



EMPLOYEE HANDBOOK

This Employee Handbook has been prepared to help you get familiar with the key policies, benefits, regulations and codes of conduct at Acentria Technologies Pvt Ltd We hope this handbook will be useful and will help you plan and enjoy the benefits and opportunities that Acentria Technologies Pvt Ltd provides.

This Handbook is confidential and is for internal circulation only. It is subject to change as and when necessary to remain in compliance with appropriate Government regulations and Acentria Technologies Pvt Ltd 's policy. The contents of this Handbook will be modified from time to time and amendments will be issued. Interpretation of the handbook by the management is final. If you need any clarification or further information on any aspect of this Handbook, you can get in touch with the HR department, which will be happy to help you.

Joining Formalities



Acentria Technologies Pvt Ltd welcomes all employees and hopes that they will enjoy the work culture. When a new employee joins Acentria Technologies Pvt Ltd a formal induction will be conducted to familiarise them with all the activities in Acentria Technologies Pvt Ltd.

Personal Particulars:

- Acentria Technologies Pvt Ltd will keep a record of all the employees' personal particulars pertaining to the recruitment & selection process. Once an employee joins Acentria Technologies Pvt Ltd, she/ he should give a copy of pan card, adhar card and two passport-sized photographs to the HR department within one week of joining. In case the pan card is not available, a copy of passport or driving license can also be submitted.
- Employees will be required to sign an employment contract on joining Acentria Technologies Pvt Ltd.
- Employees are to keep the HR department informed of any changes in any of the above records.

- In order to calculate TDS (tax deduction at source) accurately the following forms need to be completed and returned to the Finance department by 15 April every year or within 15 days of joining the organisation:
 - ✓ Provident Fund transfer/ application form (whenever PF is applicable)
 - ✓ Tax Estimate/ Savings declaration form

Work Culture



Acentria Technologies Pvt Ltd 's Mission

Acentria Technologies Pvt Ltd 's mission is to be

Working Hours / Work Week

Office hours at Acentria Technologies Pvt Ltd are from 9:30 am to 6:30 pm with a lunch break of 30 minutes, from Monday to Saturday with the first and third Saturdays off.

Employees are encouraged to observe punctuality. However all staff will have to work as per the needs and demands of the job.

Smoking Policy

The Office is a non-smoking premise and all are requested to co-operate in this respect.



Media

The Public Relations department of Acentria Technologies Pvt Ltd will manage all communication with the media. In case any media person contacts an employee, s/he should be directed to the PR department. Employees must not make any statement to the press on behalf of Acentria Technologies Pvt Ltd.

Job Grades And Designations

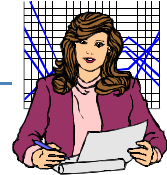
Job grades / Designations

Acentria Technologies Pvt Ltd has five levels. All designations are reflective of the roles being performed. Designations are indicative of functions within a team and each team member plays an equally important role in the effective functioning of that team.



LEVEL	DESIGNATION	TYPICAL POSITIONS
1	Founding Members	CEO, Director
2	Senior Management Team	VP/FC/Head of function
3	Middle Management Team	GM/Sr Mgr, Mgr, AM
4	Junior Management Team	Executives
5	Support Staff	Housekeeping & other staff

Terms Of Employment



All employees will be issued employment agreements at the time of joining.

Probation

1. Employees may be placed on probation for a period of six months.
2. Alternately, the employees will be treated as confirmed employees.
3. At the end of 6 months for the employees on probation, there will be a Performance Review, based on which the employee will be confirmed. Confirmation, this period of 6 months will be included for the purpose of granting increments / entitlements and any other benefits (with the exception of leave).

4. In case, the Performance Review discussion indicates a less than satisfactory performance, the same will be communicated to the employee and his / her Probation period may be extended by another 3 months or the employment terminated depending upon the Review. If the performance is unsatisfactory even after the extension of the probation period, his / her employment with the company is liable to be terminated.

5. At all times, employees are expected to perform and deliver their duties / responsibilities as per their designated role to the satisfaction of the management.

Leave And Holidays

Purpose and Overall Policy

1. This section includes Acentria Technologies Pvt Ltd 's policies on Leave, which are categorised as:
 - ✓ Privileged Leave (PL)
 - ✓ Casual Leave / Sick Leave (CL / SL)
 - ✓ Maternity Leave (ML)
 - ✓ Holidays

2. During probation, an employee is not eligible for any leave and thus any leave taken will be considered as unpaid leave. During the first year of service, the leave that an employee can avail of is based on the number of _____ months after confirmation; therefore leave for the probation period is lost. If a person on probation avails of 15 days or more of unpaid leave, his / her probation period will be extended by the same number of days.

Compensation, Benefits & Reimbursements

Payroll date

The salary of each employee is credited to his/her bank account by 5th of Next month.

Compensation & Benefits components

The salaries have been structured to be tax compliant for the organization as well as to be tax effective for the employees. The break up is as follows:

- ✓ Basic
- ✓ House Rent Allowance
- ✓ Conveyance Allowance
- ✓ Medical Reimbursements
- ✓ Supplementary Allowance

Basic salary

The Basic salary is the primary element in the compensation package and is fully taxable.

House Rent Allowance

House Rent Allowance will be a percentage of Basic salary.

HRA exemption will be given on production of receipt of the rent. As per Laws following exemption will be granted:

Conveyance Allowance

An employee will be eligible for a maximum reimbursement as per the salary structure and the level of the individual.

As per the Income Tax Act an employee is eligible for reimbursement of conveyance expenses only from residence to office and back to the maximum of Rs.1600 per month. The conveyance reimbursement shall be paid along with the monthly salary.

Medical Reimbursements

All employees will be eligible for reimbursement of upto Rs. 15,000 per annum (April - March) towards domiciliary expenses

incurred by them, for themselves and/or any member of their family (Note: Family in relation to employee means

(a) spouse and children of the employee; and

(b) the parents, brothers and sisters of the employee or any of them wholly or mainly dependent on the employee)

Employees can claim the reimbursements by submitting necessary proof documents i.e. bills / receipts for medicines / professional consulting from medical practitioners, to the Finance department on a monthly basis.

In case, the employee does not furnish medical bills, the amount will be taxed at the end of the year.

Provident Fund Allowance (PF)

All employees will be eligible for a PF allowance as 12 % of the Basic Salary.

This allowance will be payable as a monthly allowance and when the PF account is opened the same will be deposited in the PF account of the individual.

Other Allowances

Details of other allowances if any will be mentioned in the employee's appointment letter under Annual Compensation Plan.

Performance Pay

Performance pay or bonus will be paid in any given year as per the performance appraisal process.

Employees who have completed 6 months of service in the organization by October of the given year will be eligible for pro-rata performance pay as per the performance appraisal process.

Performance pay will be payable after appraisals.

Performance pay amount is fully taxable.

Annual Salary Revision

The salary for the individual employee will be reviewed annually. The change in the salary will be dependant on the overall performance of the company as well as performance of the individual that will be decided as per the performance appraisal system.

Deduction of tax at source from salary (TDS)

In computing the tax deductible at source, the company will take into account any rebate, which is available to the employees as per the provision of the income tax Act, 1961. The employees are required to furnish a declaration with regard to the

investment proposed to be made by them in any eligible instrument latest by April 15 in each year. All new employees are required to furnish the declaration within 15 days of joining the organization.

New employees are also required to furnish the salary certificate from earlier employer on joining.

Employees will then be required to furnish proof of such investments latest by March of each year. In case proofs are not furnished, the rebate as per provisions of Income Tax Act, 1961 cannot be considered and tax will be deducted accordingly.

Employees may contact the Finance department for more details regarding their salary and TDS calculation. The employee is solely responsible for filing their own Income Tax return at the end of the year and the Finance department will issue the Form 16 together with a salary certificate for the financial year.

Employee Insurance

Acentria Technologies Pvt Ltd will insure its employees in Grades in I, II, III & IV. The employees will be insured for health for amounts as per the grade structure.

New employees joining on the 15th of the month or earlier will be insured by the end of the month. For employees joining after the 15th, insurance will be done in the next month-end.

Reimbursements

Employees can claim reimbursements for expenses done for official purposes by filling up the expense statements.

Reimbursements will be as per the expense approval matrix. The same can be referred in **Company Policies**.

Official Travel

Employees undertaking travel have to follow the Company Policies stating the same.

Purchase Of Material /Services

For purchase of any material or services, a prior authorisation is required in the form of a material requisition

All commitments require appropriate documentation authorisation and approval in advance of the contemplated transaction. The requisition documentation should include requester's name, estimated cost of the request and purpose material/services requested. This should be supported by two quotations for the required material/services.

The originator of the requisition is responsible for obtaining all signatures.

Each requisition should be authorised by head of the department (HOD).

Employee expense reports must be authorised by the department head.

No employee shall approve his/her own expenditures.

Leaving Formalities

Termination of services

During the probation period, the employee or the organisation shall be entitled to terminating the employment at any time by one party giving to the other two weeks' notice in writing or two weeks salary in lieu of notice.

After confirmation, your employment may be terminated at any time by either party giving to the other one months' written notice or one month's salary in lieu of notice.

The organisation can terminate your employment without notice or salary in lieu of notice on the happening of one or more of the following events:

- If any declaration given or information furnished by you to the organization proves to be false or if you are found to have willfully suppressed any material information;
- On your being convicted of any felony or being in the opinion of the organization guilty of conduct which constitutes a failure to conscientiously attend to your employment or insubordination or disobedience of lawful instructions;
- On your failure to attend for duty at all reasonable times;
- On your failing to comply with any of the provisions of your contract of
- employment

Exit Interview

The HR Department will conduct an exit interview in order to get the employees' reasons for leaving, feedback as well as other inputs or suggestions on the organisation.

General Policy

Before leaving the company, the employee must ensure that the following formalities are completed

- Give a letter a resignation specifying the notice period. The letter must be given to the supervisor
- Return all Acentria Technologies Pvt Ltd property i.e. manuals, calculators, floppies, etc.
- Get certificate from Accounts that no dues are pending.
- Give letter to HR surrendering the Company insurance policies.

All dues will be settled within 30 days of the date of cessation of employment in the Acentria Technologies Pvt Ltd.

Gratuity

For an employee who has been with the organisation for a minimum of 5 years, gratuity has to be paid at the time of his/her

leaving the organisation. Gratuity is calculated as 15 days of basic salary for every completed year of service, based on the last salary.

Service Certificate

Service Certificates will be issued to a resigning employee at the discretion of the HR department. This must be issued within 30 days of cessation of employment. All dues must have been settled. Service certificates will be issued only to employees having completed a minimum of 1 year of employment with Acentria Technologies Pvt Ltd

Social Media and Social Networking Policy

This policy shall apply to all employees of Acentria Technologies Pvt Ltd excepting those who have been authorized in writing by the company to blog / communicate on its behalf.

Personal blogs should have clear disclaimers that the views expressed by the author in the blog are the author's alone and do not represent the views of the company. Be clear and write in first person. Your writing should clearly indicate that you are speaking for yourself and not on behalf of the company.

Information published on your blog(s) should comply with the company's confidentiality and disclosure of proprietary data policies. This also applies to comments posted on other blogs, forums and social networking sites.

Be respectful to the company, other employees, customers, partners, and competitors.

Social media and social networking should be on the employees' own time and such activities should not interfere with work commitments. Please refer to IT resource usage policies, as necessary.

Social networking sites, including but not limited to groups and fan clubs cannot be formed on behalf of the company, except by authorized department and individuals.

Your online presence reflects on the company. Be aware that your actions captured via images, posts, or comments can reflect as our company's.

Do not reference or cite company clients, partners, or customer without their express consent. In all cases, do not publish any information regarding a client.

Respect copyright laws, and reference or cite sources appropriately. Plagiarism applies online as well.

Company logos and trademarks cannot be used without written consent.

Mobile reimbursements

The employees are entitled to reimbursement on their mobile bills used for official purpose according to the limits mentioned in the Company Policies.

- ✓ All employees in the Founders, Senior Management are allowed reimbursement on their mobile bills.
- ✓ Employees in the Junior Management band will be allowed reimbursements on mobile bills on need basis with the written approvals from the respective Department Heads.
- ✓ For availing reimbursement, the mobile bill should be attached to the duly filled expense voucher after deducting personal calls, approved by the Department Head, and submitted to the Finance & Accounts Department.
- ✓ The reimbursement will be disbursed through cheques in 7 business days.
- ✓ Any exceptions to this policy will be considered only with the approval of the respective Department Head and the Human Resources Department.

Mobile Reimbursement Matrix

Band/ Level	Location	Maximum (Monthly) Payable
Founding members and Senior management	All	Rs. 3000/-
Middle Management	All	Rs. 1000/-
Junior management	All	Rs. 500/-
Special Eligibility		
Field Staff (of Agency, Corporate Sales & Hotels)	Mumbai, NCR, Bangalore	Rs. 1500/-
	Others – Pune, Ahmadabad, Kolkata, Chennai, Hyderabad*	Rs. 2500/-

* All of them operate out of their home and have no official landline connection.

CONCLUSION

This employee handbook defines who we are and how we work together. We will do everything possible to create a fair and productive workplace, but we need your help. We've created this handbook to guide you.

This handbook isn't a contract or a guarantee of employment. It's a collection of our expectations, commitments and responsibilities. Please read this employee handbook along with Company Policies carefully and consult it whenever you need to.