



# EMPLOYEE HANDBOOK

Confidential Document  
Version 3.0

## **NOTE TO USERS**

This document is a comprehensive employee handbook for employees of SISL Infotech Pvt. Ltd.

The content of this employee handbook is provided for information purposes only. No legal liability or other responsibility is accepted by or on behalf of the Management and People Operations Department for any errors, omissions, or statements made within this document. The Management and People Operations Department accepts no responsibility for any loss, damage or inconvenience caused as a result of reliance on such information.

This employee handbook will be reviewed from time to time and may be modified as the firm continues to grow and change.

## **PREAMBLE**

This Code of Conduct is intended to establish and clarify the standards for behavior in the organization. However, no Code of Conduct can cover all situations you may encounter. Thus, you need to utilize the following principles where specific rules cannot be established:

- Decisions made, and actions taken, by you must be consistent with company values and company objectives.
- SISL is focused on delivering long-term value to its employees, shareholders and society. It is expected that you will do what is right to support the long-term goals of the company.
- SISL competes to win, but only within the framework of integrity, transparency and compliance with all applicable laws and regulations.
- If you are ever in doubt about a decision, it should be escalated to a higher level of management for broader consideration.
- Should you ever see a deviation from the above principles, it is expected that you will utilize appropriate channels to report the violation.”

This Code is designed to deter wrongdoing and promote, among other things, (a) honest and ethical conduct, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships, (b) promote the protection of Company assets, including corporate opportunities and confidential information, (c) promote fair dealing practices, (d) the prompt internal reporting of violations of this Code, and (e) accountability for adherence to this Code.

All directors, officers, employees and trainees of the Company are expected to read and understand this Code, uphold these standards in day-to-day activities, comply with all applicable policies and procedures.

Since the principles described in this Code are general in nature, the Code does not cover every situation that may arise. Please use common sense and good judgment in applying this Code. You should also check the Company policies, procedures, and employee handbook as adopted at the location where you are posted for specific instructions.

Nothing in this Code, or in any company policy and procedures or in other related communications (verbal or written) shall constitute and shall not be construed to constitute a contract of employment for a definite term or a guarantee of confirmed employment. This Code supersedes all other such codes, policies, procedures, instructions, practices, rules or written or verbal representations to the extent that they are inconsistent.

Upon determination that there has been a violation of this Code, the Company will take appropriate action against any person whose actions are found to violate these policies or any other policies of the Company.

The Company is committed to continuously reviewing and updating its policies and procedures. Therefore, the Company reserves the right to amend, alter or terminate this Code at any time and for any reason, subject to applicable law.

Please sign the acknowledgment form at the end of this Code and return the form to the People Operations Department indicating that you have received, read, understand and agree to comply with its terms. The signed acknowledgment form will be saved and archived as part of your docket. You will be asked to sign an acknowledgment indicating your continued understanding of the Code once a year.

### **COMPLIANCE IS EVERYONE'S BUSINESS**

Ethical business conduct is critical to our business and it is your responsibility to respect and adhere to these practices. Many of these practices reflect legal or regulatory requirements. Violations of these laws and regulations can create significant liability on you, the Company, its directors, officers, and other employees. You should be alert to possible violations and report them in the manner set forth under the relevant section of this Code. You must cooperate in any internal or external investigations of possible violations. In all cases, if you are unsure about the appropriateness of an event or action, please seek assistance in the manner set forth under the relevant section of this Code. Those who violate the policies in this Code will be subject to disciplinary action, up to and including termination from the Company.

No adverse action will be taken against anyone for complaining about, reporting, participating or assisting in the investigation of a suspected violation of this Code, unless the allegation made, or information provided is found to be willfully and intentionally false. To the maximum extent possible, the Company will maintain utmost confidentiality in respect of all the complaints received by it.

Table of Contents

INTRODUCTION .....5  
STATEMENT OF PHILOSOPHY .....5  
EMPLOYMENT AT SISL INFOTECH PVT. LTD .....6  
LOAN POLICY.....9  
HOURS OF WORK ..... 11  
WORK FROM HOME POLICY ..... 12  
TIME AWAY FROM WORK ..... 13  
SEPARATION POLICY ..... 17  
CONFIDENTIAL INFORMATION AND INTELLECTUAL PROPERTY ..... 20  
HEALTH AND SAFETY ..... 20  
HARRASSMENT ..... 22  
WORKPLACE VIOLENCE ..... 23  
ZERO TOLERANCE POLICY (ZTP) ..... 23  
DO’S AND DON’TS:..... 24  
ANTI-BRIBERY/CORRUPTION POLICY ..... 24  
DISPUTE RESOLUTION..... 26  
TRAVEL POLICY ..... 27  
IT POLICIES ..... 36  
CYBER SECURITY POLICY ..... 37  
PROFESSIONAL CERTIFICATION POLICY.....41  
FORM OF ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK ..... 41

## INTRODUCTION

This employee handbook is a summary of policies, procedures and practices related to People Operations Department at SISL Infotech Pvt. Ltd.

The Directors are accountable for leading an effective staff team and is thereby accountable for the development and implementation of the policies outlined in this manual. Managers are responsible for People Operations within their own staff teams and should refer to this manual to ensure organizational consistency in the application of these practices.

The People Operations Department is responsible for maintaining the procedures and systems which is available to answer any questions or provide clarification on any content of this manual.

## STATEMENT OF PHILOSOPHY

SISL wishes to maintain a work environment that fosters personal and professional growth for all employees. Maintaining such an environment is the responsibility of every staff person. Because of their role, managers and supervisors have the additional responsibility to lead in a manner which fosters an environment of respect for each person.

It is the responsibility of all staff to:

- Foster cooperation and communication among each other
- Treat each other in a fair manner, with dignity and respect
- Promote harmony and teamwork in all relationships
- Strive for mutual understanding of standards for performance expectations, and communicate routinely to reinforce that understanding
- Encourage and consider opinions of other employees or members and invite their participation in decisions that affect their work and their careers.
- Encourage growth and development of employees by helping them achieve their personal goals at SISL and beyond
- Seek to avoid workplace conflict, and if it occurs, respond fairly and quickly to provide the means to resolve it
- Administer all policies equitably and fairly, recognizing that jobs are different, but each is important; that individual performance should be recognized and measured against predetermined standards; and that each employee has the right to fair treatment
- Recognize that employees in their personal lives may experience crisis and show compassion and understanding

## EMPLOYMENT AT SISL INFOTECH PVT. LTD.

### Employment Equity

SISL is an equal opportunity employer and employs personnel without regard to race, ancestry, place of origin, color, ethnic origin, language, citizenship, creed, religion, gender, sexual orientation, age, marital status, physical and/or mental handicap or financial ability.

### Recruitment and Selection

All candidates are selected for interview via job portals, references and via applications submitted on [career@sislinfotech.com](mailto:career@sislinfotech.com). Depending on the feedback provided, a position may be offered to the applicant.

### Background Verification and References

The position offered is subject to positive background check and reference checks. Offer stands cancelled in case of any deviations in information provided and / or if the candidate fails to report on or before pre-decided date of Joining.

### Orientation

All new employees to SISL Infotech Pvt. Ltd. shall receive an orientation session which will encompass an overview of general policies, procedures and operations. They will be given a copy of this Employee Handbook and will be expected to learn its contents. They will also be made aware of policies and will be asked to sign off on their adherence to same.

### Employee Duties

Employee's performance will be evaluated both during the probation period and after. If an employee is unsure of his/her duties & responsibilities, they should not hesitate to ask for clarification from their reporting manager.

From time to time, it may be necessary to amend an employee's KRA. These amendments will be discussed with the employee in advance however; the final decision on implementation will be made by management.

### Probation

The first three (3) months of employment are probationary. During this time both parties may assess suitability for employment with the Employer. This also provides management an opportunity to assess skill levels and address areas of potential concern.

**Note:** Freshers will have approx. 6 months of probation. However, basis their manager's feedback, they can be confirmed earlier as well.

During your probationary period, employment may be terminated by either party for any reason whatsoever, with or without cause, and without notice or payment in lieu of notice as mentioned in employee's employment letter. At the completion of the probation period, the employee and employer shall meet and review progress to date. At this time one of three things will occur:

- I. Probation will end
- II. Probation may be extended for an additional period
- III. Employment will end

### **Lock-in Period**

A particular timeframe within which the employee cannot resign from his/her duties. The lock-in period can vary as per the role of the employee which will be detailed in their employment letter. If the employee decides to resign during his/her lock-in period, then as a penalty the employee shall pay as per the terms and conditions mentioned in their employment letter.

### **Annual Salary**

Salaries shall be determined by the Management, based on budget considerations and commensurate with the experience of the successful candidate. The organization shall pay employees monthly, less the usual and necessary statutory and other deductions payable in accordance with the Employer's standard payroll practices. These payroll practices may be changed from time to time at the Employer's sole discretion. Currently, payday occurs on seventh (07th) of every month and covers the pay period from first (01st) to last day of previous month.

### **Performance Appraisals**

The performance review document will be a living document for each employee. Each employee will be responsible for developing their respective work plan for the year. This plan will be reviewed by Management and amended as necessary. At the time of the performance appraisal, the employer and employee will review the objectives and the results achieved. Throughout the year, the employee and employer may refer to this document to track progress made toward objectives, highlight areas of concern and indicate challenges identified along the way.

Performance reviews, for all employees, will occur near the end of March, and annually thereafter. Employees should prepare for this meeting by preparing a draft work plan for the coming year. This meeting is to review successes and challenges from the preceding year, and to establish the objectives for the coming year. This would also be the opportunity for either party to identify and recommend professional development opportunities which may assist the employee in their day-to-day work or to grow within the organization. Once complete, both parties shall sign off on the final document and it shall be added to the employee's personnel file.

### **Note:**

1. Eligibility criteria: employee must at least complete a year with the organization as on April 1 (respective year) to be eligible for compensation revision, until & unless anything else specified in writing by People Op's.
2. An employee who has resigned or is terminated, he/she will not be eligible for compensation

revision for the specific year.

3. The appraised amount or variable amount will not be disbursed to an employee who has resigned/terminated or is serving his/her notice period. One must be an “active” employee in the system on the date of disbursement of the appraised amount or variable amount.

### **Performance Improvement Plan (PIP)**

At any point during your service with SISL, you can be placed under PIP to assist you in meeting performance standards. It is important for you to understand that failure to meet performance standards on a sustained basis will result in disciplinary action. At the completion of the PIP, the employee and employer shall meet and review progress to date. At this time one of three things will occur:

- i. PIP will end.
- ii. PIP may be extended for an additional period.
- iii. Employment will end.

### **Note:**

- An employee on PIP is not eligible to avail any accrued ELs if any.
- He/she can only avail the calendar holidays wherein the entire organization is shut.
- Accrued EL's are not payable in case employment is terminated.



## LOAN POLICY

### Eligibility for Loan

- All employees who have completed **at least one year of service in the organization** are eligible to avail the loan facility subject to availability of funds. Any kind of tax liability applicable on the loan amount will be borne by the employee.
- The basic criterion for eligibility is a genuine verifiable purpose for which the employee has applied for a loan.
- **It is not a privilege; each case will be reviewed separately.**

### Eligibility amount and repayment

- Loans may not exceed the **employee's Two-months gross salary, with maximum 15 days of processing period.**
- Application for a higher amount will be subject to approval from the Directors. The sanction will depend on the sole discretion of the Directors.
- Repayments are to be deducted in accordance with the loan agreement from the employees' salaries and **must be repayable within 6 months.** The deduction of instalments from salary will start from the month subsequent to which the loan has been sanctioned.
- No loan will be granted if there is a balance outstanding on a previous loan.
- A cooling off period of **six (6) months** in between loans will apply.

### Procedure

- ✓ Employee must share a dully filled (Loan form along with declaration document – if applicable), signed by his/ her reporting manager with proper reason to avail the same.
- ✓ After the loan is sanctioned by management, an advice shall be shared by HR Department to Finance department to initiate the payment, along with employee Declaration confirming the repayment clauses.
- ✓ **Mandatory:** Employee has to submit postdated Cheque leaf with the HR Department / Finance team which shall be released upon clearance of the availed loan.
- ✓ An **Interest rate** of Flat 18% Annually shall be applicable on the total Loan Amount. In case monthly instalment repayment Interest is applied, the first payment will include normal monthly instalment repayment and Monthly Instalment Repayment Interest.
- ✓ The repayment amount due hereunder is not paid on its due date of payment, the charge (if any) shall become payable by the Borrower, subject to such amount as may be determined by the SISL Finance Team from time to time.
- ✓ If an Employee quit / resign the organization before the repayment of the complete loan amount, the employee is liable to pay the balance of the loan amount before being relieved.
- ✓ **Pre-Payment** Employee holds right to prepay the whole outstanding amount at any time.
- ✓ **Event of Default:** The Borrower commits or threatens to commit a breach of any of the terms and conditions hereof or of any agreement or security (if any) for the Loan; then the company holds all the right to go legal against the employee in that case.

## Discipline

Discipline at SISL shall be progressive, it's purpose is to identify unsatisfactory performance and / or unacceptable behavior.

The stages may be:

- i. Verbal reprimand
- ii. Written reprimand
- iii. Dismissal

Some circumstances may be serious enough that all three steps are not used. Some examples of these types of situations are theft, assault, or willful neglect of duty. In all cases, documentation should be included in the employee's personnel file.

## ASSETS

At the time of joining every SISL Employee is issued with:

- **Company's SIM:** Individuals may use their personal postpaid SIMs for official purpose with a capping of INR 499/- including internet charges (3G/4G). While claiming the bills the employee must produce and submit the duly approved hard copy via his/ her reporting manager to the Admin./ Finance Dept.

(Please Note: Prepaid SIMs will not be entertained)

## BRING YOUR OWN DEVICE POLICY (BYOD)

A policy of permitting employees to bring personally owned devices (laptops, mobile) to their workplace, and to use those devices to access privileged company information and applications (**\*\*refer to Confidential Information and Intellectual Property**).

Incase an employee does not own any asset, he/she has an option to procure asset through the company's interest free EMI policy (payable within 6 months).

## NOTE:

1. In case of any theft, loss or damage of these assets, the amount will be retrieved from the individual salaries.
2. At the time of your exit from the company, the balance EMI's shall be recovered during employees full & final settlement.
3. In case of shortage of funds an exit employee can repay the balance installments via personal cheques.

## HOURS OF WORK

The regular office hours for SISL are 10:00 a.m. to 07:00 p.m. Monday to Friday inclusive (excluding weekend and holidays). During core hours, it is expected that most staff will be available. Employees may also be expected to work such other hours as may be requested or required, from time to time.

Employees are required to notify their supervisor, in advance, of planned days away from the office.

**Unplanned absences from the office should be informed to your reporting manager as soon as could reasonably be expected.**

### FLEXIBLE WORKING HOURS

**Flexible working hours** are extended to the employees so that they can choose to shift their everyday. However, we expect employees to check-in not later than 10:00 AM every morning and manage their average number of working hours i.e. 45 hours a week.

#### Note:

- a. In case you have been working late, need not to worry 😊, punch-in by 11am the next day, and make sure to get it approved by your reporting manager before-hand

#### HALF DAY:

- Defined from 09:30 am to 2 PM and 2PM to 6:30 PM and/or a minimum of 4:30 hours a day.
- Anything lesser than 4:30 hours a day will be accounted as full day leave.

In case of any **uninformed or unplanned leave/ Half Day/ Late comings**, it would be marked as **LOP (Loss of Pay)** accordingly.

Make sure you drop emails (for **all leaves/ half days/ late comings**) with your **Reporting Manager in to & SISL POD email in CC**

## Rejuvenating Time-Off

### Leaves

Leave will accumulate on the basis of 1.5 days per month to a maximum of eighteen (18) days per calendar year.

- Everyone starts with 1.5 leave in January and so on.
- National / Festival / Declared / weekly off days can be prefixed and / or suffixed to EL.
- Intervening National / Festival / Declared holidays will **NOT** be counted as part of the leave.

As leave is designed to give employees a chance to rest and rejuvenate, therefore taking leave is encouraged by the employer. If an employee is unable to use all of accrued Earned Leaves during a calendar year, a maximum of 9 or the remainder shall be carried forward. E.g.

- If an employee accumulates or is left with 12 unutilized leaves as on 31<sup>st</sup> December, only 9 EL's will be carried forward to the next calendar year.
- If an employee uses 15 leaves and is left with 3 ELs. The 3 ELs will be carried forward.

**New joiners have no leaves in the month in which they have joined.**

#### Leave Entitlement for New Joiners:

Date of Joining between	Leave Entitlement
01 <sup>st</sup> to 15 <sup>th</sup>	Accumulates 1.5 days leave of joining month. These can be availed from next month onwards.
16 <sup>th</sup> to end of month	Not entitled for leave of joining month. Starts accruing leaves only from next month, which can be availed only from the month that follows.

**Note:** The organization strongly believes that “Leave is a Right and not a Privilege”. Hence, it is recommended that employees avail the leaves given. There would be no encashment of balance or accrued leaves.

#### **Mandatory Criteria's:**

We request you all, to be regular with your **daily reports** which should be short & informative (**In bullet points**) that gives your reporting manager an idea on what's happening at your end.

“CC” to “POD group – **POD@SISL.com**”.

**Please note:** Anyone who fails to share their Calendar Invites/ Direct Meetings emailers/ Daily Reports would regretfully be marked as absent.

**Make sure it isn't YOU.**

### **Approvals:**

In case an employee requests :

- leaves up to 2 days, must inform and apply for manager's approval at least 2 days in advance
- leaves more than 2 days and up to 5 days, must inform and apply for manager's approval at least 1 week in advance
- leaves more than 7 days, must inform and apply for manager's approval at least 10 days in advance
- All leaves must be applied on HRMS portal prior to leave start date
- Applied leave shall be auto-approved in case of no action taken by the manager within 7 days of applied leave

### **Compensatory Off**

All overtime must be authorized by the Director or immediate reporting manager in advance of being worked HRMS portal only. Employees will be provided Comp-off in lieu of overtime pay.

### **GUIDELINES:**

- If an employee is required to work on any important assignment on a National / Festival / Declared / weekly off day, he is eligible for Compensatory off on any other working day.
- Official approval is required from the Reporting Manager / management to work on such National / Festival / Declared / weekly off days. No compensatory offs will be entertained when worked on these days without prior approval.
- The compensatory off has to be availed within a period of 60 days from the date worked.
- The same has to be in a planned manner, which should be applied on HRMS portal at least 7 days in advance before availing the compensatory leave
- Compensatory off when not availed within the stipulated time period will lapse.
- On holiday or Weekly off the Compensatory Off will be computed as follows :
  - Employee shall complete minimum 8 hours of working
  - While on compensatory off, weekly off and paid Holidays will be excluded for computation.
  - The attendance has to be in place / regularized for the holiday which an employee has worked on.

### **Procedure for Applying Leave**

- The available leave balance is to be checked by the employee online on HRMS portal respectively the leaves has to be applied online and get it approved by reporting manager"
- The Reporting Manager is authorized to either grant or disapprove the leave on valid grounds, the approved leave shall be further processed on HRMS portal for People Op's records.

## **Cancellation of Leave**

The Manager can also cancel the once sanctioned leave on situational / need basis. If an employee proceeds to avail the cancelled leave then those days will be treated as absence from duty and the rules pertaining to absence from duty will be considered.

## **Extension of Leave**

- As it is necessary to get prior approval for leave; so is for extension of leave, via HRMS Portal only.
- The employee has to apply for extension of leave well in advance and get it approved from manager to be able to avail the same. In case an employee extends, the unsanctioned leave availed shall be treated as absence from duty

## **Absence from Work**

- When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those number of days shall be treated as absence from duty.
- The days of absence will be treated under LOP.
- The employee has to report to his / her Manager on re-joining duty from absence and provide valid reasons for absence in writing before taking up work again.
- If an employee is absent from duty continuously for more than 3 days (including any National / Festival / Declared / weekly off days which may fall in-between), an official correspondence from the People Operations Department will be sent to him asking to report to duty and to provide explanation for his absence.
- Based on the enquiry any action deemed fit would be taken by the management.
- If there is no response from the employee within the stipulated time mentioned in official correspondence, it would be assumed that the employee has withdrawn his service from the company on his own accord and recorded accordingly.

## **Maternity Leave**

SISL Infotech Pvt. Ltd. has implemented this maternity leave policy to enable female employees of the firm who are new parents to spend time with their new-born. SISL recognizes the physical, emotional and psychological demands of childbirth, and considers that a period of leave is important for the well-being of both the parent and the child.

This policy is adopted as an affirmation of the firm's commitment to support its employees both in their decisions to become parents and in their work.

One of the primary objectives of India's Maternity Benefit Act (1961) is to maintain the health of a pregnant female employee and her child. The act applies to every establishment wherein 10 or more people are employed.

Note: During the full period of leave, employee will not accumulate any earned leave.

**Eligibility:**

All full-time employees are eligible for maternity leave of 6 months.

**PROCEDURE:**

Notice: Any female employee who wishes to take a leave must notify the firm in writing at least 6 weeks prior to the anticipated date the leave will begin. The notice period should provide the expected starting and ending dates of the leave required and should be directed to reporting manager and people operations department

Paid Leaves: The full-time employee is eligible for leaves up to 26 weeks according to Maternity Benefit Amendment Act, 2017.

**Extended Maternity Leave**

If a female employee wishes to extend her maternity leave post the defined period, she may apply for an additional period of unpaid leave of up to 4 weeks.

This extension of maternity leave must be informed 2 weeks in advance and should be directed to reporting manager and people operations department.

**Note:** Unpaid maternity leave may be taken immediately after the paid leave is used.

**Early Pregnancy Loss / Medical Termination of Pregnancy Leave**

In case of mis-carriage, an employee shall on production of such proof as may be prescribed be entitled to leave for a period of 2 weeks immediately following the day of miscarriage. This excludes will full termination of pregnancy.

**Adoption Leave**

A female employee is eligible for adoption leave of 8 weeks from the date on which the child is handedover to the adopting or commissioning mother.

**Paternity Leave**

With an increasing number of nuclear families, the organization has realized the need to introduce this policy. However, the benefit is not a mandatory requirement unlike the maternity leave.

- A male employee must be a confirmed employee to avail 5 days paternity leave (*continuous*) within 1 month of birth of their infant and apply the same on HRMS portal.
- Like in case of maternity, the policy does not state that the female employee should be married, similarly, and un-married male employee can also avail the leave, but on producing the birth certificate which states his name as the father.

Note:

- This policy is applicable to both; males & females who are full-time employees
- An employee can avail the maternity/ paternity benefit only twice in the complete tenure with a limit of only once in a year.

## Compassionate Leave

Employee shall be eligible for 7 days of compassionate leave in case of unfortunate demise of family members declared as insurance dependents.

Employee shall submit all the medical proofs/documents with the HR team, management and the reporting manager.

## EMPLOYEE BENEFITS

- **Birthday:** Half day leave will be allocated to employee on account of their birthday
- **Wedding Anniversary:** Half day leave will be allocated to employee on account of their wedding anniversary
- ☐ **Wedding/ Marriage:** SISL offers token amount to the newly wedded couple on account of their wedding
- **New Born baby:** to celebrate the birth of a new born baby, company sends in the gift to new parents
- **Work Anniversary:** Internal celebration from company's end for employee's celebrating 5<sup>th</sup> or more work anniversary

## SEPARATION POLICY

We hope your association with us will be a very long one. However, on successful completion of the probationary period, employees must serve appropriate notice or salary in lieu of the notice period. During this period, the employee is not allowed to avail any leaves. There would be no encashment for balance leaves.

In case you leave the organization within one year of joining the expenses incurred by the company on your joining and relocation to Gurgaon/ Delhi and on your training would have to be reimbursed by you. This would include the following costs incurred:

- Relocation costs, if any
- Compensation paid to prior company, if any
- Joining Bonus paid, if any
- Retention Bonus paid, if any
- Housing Deposit/ Loan, if any
- Training in the India (Travel and stay)

## Retention Bonus

A retention bonus is a form of financial incentive ideally offered to critical positions in order to ensure the employee continues with the organization for a minimum period of one year. It's a lump-sum payment or bonus offered to an employee in singular or multiple transaction, with the binding of 1 year, in case in between the employee decides to separate the entire amount is recoverable.

## Termination with a Cause



EMP/HDB/01

An employee is not entitled to notice of termination or pay in lieu when terminated for “just cause.” The burden of proving just cause rests with the employer. Just cause includes but is not limited to, any act of dishonesty, conflict of interest, breach of confidentiality, harassment, insubordination, or careless, negligent or documented poor work performance, fundamental breaches of the employment relationship, including criminal acts, gross incompetence, willful misconduct or a significant breach of a workplace policy etc. An employee who has committed minor infractions of workplace rules or unsatisfactory conduct that is repeated despite clear warnings will be held to have been terminated for just cause and is not entitled

to written notice or payment in lieu of notice of termination. In order to prove just cause in the absence of a breach of a fundamental term of employment, the employer must demonstrate all of the following: Reasonable standards of performance have been set and communicated to the employee;

- The employee was warned clearly that his/her continued employment was in jeopardy if such standards were not met;
- A reasonable period of time was given to the employee to meet such standards;
- The employee did not meet those standards.

### **Termination without Cause**

An Employment Contract may be terminated by the Employer at any time and for any reason on a without cause basis, upon the provision as mentioned in your appointment letter or payment of notice (at managements discretion). During this period, the employee is not allowed to avail any leaves. There would be no reimbursement/encashment for balance or accrued leaves.

### **Failure to serve the Good-Bye period**

Some employees wish to finish early to start their new job as quickly as possible and may ask for early release. If the employer is happy for this to happen they would be required to pay out their notice period until & unless it's (waived-off) approved in written.

In case, the employer refuses and the employee does not return to work the employee would be in breach of contract and the employer can sue as a result.

During the notice period in case the employee is found to be indiscipline, irregular without any information and or non-cooperative in downloading his/her responsibilities, the same would be treated as severe misconduct and the employee is liable to be terminated from the organization with immediate effect by waiving off his/her notice period. In such a situation, the organization reserves the right to withhold all dues/entitlements/benefits payable to the employee.

**Note:** In case of separation via resignation, the management reserves all the right to early release the employee, which will purely depend on employee work load or knowledge transfer formalities.

### **Withdrawal of notice by employee:**

Neither an employee nor an employer is obliged to accept a withdrawal of a resignation. If a withdrawal occurs by mutual consent it would be recommended to have this confirmed in writing.

### **Abandonment of employment**

This is where an employee continues to be absent from work without a valid reason and where it is the view that they do not intend to return to work. There is no definition of what is deemed a reasonable length of time to assume abandonment, but it is generally held that 3 continuous days absent from work would suffice.

### **Exhibit A**

- **Sales Team:** Exit collaterals will be shared only post realization of payments from clients.
- **Technical Team:** Exit collaterals will be shared only post completion and successful project implementation sign off from clients or replacement by another resource.

**Note:**

- Notice period may differ from individual to individual based on their seniority in the firm.
- An employee on Notice Period is not eligible to avail any accrued ELs if any.
- He/she can only avail the calendar holidays wherein the entire organization is shut.
- As far as the period for settlement is concerned, going strictly by the rules, the final settlement shall be closed within **30-45 days** in both the cases (Resigned/ termination) until & unless they fall under above **Exhibit A**.

**Full & Final Settlement:**

- Full & Final settlement will be processed post completion of exit formalities. The calculation will be done based on number of days' notice period is served, number of leaves taken & leave adjustment recovery if any. The entire payment is done in the month following the exit month subject to recovery of mobile bill, meal voucher, Petty cash, Loan EMI, BVC, Training Certification Cost along with logistics & boarding, Company asset damages, fee, credit card etc.
- Full and Final settlement should be done for all exit cases, like voluntary or company initiated.
- Reporting Manager/Accounts Team/Admin Dept. should inform People Operations Department about the expected recovery (if any) before final settlement.

**Employer Property**

Upon termination of employment for any reason or willful separation with the firm, all items of any kind created or used pursuant to the employee's service or furnished by the Employer including but not limited to computers, reports, files, diskettes, manuals, literature, visiting cards, ID card, confidential information, or other materials shall remain and be considered the exclusive property of the Employer at all times, and shall be surrendered to the People Operations Department, in good condition, promptly and without being requested to do so.

## CONFIDENTIAL INFORMATION AND INTELLECTUAL PROPERTY

### Confidential Information

From time to time, employees of SISL may come into contact with confidential information, including but not limited to information about SISL's members, suppliers, finances, and business plans. Employees are required to keep any such matters that may be disclosed to them or learned by them confidential.

Furthermore, any such confidential information, obtained through employment with SISL, must not be used by an employee for personal gain or to further an outside enterprise.

### Intellectual Property

Any intellectual property, such as trademarks, copyrights and patents, and any work created by an employee in the course of employment at SISL shall be the property of SISL and the employee is deemed to have waived all rights in favors of SISL. All source material used in presentation or written documents must be acknowledged. **(For detailed clauses - kindly refer Employment agreement)**

### IT Information Storage and Security

Any storage devices (CD's, USB's etc..) used by employees at SISL, located at SISL's address/ client place, acknowledge that these devices and their contents are the property of SISL. Furthermore, it should be understood by employees, that during working hours employees should use these assets only for meeting official duties. Downloading of personal materials during working hours will be a breach of IT security & Storage policy.

## HEALTH AND SAFETY

SISL Infotech, along with its employees, must take reasonable precautions to ensure that the workplace is safe. Employees who have health and safety concerns or identify potential hazards should contact the People Operations Department.

### Women Safety

As a Firm, we have taken several initiatives to tighten the safety of women employees, both while commuting to and from the office and within the office premises. While we will continue to focus further on enhancing your safety, here are some key points that we would like to re-iterate and need you to take note of the same.

### Responsibility of women employees

- To be aware and to keep themselves updated about the orders/ instructions/ guidelines issued by the management from time to time for enhancing measures for the safety and security of its women employees.
- To save updated mobile numbers of team members.

- Book a cab through Administration team only whenever travelling on any official work.
- Always inform your team leader/colleagues/family members of the cab details and confirm once you reach home.
- Do not get into a cab alone in an Inebriated state and stay vigilant.

### **Some critical things to keep in mind while working late at office or the client place**

- Women employees leaving after 10:00 PM, should ask for a male employee if you are on a last drop. The male employee will escort you to your door step, (other commuters are expected to co-operate)
- Please inform the admin team in advance so that a cab can be arranged. This can be arranged if you are at the client place too with adequate notice in lieu of traffic and distance.
- Do not allow the driver to drop you at any unscheduled drop point.
- Do not hire taxi / cab from any unregistered / unknown vendor.
- Don't allow the cab to move from the office till a male employee is present in the cab.
- Women employees are not allowed to board the front seat with the cab driver, always better to board middle or back seat.
- Do not indulge in any argument / scuffle with driver, inform Admin Team to help you resolve the issue then and there.
- Do not entertain any unscheduled drop or pickup.
- While driving alone, keep your car locked from inside.

### **Alcohol & Drug**

Alcohol consumption or illegal drug use is not permitted during working hours on the premises. From time to time, with the Director's permission, alcohol may be used to celebrate an occasion/event.

### **Perfumes/ Fragrances**

SISL is aware that some persons may have allergies or sensitivities to perfumes, lotions, colognes and /or chemical smells. As a result, we discourage the overuse of these products.

### **Pets**

The offices of SISL are a place of business, and as such, pets are not welcome during normal working hours.

### **Renovations**

As orders from building materials and noise levels for tools can cause discomfort to employees, renovations will be scheduled to have a minimum impact on employees. This may include renovating during non-work hours (evenings & weekends) and ensuring direct ventilation to control fumes.

## HARRASSMENT

SISL wants to provide a harassment-free environment for its employees. Mutual respect, along with cooperation and understanding, must be the basis of interaction between members and staff. SISL will neither tolerate nor condone behavior that is likely to undermine the dignity or self-esteem of an individual, or create an intimidating, hostile or offensive environment.

There are several forms of harassment, but all can be defined as any unwelcome action by any person, whether verbal or physical, on a single or repeated basis, which humiliates insults or degrades. "Unwelcome", for the purposes of this policy, refers to any action which the harasser knows or ought to reasonably know is not desired by the victim of the harassment.

### Racial Harassment

Specifically, racial harassment is defined as any unwelcome comments, racist statements, slurs, jokes, graffiti, literature or pictures and posters which may intentionally or unintentionally offend another person.

#### Some examples of conduct that may be racial harassment

- Verbal or written conduct: Comments about clothing, personal behavior, or your body; racial or race-based jokes; telling rumors about your personal life; threatening you; organized hate activity directed at employees
- Physical conduct: Rape or assault; impeding or blocking your movement; inappropriate touching of your body or clothing;
- Nonverbal conduct: Derogatory gestures or facial expressions of a racial nature; following or stalking you;
- Visual displays: Posters, drawings, pictures, screensavers or e-mails of a racial nature; epithets scrawled on the employer's property; hangman's nooses, Nazi swastikas, or other items understood to have racial significance

It is very important that you report the harassment with the People Operations Department immediately because your employer must know or have reason to know about the harassment to be legally responsible for a co-worker, client or customer's racially harassing conduct.

### Sexual Harassment

Sexual harassment is any unwanted attention of a sexual nature such as remarks about appearance or personal life, offensive written or visual actions like graffiti or degrading pictures, physical contact of any kind, or sexual demands.

Sexual harassment is unwelcome sexual behavior, which could be expected to make a person feel offended, humiliated or intimidated. It can be physical, verbal or written.

Sexual harassment is covered in the workplace when it happens:

- At work
- At work-related events
- Between people sharing the same workplace
- Between colleagues outside of work.

**It is considered sexual Harassment at workplace when a person:**

1. Subjects another person to an unwelcome act of physical intimacy, like grabbing, rushing, touching, pinching, etc.
2. Makes an unwelcome remark with sexual connotations, like sexually explicit compliments/cracking loud jokes with sexual connotations/ making sexist remarks for the person or amongst themselves in an attempt to humiliate or embarrass another person.
3. Shows a person any sexually explicit visual material, in the form of pictures/cartoons/pin-ups/calendars/screen savers on computers/any offensive written material/pornographic/e-mails, etc.
4. Engages in any other unwelcome conduct of a sexual nature, which can be verbal, or even non-verbal, like staring that makes the other person feel uncomfortable, making offensive gestures, kissing sounds, etc.
5. It is also sexual harassment for a boss to make intrusive inquiries into the private lives of employees, or persistently asking them out.

Any employee in the Company who is sexually harassed within the meaning of sexual harassment as defined by the Act, he/she may make a personal complaint, giving the details of such harassment addressed to the Head of People operations department/ Management within a period of three months from the date of incident and in case of series of incident, within a period of three months from the last incident.

Please refer to the POSH policy for detailed information. Below are the details of the committee members:

Internal Committee Members		
Ankita Wadhawan	Presiding Officer	<a href="mailto:ankita_wadhawan@sislinfotech.com">ankita_wadhawan@sislinfotech.com</a>
Sindhu Upreti	Committee Member	<a href="mailto:sindhu_upreti@sislinfotech.com">sindhu_upreti@sislinfotech.com</a>
Kamal Zutshi	Committee Member	<a href="mailto:Kamal_zutshi@sislinfotech.com">Kamal_zutshi@sislinfotech.com</a>
Kiran Sharma	Committee Member	<a href="mailto:Kiran_sharma@sislinfotech.com">Kiran_sharma@sislinfotech.com</a>
Sundresh Kumar	External Member	<a href="mailto:Sundresh_kumar@sislinfotech.com">Sundresh_kumar@sislinfotech.com</a>

## WORKPLACE VIOLENCE

Workplace violence can be defined as a threat or an act of aggression resulting in physical or psychological damage, pain or injury to a worker, which arises during work. Further to the definition of violence, is the definition of abuse. Abuse can be verbal, psychological or sexual in nature. Verbal abuse is the use of unwelcome, embarrassing, offensive, threatening or degrading comments.

Psychological abuse is an act which provokes fear or diminishes a person's dignity or self-esteem. Finally, sexual abuse is any unwelcome verbal or physical advance or sexually explicit statement.

SISL has a zero-tolerance limit with regard to harassment and violence. Employees or volunteers engaging in either harassing or violent activities will be subject to discipline, which may include termination of employment and possibly criminal charges.

## ZERO TOLERANCE POLICY (ZTP)

Objective: The following acts will lead to straight termination at the discretion of the management.

- If found guilty of thieving Company property or Customer property of any value
- If found guilty of sexual harassment
- If found guilty of taking preferential treatments, bribes, gifts/ OEM Incentives above nominal value.
- If found guilty of misrepresentation of data
- If found under the influence of drugs and/or alcohol during working hours.
- If found guilty of leaking confidential information
- If found tampering with any system that belongs to the Company or the Customer
- Act of any violence such – as verbal or physical.
- Pls note that salary of the Sales employee is directly linked with the Payments received from his/her customers. If the Payment commitment of the week fails, the salary will be put on hold for the respective employee.

**\*\*\* Nominal value: Any Gifts/ Voucher/ Incentives which cost less than Rs.1000/-**

## DO'S AND DON'TS:

All employees, consultants and contractors of SISL must read, understand, accept and comply with this policy and acknowledge the same in Employee Handbook, as follows:

- All employees, consultants and contractors of SISL must participate in all training provided by the Company.
- Importance of understanding and applying the code of conduct.
- The prevention, detection and reporting of Bribery/Corruption offences and other forms of corruption are the responsibility of all those working for SISL or under its control. All such persons are required to avoid any activity that might lead to, or suggest, a breach of this Policy.
- If you are asked to make a payment on the Company's behalf, you should always be mindful of what the payment is for and whether the amount requested is proportionate to the goods or services provided. You should always ask for a receipt which details the reason for the payment. If you have any suspicions, concerns or queries regarding a payment, you should raise these with the Compliance Officer, wherever possible, prior to taking any action.
- All employees, consultants and contractors of SISL must notify the Compliance Officer or make a disclosure as soon as possible if they believe or suspect that an action in conflict with this Policy has occurred, or may occur in the future, or has been solicited by any person.
- No employees shall pay any expenses for travel, lodging, gifts, hospitality, entertainment, or charitable contributions for government officials on OEM's/Vendor's behalf.
- The consequences of breaching.

Any person who breaches this Policy will face disciplinary action, which could result in dismissal for gross misconduct. SISL reserves its right to terminate its contractual relationship with other persons if they breach this Policy.



## ANTI-BRIBERY/CORRUPTION POLICY

### Purpose

This anti-bribery corruption policy exists to set out the responsibilities of SISL and those who work for us in regards to observing and upholding our zero-tolerance attitude on bribery and corruption. It also exists to act as a source of information and guidance for those working for SISL. It helps them recognize and deal with bribery and corruption issues, as well as understand their responsibilities.

### Objectives

This anti-bribery corruption policy sets the following objectives:

- a. commitment to zero tolerance towards corruption
- b. creating awareness towards ABC policy
- c. ensuring every staff's declaration in compliance to the ABC policy

### Policy

SISL is committed to conducting business in an ethical and honest manner, and is committed to implementing and enforcing systems that ensure bribery is prevented. SISL has zero-tolerance for bribery and corruption activities. SISL's Management is committed to acting professionally, fairly, and with integrity in all business dealings and relationships, wherever we operate.

SISL will constantly uphold all laws relating to anti-bribery and corruption in all the jurisdictions in which we operate. We are bound by the respective laws (as listed in the Annexure), in regards to our conduct both at home and abroad.

SISL recognizes that bribery and corruption are punishable including fine. If our company is discovered to have taken part in corrupt activities, we may be subjected to an unlimited fine, be excluded from tendering for public contracts, and face serious damage to our reputation. It is with this in mind that we commit to preventing bribery and corruption in our business, and take our legal responsibilities seriously.

### Scope and Applicability

This anti-bribery policy applies to all employees (whether temporary, fixed-term, or permanent), consultants, contractors, trainees, seconded staff, home workers, casual workers, agency staff, volunteers, interns, agents, sponsors, or any other person or persons associated with us (including third parties), or any of our subsidiaries or their employees, no matter where they are located (within or outside of the India). The policy also applies to Officers, Trustees, Board, and/or Committee members at any level.

In the context of this policy, third-party refers to any individual or organisation SISL meets and works with. It refers to actual and potential clients, customers, suppliers, distributors, business contacts, agents, advisers, and government and public bodies – this includes their advisors, representatives and officials, politicians, and public parties.

Any arrangements our company makes with a third party is subject to clear contractual terms, including specific provisions that require the third party to comply with this policy.

## OEM Incentives

Conflict of Interest: All employees should refrain themselves from indulging in underneath activities and abide by the below pointers without fail.

We should keep our stakeholders updated in case we receive any kind of benefits which may lead to any Monetary Rewards / Credit points/ Coupons/ Vouchers/ Cash/ Incentives etc. from customers/ vendors/ clients/OEMs.

1. An employee or any dependent member of his family who has business dealings with the company cannot receive preferential treatment.
2. No employees can use the establishment's name or property for their purpose and benefit,
3. except when permitted to do so by the company in writing.
4. Employees should avoid situations that may give rise to or even an appearance of a conflict of interest like: Accepting gifts, favors or entertainment of more than a **nominal value, having a business interest in or personal relationship with a supplier or competitor of SISL Infotech**, no employee can enter into monetary dealings with any of the colleagues, subordinates, clients or customers nor can they accept any gifts/presents from anyone.
5. Accepting or performing consulting services after work hours that interfere with an employee's responsibilities or which prevent an employee from performing effectively may give rise to a conflict of interest. **Therefore, employees are required to obtain prior authorization before engaging in or accepting after-hours work or entering into any transaction where loyalty to the Company may be compromised.**
6. An employee or dependent member of his/ her family to accept the commission, a share in profits or other payments, loans (other than with established banking or financial institutions), **services, excessive entertainment, and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.**
7. An employee to join the services of a customer of the company. The employee agrees to refrain from joining the services of the company's customers, with whom the company is actively engaged in business or having discussions or negotiations as a prelude to doing business, for at least one year after termination of the employee's relationship with the company.

**RESULT:** All complaints and investigations will be handled by the SISL grievance redressal committee members (Formed by People Operations Department/ Management) and must be reported on [abms@sislinfotech.com](mailto:abms@sislinfotech.com), which shall maintain the confidentiality of all records relating to complaints, including contents of meetings, discussions, results of investigations, and other relevant materials.

Post all investigations, People Operations Department/ management shall initiate disciplinary actions against the employee who has violated the policy as it may deem fit according to the severity of the violation which may lead up to discharge of the accused employee.

Any false and fabricated charges against innocent employees, which undermine working relationships and personal dignity, will not be condoned. Any employee found to be engaged in such behavior will be subject to disciplinary actions as detailed above.

For more details on Anti-Bribery management system, kindly refer to the detailed policy.

## DISPUTE RESOLUTION

Regrettably, conflict can occur in any working environment. To resolve conflict in an expedient, yet fair manner, SISL recommends the following process for conflict or dispute resolution.

- Speak to the person you are having the dispute with many times dispute arises due to misunderstandings and miscommunications.
- If speaking to the individual does not work, speak to your Manager. The Manager will arrange a meeting between those involved in the dispute, to determine a resolution.
- If the Manager is unable to resolve a workplace dispute, the parties may be referred to mediation by the People Operations Department or Directors. The resolution of the Management is binding on both parties of the dispute.

## TRAVEL POLICY

### Statement of Purpose

This document serves to clarify how travel should be arranged and the parameters that must be adhered to. It is the company's policy to reimburse employees for ordinary, necessary and reasonable travel expenses when directly coaboutor about the transaction of the Company business. All travel must be done by this policy to qualify for reimbursement. Those traveling on Company business are asked to exercise prudent business judgment regarding expenses covered by this policy.

### SISL Travel Policies

The SISL intends to allow for adequate accommodations for individuals who are required to travel on SISL business. It is also expected that these individuals will use discretion and good judgment in spending SISL funds.

Each employee of the SISL business is expected to fill out a Travel Expense Form to be reimbursed. Receipts are required for all expenses. For all travelers, completed expense reports and receipts must be submitted by the 5<sup>th</sup> day of the next month.

### Responsibilities and Enforcement

An organized and clear process for submitting expenses is crucial to ensure that all expenses are reimbursed on time. The Accounting Department is responsible for ensuring that any expenses reimbursed or paid for by the company follow this Corporate Travel Policy. When submitting a Travel Expense Form, any deviations from the policies detailed within this document must be explained on the expense report, and expenses that are not in compliance with this policy require the written approval of the Team Leader.

The Admin, Accounting Department, and the SISL management are responsible for ensuring that this Corporate Travel Policy is available to all employees expected to travel.

Maintenance and updating of the Corporate Travel Policy is the responsibility of the Accounting Department and the SISL management.

## Travel Arrangements

### LOCAL CONVEYANCE /TRAVEL POLICY FOR OFFICIAL WORK OUTSIDE OFFICE:

For all local travel for official work from our Delhi office or other location where public transport is easily available, employees shall use the mode of transport as mentioned the table (A) below. Employees shall use their vehicles (2 wheelers or 4 wheelers) for official local travel.

Employees in **Grade D**, and below who do not have cars may avail the eligible mode of transport given in this policy for official work outside the office. However, these travel requests and bills shall be pre- approved by the Department head or concerned authority.

**Travel:** Local Travel: Local travel is reimbursed for, as per the below parameters on actuals or as per the capping:

- a. 2 Wheelers: Rs.6/km
- b. 4 Wheelers: Rs.12/km
- c. Cab, Auto & Bus: on actuals or as per capping
- d. Parking bills: On actuals

**Travel Advances:** In case of financial hardship, an advance for travel may be granted. Kindly drop a mail to your reporting manager and Finance seeking approval for the same. Hence while processing your expense claim, the finance department will deduct the advance from your total expenses.

Employees shall as far as possible use local public conveyance available in the interest of rationalizing cost, where 2 or more employees are traveling together from the same or nearby destinations, they are encouraged to use a common cab as far as possible.

NOTE: EMPLOYEES CAN NOT SUBMIT LOCAL CONVEYANCE BILLS WHICH ARE MORE THAN 2 MONTHS OLD (THE FIRST MONTH SHALL INCLUDE THE MONTH EMPLOYEE IS RAISING HIS/HER LOCAL CONVEYANCE BILLS).

**TABLE A:**

Band	Grade	Designation	Conveyance Capping	Mode of Transport
<b>Top Management</b>	Grade A1	Director/ Managing Director	12000	On Actuals
	Grade A2	CFO/CEO/CTO		
	Grade A4	President/ Sr. Vice President/ Vice President		
<b>Senior Management</b>	Grade B1	Sr. General Manager/Assistant Vice President/Head Of Dep.	10000	On Actuals by using Own Car/ Metered Taxi
	Grade B2	General Manager/National Sales Manager/ Associate Head		
	Grade B3	Deputy General Manager/Principal Architect/Regional Manager		
<b>Management</b>	Grade C1	Sr. Manager/ Chief Researcher/ Enterprise Manager/ Solution	8000	
	Grade C2	Architect/ Sr. BDM/ Architect/ Sr. Project Lead/ Principal Consultant		
	Grade C3	Manager/ Sr. Researcher/BDM/ Key account Manager/ Project Lead/Assistant Manager		
<b>Executives</b>	Grade D1	Sr. Executive/ Sr. Technical Engineer/Sr. Technical Associates/ Sr. BDE/Sr. PHP/ Sr. Business Analyst/ Consultants	5000	Two-Wheeler/ Metro Rail/ Bus
	Grade D2	Executive/ Engineers/Associates/Analyst / Representatives/ Specialist		
	Grade D3	Jr. Executive/ Jr. Technical Engineer/ Team Leader/Receptionist		
<b>Non-Executives</b>	Grade E1	Sr. Coordinators/ Coordinators	On Actuals	

**Note:** Taxies shall not be hired for local travel and they shall be hired only for travel beyond 150 KMs. Taxis may be hired for local travel below 150 KM on approval by the Department Head & Admin Head depending on the importance of travel.

### Conveyance Claim for Sales Employees:

- The sales team can claim their local conveyance bills upon their manager' clearance on the claimed amount on producing legible bills, subjected to scrutiny from concerned authorities.
- Any conveyance reimbursement bill above INR50 shall be submitted with a proof of app-based booking of travel.
- The claims sheet is to be submitted to the Admin Department by the **5<sup>th</sup> of next month** following the month after approval from Reporting Manager. This sheet will have claims from 01<sup>st</sup> to the last day of the previous month. The claims sheet would be accepted only from the 01<sup>st</sup> to the 05<sup>th</sup> day of every month. No claims sheet would be accepted after the 05<sup>th</sup> day of every month.
- Ensure the conveyance form has the following:
  - Employee Name:
  - Designation:
  - Department:
  - Employee Code:
  - Contact Number:
  - Customer Name:

- Purpose of Meeting:
- Proper customer destination:
- Project Code against each travel
- Name of Approving Authority:
- Designation of Approving Authority:
- Ph. No. of Approving Authority:

### Reporting Managers Need To Ensure this:

- Ensure when you're claiming for travel, you charge only for your travel from office to client location and vice versa. If you're heading for a meeting from your home or heading home from a meeting, please deduct the normal home-to-work (Company) & work (Company) -to-home charges. If you are heading for a meeting from your home, then it is mandatory to mention you're proper home location otherwise your claim would not be accepted.
- If there is no supporting documentation of any expense, the admin department will not follow up for the same and that amount will be deducted without any intimation.
- All parking slips should have the parking rental figure written. If the rental figure is not written on the slip or gets erased due to daily wear and tear, the same slip would not be considered.
- Admin department will process all the conveyance bills by the 15<sup>th</sup> day of every month and accounts department will clear the same bills by 20<sup>th</sup> day of the same month.

POLICY DEVIATION: ANY DEVIATION FROM THE ABOVE RULES WILL REQUIRE SPECIAL APPROVAL FROM THE DIRECTORS.

### Travel Outside:

**Reservation Procedures:** It is required that reservations for trips requiring travel be made through Company's Travel Desk Department. This will help to simplify travel arrangements, allow the tickets to be billed to the Company's account and allow for assistance should issues arise while traveling.

Procedure to be followed:

1. Get written approval on your travel from Reporting Manager and Department Head before your departure.

Approval format to be followed:

- I. Meeting with:
- II. Meeting Date:
- III. Meeting Time:

- IV. Expected arrival in the city:
  - V. Expected departure from the city:
  - VI. Preferred stay location:
2. Once approved, forward your approval email at [traveldesks@sisinfotech.com](mailto:traveldesks@sisinfotech.com) to get reservations done
  3. In case you're opting to book your reservation (only if travel is same day/next day) ensure to update GST the number in the booking. If the found number is not updated, the same travel document will not be liable for reimbursement.

**Class of Service:** All individuals traveling on Company business must travel in Economy class unless using afree upgrade or have prior approval from the Company Management.

**Lowest Available Fare:** All tickets must be booked at the lowest available fare.

**Rebooking Fees:** Rebooking or change fees will be reimbursed on prior approval by Department Head & PODteam.

## Lodging

**Accommodation Selection:** The individual is responsible for making the same.

**Room Type:** Unless otherwise specified, a standard non-smoking AC/Non - AC room is automatically reserved.

**Tariff:** Generally, hotel rooms will be booked by the Admin Department. In case of emergency, where the employee must book their accommodations, the employee must book reasonably priced accommodations. Employees will be reimbursed for accommodations upon submission of their expense report.

## Other Reimbursable Expenses

The following incidental expenses, when directly related to business travel, are reimbursable:

- Laundry: for trips more than five days
- Parking / Tolls (On Actuals)

## Miscellaneous Travel Expenses

Miscellaneous expenses are reimbursable when they are ordinary and necessary to accomplish the official business purpose of a trip. The Travel Expense Form must include an explanation of why such expenditures are being claimed. Miscellaneous expenses may include business office expenses, special fees for package deliveries, etc.

Proper receipts are required for all miscellaneous reimbursable expenses. Cash memos up to only Rs. 200/- will be accepted. No plain paper slips will be accepted.

## Reimbursements

### 1. MODE OF TRAVEL / DAILY ALLOWANCE & OUT OF POCKET EXPENSE

a. The Mode of Conveyance and eligible Allowances have been specified in **Annexure A**, below:

ANNEXURE "A"					
Sr. No.	Mode	Reimbursement			Out of pocket
		Metro (X)	Non-Metro (Y)	Other (Z)	
1	Air - Economy	Actual	Actual	Actual	Only after Approval from admin.
2	Rail 2 <sup>nd</sup> AC	Actual	Actual	Actual	
3	Rail 3 <sup>rd</sup> AC	Actual	Actual	Actual	
4	Sleeper Class	Actual	Actual	Actual	
5	Cab	Actual	Actual	Actual	
6	2-Wheeler	Rs. 6/km	Rs. 6/km	Rs. 6/km	N.A.
7	Auto/ Bus	Actual	Actual	Actual	
8	4-Wheeler	Rs. 12/km	Rs. 12/km	Rs. 12/km	

#### NOTE:

Travelers must get their tickets booked from the Admin department. If in case of emergency self-booking, they can reimburse the amount with the approval of their reporting manager.

### 2. EXPENSES OF HOTEL STAY

Band	Grade	Designation	Hotel
Top Management	Grade A1	Director/ Managing Director	On Actuals
	Grade A2	CFO/CEO/CTO	
	Grade A4	President/ Sr. Vice President/ Vice President	
Senior Management	Grade B1	Sr. General Manager/Assistant Vice President/Head Of Dep.	5000
	Grade B2	General Manager/National Sales Manager/ Associate Head	
	Grade B3	Deputy General Manager/Principal Architect/Regional Manager	
Management	Grade C1	Sr. Manager/ Chief Researcher/ Enterprise Manager/ Solution	3000
	Grade C2	Architect/ Sr. BDM/ Architect/ Sr. Project Lead/ Principal Consultant	
	Grade C3	Manager/ Sr. Researcher/BDM/ Key account Manager/ Project Lead/Assistant Manager	
Executives	Grade D1	Sr. Executive/ Sr. Technical Engineer/Sr. Technical Associates/ Sr. BDE/Sr. PHP/ Sr. Business Analyst/ Consultants	2500
	Grade D2	Executive/ Engineers/Associates/Analyst / Representatives/ Specialist	
	Grade D3	Jr. Executive/ Jr. Technical Engineer/ Team Leader/Executives	



- b. The entitlement of the limits of reimbursement for hotel, food, and Miscellaneous are set out in Travel Policy – Annexure – “B”.

ANNEXURE “B”				
	Type	Metro (X)	Sub Metro (Y)	Other City (Z)
Hotel	AC/Non-AC	Upto 2000	Upto 1500	Upto 1000
Paying Guest (P.G)	AC/Non-AC	Upto 7000	Up to 6000	Up to 5000

**NOTE:**

- Travelers are also permitted to stay with their relatives to make their arrangements.
- In case a traveler opts for such personal arrangements, he/she would be entitled to 50% of the average Hotel tariff.
- Any lodging expense exceeding the specified amount mentioned above requires Management’s Approval.

**3. CITIES CLASSIFICATION ARE AS BELOW**

X	Y	Z
Bangalore	Agra, Ahmedabad, Aligarh, Allahabad, Amravati, Amritsar, Asansol,	
Chennai	Aurangabad, Bareilly, Belgaum, Bhiwandi, Bhopal, Bhubaneswar, Bikaner,	
X	Y	Z
Delhi	Chandigarh, Patiala, Coimbatore, Cuttack, Dehradun, Dhanbad, Durg-Bhilai	All other cities
Hyderabad Kolkata Mumbai	Nagar, Faridabad, Ghaziabad, Gorakhpur, Guntur, Guwahati, Gwalior, Hubli-Dharwad, Indore, Jabalpur, Jaipur, Jalandhar, Jammu, Jamnagar, Jamshedpur, Jodhpur, Kanpur, Kozhikode, Kochi, Kolhapur, Kota,	
	Lucknow, Ludhiana, Madurai, Mangalore, Meerut, Moradabad, Mysore,	
	Nagpur, Nashik, Patna, Pondicherry, Pune, Raipur, Rajkot, Ranchi, Salem,	
	Solapur, Srinagar, Surat, Thiruvanthapuram, Tiruchirappalli, Tirunelveli,	
	Vadodara, Varanasi, Vijayawada, Visakhapatnam, Warangal	

Note: Tourist locations during vacation shall be considered under category Y.

#### 4. MEALS AND ENTERTAINMENT

Personal Meal expenses are those incurred by those traveling on Company business when dining alone. Personal meals must be itemized by meal and will be reimbursed up to **Rs.1000/day and include breakfast, lunch, dinner, and any snacks, drinks, etc.**

The cost of alcoholic beverages will not be reimbursed.

#### 5. OTHER REIMBURSABLE EXPENSES

The following incidental expenses, when directly related to business travel, are reimbursable:

- Laundry: Only for trips over five days
- Parking
- Tolls

#### 6. MISCELLANEOUS TRAVEL EXPENSES

Miscellaneous expenses are reimbursable when they are ordinary and necessary to accomplish the official business purpose of a trip. The Travel Expense Form must include an explanation of why such expenditures are being claimed. Miscellaneous expenses may include business office expenses, special fees for package deliveries, etc.

**Receipts are required for all miscellaneous reimbursable expenses with the approval of their reporting manager.**

#### 7. Payment and Documentation

Travelers must submit expense reports on or **before the 5<sup>th</sup> of every month** and the following guidelines must be applied:

- Receipts must be submitted for all expenses with the approval of their Reporting Manager.
- Meal expenses must be itemized per meal on the expense report. The
- Bill must be in name of the company (SISL/Techjockey Infotech Private Limited), to the extent possible.
- Invoices must contain GSTIN of company i.e. SISL - 07AAECP4330R1Z1 and Techjockey – 07AAFCT6332G1ZD.

## 8. QUICK REFERENCE

Expense	Standard Reimbursement	Additional Instructions	Receipts Required
Lodging	<b>As per the clause mentioned above.</b> If staying with kith and kins, 35% of the lodging expense will be reimbursed as per the locations divided above.	Individual books are the same.	<b>Yes</b>
Meals	Up to Rs. 1000 per day	Must itemize all meals on an expense report	<b>Yes</b>
Airfare	Lowest Available	Company Admin	<b>Yes</b>
Train/Bus	Lowest Available	Company Admin	<b>Yes</b>
Misc. Travel	Lowest	Company Admin	<b>Yes</b>
Other Reimbursable	Lowest	Company Admin	<b>Yes</b>

### Software Policies

Software's installed as per IT Policies:

- Adobe Reader
- Adobe Flash Player
- Java Update
- Microsoft Office
- Mozilla Firefox, Google Chrome
- Symantec Endpoint Protection
- Win RAR or Win Zip
- Required Drivers and Plug-Ins
- VLC Media Player
- Skype (On People Op's system for Interview Purpose only)
- Tally/ ERP Software (Only on Accounts Laptop/Desktop)

**NOTE:** Prior approval of management will be required for any additional software installation only through email. Verbal communication will not be entertained. The technical Team will install additional software only for testing purposes like Symantec, VM Ware, Microsoft, IBM, HP, etc.

## IT POLICY

### Hardware Policies

- Laptops/Desktops should be clean.
- Avoid Force Shutdown/Restart. This is bound to harm the Laptop Hardware/Software. Hence kindly
- Shutdown/Restart properly.
- Use Sleep or Hibernate options to resume your work.
- User will be liable for any physical damage, loss of Laptop/Charger, and any assets provided by SISL.
- Do not plug in your laptop always.

If you have any issues with your Laptop/Desktop, contact the technical team at once.

### User Account & Password Policy

- New E-Mail ID creation, E-Mail ID Password Reset, Group Management, and related activity: Contact- with Rahul Kumar/ Shobhit Saxena.
- Kindly use a strong password for your laptop/desktop.
- Do not share your password with anyone.
- IT Team will create a local Admin account in all laptops/desktops which is supervised by the SISL IT Team.
- Biometric Access controlled by People Operations Department.

### Assets Allocation & Handover

- New assets allocation will be performed by People Op's Team only.
- Asset change will be done by Technical Team after proper reasoning and technical validation.
- Asset handover will be performed by People Op's Team only.
- New Asset Requirement will be taken care of by IT Team with management approval.

### Data Backup

- Keep all your important documents in D: drive.
- Create a Folder in D drive (like Data) & keep all important files in that folder. It would help the IT team to take backup & Restore.
- Do not leave your important data on Desktop, My Documents, Downloads, and any other location or folder in C Drive. IT Team will not be responsible for any C Drive Data Loss.

### Quick Tips:

- Delete cookies and temporary files from your internet browser frequently.
- Run your antivirus at least once a week to ensure there is no malware snuck in your system.
  
- No alterations to the system software or hardware configuration should be carried out without the approval of the IT team.
- Avoid unnecessary software's i.e. Torrents, Blue stack, SQL Server, C++, JAVA, (Programming Software's), IDM, YouTube Downloader, etc.
- Limit the number of programs that run automatically when you start your laptop/desktop.
- **Restrict Outlook for official purpose:** Avoid as far as possible **"Reply to all"**.
- Cross out unwanted tabs in Google Chrome, Mozilla Firefox, and Internet Explorer.
- Employees should ensure that they "log off" when the laptop is not in use.
- Personal data to individuals should not be stored on Official System (Movies, Songs, Videos Files, Pictures, etc.)
- Data that includes personally identifiable information should not be downloaded, stored, or recorded in the systems provided.
- Member is monetarily responsible for any hardware/software damage that occurs.
- When using the laptop, keep it on a flat, solid surface so that air can circulate through it. E.g. using the laptop while it is directly on a bed can cause damage due to overheating.
- Always keep your laptop plugged into the supplied surge protector when it is plugged in or charging.
- Do not place drinks or food near your laptop.
- Extreme temperatures or sudden temperature changes can damage a laptop.

## CYBER SECURITY POLICY

### Acceptable Use

1. Personnel are responsible for complying with company policies when using company information resources. If requirements or responsibilities are unclear, please seek assistance from the HR and Cybersecurity Team.
2. Personnel must promptly report harmful events or policy violations involving company assets or information to their manager or a member of the HR and Cybersecurity team. Events include, but are not limited to, the following:
  - Technology incident: any potentially harmful event that may cause a failure, interruption, or loss in availability to company **Information Resources**.
  - Data incident: any potential loss, theft, or compromise of company information.

- Unauthorized access incident: any potential unauthorized access to a company **Information Resource**.
- Facility security incident: any damage or potentially unauthorized access to a company owned, leased, or managed facility.
- Policy violation: any potential violation to this or other company policies, standards, or procedures.
- Potentially harmful event at client facility wherein Personnel is deputed or is visiting the site and feels that event may harm company in any way

3. Personnel should not purposely engage in activity that may
  - Bully, harass, threaten, impersonate, or abuse others using social media or company provided resources;
  - Make irresponsible sexist, racial, religious political comments using company provided resources
  - degrade the performance of company **Information Resources**;
  - deprive authorized company personnel access to a company **Information Resource**;
  - obtain additional resources beyond those allocated;
  - or circumvent company computer security measures.
4. Personnel should not download, install, or run security programs or utilities that reveal or exploit weakness in the security of a system. For example, company personnel should not run password cracking programs, packet sniffers, port scanners, or any other non-approved programs on any company **Information Resource**.
5. All inventions, intellectual property, and proprietary information, including reports, drawings, blueprints, software codes, computer programs, data, writings, and technical information, developed on company time and/or using company **Information Resources** are the intellectual property of company. Unauthorized access, distribution or retention by the personnel may invoke disciplinary or legal provisions as per existing laws of the country.
6. Personnel should not use any encryption software on the company provided or BYOD systems other than the encryption system provided by the company.
7. Personnel are expected to cooperate with incident investigations, including any federal or state investigations.
8. Personnel are expected to respect and comply with all legal protections provided by patents, copyrights, trademarks, and intellectual property rights for any software and/or materials viewed, used, or obtained using company **Information Resources**.

## Incident Matrix & Severity

### Description of Non- Compliance

Level	Severity	Action Taken
P0	Critical	Willful leakage of information, hacking and destruction of the information or infrastructure, use of social media leading to impact on brand images, financial stability or trying to tarnish the image of an individual. Sharing of user ID or password with other employees or external person
P1	High	Willful Violation of company's IT policies and procedures
P2	Medium	Not being consistent in following company's IT policies and procedures
P3	Low	Unintentionally or unknowingly breaching company's IT policies and procedures

Note: Above list is not exhaustive and the final decision on categorization of an instance will be taken case to case by deciding authority.

### Incident Management Committee

Level	Severity	Reported By	Report To	Action Taken
P0	Low	Individual/Team	Immediate Manager (Respective Team Managers)	<b>Solve at individual level by counselling the personnel</b>
P1	Medium	Immediate Manager (Respective Team Managers)	Business Head	<b>(a) Analyze the issue and resolve by counselling the personnel along with the manager</b> <b>(b) Report to CISO and HR Head</b>
P2	High	Individual/Team/ Reporting Manager/Business Head	CISO and HR Head	<b>As per Incident matrix &amp; Severity</b>
P3	<b>Critical</b>	<b>CISO &amp; HR Head</b>	<b>Group CTO and Directors</b>	<b>Support from Special Investigation Team of Forensic or regulatory authorities</b>

Level	Severity	Affect/Impact	Consequence/Penalty	Action on further instances
P0	Critical	Direct Business Impact	Termination & Legal Action	NA
P1	High	Indirect Business Impact	Warning Letter	Termination
P2	Medium	Potential Business Impact	Warning Letter	Warning Letter
P3	Low	No business impact but procedure not followed	Verbal Warning	Warning Letter

**\*\*DISCLAIMER:** SISL reserves the right to change, modify, amend, delete, add any policy with or without prior information to the company’s personnel.

Things to remember as a part of Cyber security policy:

- Lock my computer whenever I leave my work area.
- Safeguard portable computing equipment when I am in public places.
- Create and use strong passwords, and never share my password(s) with anyone.
- Never leave a written password (sticky note, etc.) near my computer, or easily accessible.
- Promptly report all security incidents or concerns to my organization's security office or another appropriate contact.
- Safeguard "sensitive data" as well as confidential and/or legally protected (Personally Identifiable Information and Protected Health Information) data from any inappropriate disclosure.
- Work to the best of my ability to keep my organization's staff, property, and information safe and secure.
- To control access to all my devices
- To enable security features on computer systems and phones
- To regularly update all operating systems, I use.
- Not indulge in cyberbullying, harassing, threatening, impersonation, or abuse others using social media or company-provided resources;

Not pass irresponsible sexist, racial, religious-political comments using company-provided resources



## PROFESSIONAL CERTIFICATION POLICY –

- Certification initiation must be via People Experience team
- Signing PSLA is mandatory if the certification is sponsored/reimbursed by the organization
- Employee is entitled to be employed with the organisation for the minimum period of 12 months from the date of course completion.

## FORM OF ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

I have received and read the Employee Handbook. I understand the standards and policies contained in the handbook and understand that there may be additional policies or laws specific to my job and/or the location of my posting. I further agree to comply with the Anti Bribery and corruption policy, Zero Tolerance Policy and Company Code of Conduct and Ethics.

If I have questions concerning the meaning or application of the Company Code of Conduct and Ethics, any Company policies, or the legal and regulatory requirements applicable to my job, know I can consult my manager, the People Operations Department, knowing that my questions or reports to these sources will be maintained in confidence.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee No

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please sign and return this form to the People Operations Department.** *(Receipt of this handbook via email is an acknowledgment by the employee that they have read and agree to the Code of Conduct detailed.)*