Phones)
- Date by which required

## **ANTI-SEXUAL HARASSMENT POLICY**

Compunnel is committed to providing a workplace that is free of sexual harassment and all forms of threatening, intimidation or exploitation, or harassing conduct. The company is dedicated to provide a work environment for all employees characterized by cooperation and professionalism, free from unlawful conduct and does not tolerate sexual harassment.

Sexual harassment is any unwelcome sexually determined behavior that offends, humiliates, or intimidates a person and creates a hostile and offensive work environment.

Sexual harassment at workplace or at other any other place involving employees, such as a client site or company get together is a serious offense and is punishable.

If it is found that such inappropriate conduct has occurred, a prompt and appropriate corrective action, including disciplinary action, will be considered immediately.

Additionally, we have constituted a Complaint Redressal Committee to redress complaints of sexual harassment. Any employee who harasses another employee, guest, or contract employee will be subject to disciplinary action up to and including termination.

Employees who believe they have faced a possible sexual harassment situation are encouraged to make it clear to the other party, either verbally or in writing that the behavior is unwelcome and objectionable. It is the right of any employee to make a complaint of an incident that is believed to be sexual harassment. Sexual harassment is illegal. Compunnel has a specific policy prohibiting sexual harassment. Familiarize yourself with this policy which is available on Aspire (<http://aspire.compunnel.com>) under Share Info Section.

## COMPUNNEL DISCIPLINARY PROCEEDINGS POLICY

We all know that Discipline is an important part of our lives and in professional environment it is indeed a basic requirement.

The disciplinary policy and procedure is designed to ensure that an unacceptable conduct is addressed promptly and appropriately. It is intended to emphasize and encourage improvements in employee conduct, standards of performance and safe practices.

The procedure defined in the policy shares Compunnel's view on any act of misconduct or gross-misconduct in the company.

**Misconduct** refers to wrong, improper and illegal behavior, which may be due to wrongful or illegal intention.

**Gross misconduct** is Indiscipline that is so serious that the company is justified the instant dismissal of an employee, even on the first occurrence. For examples:

- Theft
- Fraud
- Negligence
- Corruption
- Behavior at work
- Disclosure of Information
- Assault

Any employee, who is found guilty of dealing with any type of misconduct with another employee, guest, or contract employee, will be subject to disciplinary action up to and including termination.

Familiarize yourself with this policy which is available on Aspire (<http://aspire.compunnel.com>) under Share Info Section.

## GROUP MEDICLAIM INSURANCE

All eligible employees and their dependents are covered under the Group Medclaim facility.

The salient features of this Insurance policy are: -

- Policy Period: **18th Aug. 2016 to 17th Aug. 2017**

- National Insurance is the insurer.
- Third Party Administrator (TPA) is **Vidal** takes care of the entire help/support for the members.
- Sum Insured INR. **300,000/- for a family (employee, spouse and up to 2 children and Parents)**.
- Medclaim Policy can be used in case **of hospitalization of 24 hours (minimum) or more**.
- Spouse and children coverage is optional with annual premium paid by an employee.
- Maternity Benefit is extended.
- Pre-existing Diseases covered.
- Cashless hospitalization facility in almost 2000 hospitals around the country. An online Medclaim Card will be issued within 45-50 days of joining this policy.
- You may refer the TPA Website for a recent network list of hospitals.

In case of an emergency, an employee can go to a hospital, which is not in the network; the employee needs to pay at the time of discharge and gets the claim reimbursed on submission of the related documents in original to the Finance team.

The policy becomes ineffective for existing member the day he/she is struck off from employees list of Compunnel India. There is no reimbursement applicable; balance premium amount will be adjusted against new member joining the Compunnel Group.

Detailed description of Medclaim Insurance Scheme with forms is available on Aspire (<http://aspire.compunnel.com>) under Share Info Section.

## CERTIFICATION REIMBURSEMENT POLICY

The main objective of this policy is to encourage all the employees to enhance their skills in different fields like technology and operations and assist them to fulfill their personal and organizational goals.

- The policy has come into effect from September 1, 2013.
- This policy is applicable to all employees on the payroll of Compunnel Technology India Pvt. Ltd.
- The staff member should have completed at least one year of service with the organization at the time of applying for certification re-imbusement.
- The certification must have business relevance as well as role relevance from current role/career development perspective and must be approved by Supervisor / functional head.
- Maximum 1 certification per year will be allowed for an employee under this policy.
- **Certification Fees:** The certification fees will only be reimbursed only for the successful attempt and there would be a minimum commitment period of stay in the organization for one year from the date the employee gets certification reimbursement.
- Detailed description of Certification Policy with forms is available on Aspire.

## EMPLOYEE REFERRALS

- The Employee Referral Program offers you a fantastic opportunity to refer people known to you and encourage them to pursue a great career at Compunnel.
- We encourage employees to refer the right people, who would be a part of our growing Compunnel team.



- This is not all! Attractive incentives are given on successful referrals, as and when required and announced by the HR team.

## EMPLOYEE SATISFACTION SURVEY

- It is important for an organization to monitor and understand satisfaction levels of their employees. The level of satisfaction employees feel towards their job is directly related to how successfully they perform their job, as it impacts the culture of the business.
- Our employee satisfaction survey is based on Gallup's Q12 survey, which helps us in understanding the employee satisfaction and engagement levels.
- Employee Satisfaction Survey is being conducted to collate and comprehend employees' feedbacks on work culture at Compunnel and to create the Employee fun calendar every fiscal year.
- We value employees' suggestions and feedbacks and the Leadership team works to address the concerned issues to bring the positive changes in our work environment.

## LATE STAY POLICY

- This procedure is not applicable to Managers & above grade employees.
- In case you plan to work beyond your defined shift timings or on a non-working day, a prior approval is **MUST** from your Business Head.
- You should handover the Authorization Slip (Hard Copy) duly signed by your Business Head-
  - For General/Afternoon Shift- To HR Department by 05:00 PM IST. For working on an Off Day, previous working day.
  - For UK Shift - To HR/Admin Department by 09:00 PM IST. For working on an Off Day, previous working day.
  - For US Shift - To Admin Department by 05:00 PM EST. For working on an Off Day, previous working day.
- This process will be automated, preferably through Aspire, in due course of time.
- Admin/Security team will ensure that there is no unauthorized presence in office.

## FUN ACTIVITES CALENDAR

Employee engagement plays an important role in encouraging employees to give their best each day, stay committed to the organization's goals and values, remain motivated to contribute to organizational success, with an enhanced sense of their own welfare.

We believe an engaged employee is trustworthy, enthusiastic and takes positive action to enhance organization's reputation and benefits.

With this spirit, we conduct a survey every year to collate employees' feedback on motivational and fun activities.

Employees' feedbacks lay the foundation to create a new fun activity calendar for the next year.

We also have Employee Welfare Fund to fund our engagement activities, where all employees can view the expenditure.

Our **fun calendar** includes:

- **Quarterly and annual award Functions**-We have launched a Rewards & Recognition Policy so that the deserving employees feel valued at Compunnel for their good work & dedication. There are On the Spot Rewards, Quarterly Awards and Annual Awards. Some new categories of the awards will be introduced in the Policy.
- **Festival Celebrations** – Celebration of various festivals like Diwali, Holi, Christmas etc.
- **Quarterly Events** – Every quarter, an indoor event like Chess, Scrabble, Quiz etc. will be organized and winners will be awarded attractive prizes. Teams composition will be from different business groups to encourage cohesiveness. All the events will be announced at the beginning of a month.
- **Special Food Stall** – Sumptuous food stalls will be organized during quarterly awards functions and during special festive days.
- **Birthday Gifts** – Elegant gifts to jazz up the special day for employees.

## CAFETERIA FACILITIES

- Self Service.
- Subsidized in-house prepared lunch and dinner for Rs 25 per diem. Lunch and Dinner coupons can be collected from the Admin Department.
- The amount of Rs. 1250/- for a booklet (50 coupons) will get deducted from your salary (Optional).
- Employees preferring to carry own Tiffin can avail dining facility in the cafeteria.
- Packed snacks & soft drinks available at MRP.
- Eating at the work place is prohibited due to reasons of cleanliness and good hygiene.
- Self-dispensable machine for water Tea/Coffee available at every floor.
- **Lunch Time: 1:00 PM – 2:30 PM, Dinner Time: 9:30 PM – 10:30 PM.** Timings can be changed as per office requirement.

## EXIT POLICY

- During the probation period, should you wish to terminate your service, you may do so by giving a notice period as specified in your Terms of appointment (or as per the latest notice period policy if the policy announcement date is later than the date of your appointment) or payment of equivalent gross monthly salary in lieu thereof. Likewise, the management can terminate your services with the company by giving you a notice (as specified in your Terms of appointment or as per the latest policy) or salary in lieu of the notice, except in cases of termination for dis-satisfaction with work and conduct, where termination may be effected without any payment.
- Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term misconduct in the case of reasonable suspicion of misconduct, disloyalty, commission of any act involving moral turpitude, any act of indiscipline or inefficiency or lower performance as compared to other employees of your category.
- After completion of probation period your services are terminable either by the company or you by giving a notice as specified in your Terms of appointment (or as per the latest notice period policy if the policy announcement date is later than the date of your appointment) days or payment of equivalent gross monthly salary in lieu thereof on either side.

- At the time of cessation of the services, the accumulated EL (up to maximum of 30 ELs) will be encashed @ Basic Salary, provided the employee has completed his/her one-year of service with the Company. However, Earned Leaves are not adjusted against any shortfall of notice period.

## NOTICE PERIOD POLICY

### Compunnel Sales and US Consulting Teams

Category of Employee	Notice Period on Probation	Default Notice Period post Confirmation
Below Managers	7 Days	30 Days
Managers & above	15 Days	30 Days

### All Other Compunnel Teams

Category of Employee	Notice Period on Probation	Default Notice Period post Confirmation
Trainees	15 Day	Not Applicable
Above Trainee Level	30 Days	60 Days

### General guidelines:

- In case Division Head wish to increase the default notice period after confirmation, in such case of specific employees, he/she will inform HR at the time of confirmation of the employee.
- In case of voluntary exit/resignation, an employee will have to serve the notice period as specified in the letter issued to him. In case of lay off by the company, equivalent notice period will be extended by the company.
- In case of exit, recovery will be made from the settlement of the employee for any shortfall in In case of notice period when an employee is not in a position to serve his/her complete notice period.
- No notice period will be payable, if services of an employee is terminated under following circumstances, regardless of his/her confirmation-
  - Unsatisfactory work and/or conduct
  - Absenteeism beyond the period of leave originally granted or subsequently extended unless employee returns to work within eight days of the commencement of such absence and provide an explanation to the satisfaction of the company regarding such absence.
  - Continued ill health
  - Misconduct, without being exhaustive and without prejudice to the general meaning of the term misconduct in the case of reasonable suspicion of misconduct, disloyalty, commission of any act



- involving moral turpitude, any act of indiscipline or inefficiency or lower performance as compared to other employees of his/her category
- e) Non-adherence of established compliance to comply with company or client's software standards and guidelines
  - f) Incorrect facts mentioned at the time of Appointment
5. No leaves will be allowed/ approved during the notice period. In case of an emergency, notice period of an employee will be extended by specified days. All unapproved leaves/ absents will be considered as Leave without pay during notice period.
6. Following will on the sole discretion of the Management-
- a) Consideration of notice period payment against serving notice period. The company reserves the right to hold relieving/experience letter of an employee who, on resignation, has not served the complete notice period.
  - b) Waiving off the whole/partial notice period in case there is no assigned task for the employee during the notice period or his/her continuance may not be in the interest of the company.
7. Notice Period payment/deduction comprises of following components only –

Basic Salary, HRA, Medical Allowance, Special Allowance, PF (Employee Contribution only), Reimbursements (treated as Special Allowance)

If an employee resigns from his/her services with Compunnel, he/she can do so by giving specified notice period as per their level.

Once the resignation is accepted by his/her reporting manager then he/she is required to take clearance from respective departments like Admin, Systems, HR and Accounts etc.

To get the full & final settlement from the company, employee is required to submit the required no dues documents to HR Department.

**\* All policies are subject to change from time to time.**

**\* All employees are required to visit Aspire for detailed guidelines and policies and in case of any concerns/ suggestions they may mail it to [hr\\_helpdesk@compunnel.com](mailto:hr_helpdesk@compunnel.com).**

Thanks!

Team HR