

Dear Colleague,

I am pleased to welcome you to Univariety and wish you every bit of success here. I am delighted that you have brought your talents here and want to contribute to the mission of being the best in the k-12 industry. I believe that each employee contributes directly to growth and success of the company, and genuinely hope that you will take pride in being a member of our team.

It is important for you to be aware of the various programs, policies & procedures of our organization. This handbook has been meticulously designed to describe each policy and procedure in great detail and to assist you in understanding the benefits available to the employees.

I suggest you familiarize yourself with the content of this handbook, for it will answer many questions about your employment. While this handbook provides important information relating to all aspects of your employment, it cannot be used as the basis for all decisions. To that end, I encourage you to consult your immediate supervisors or the HR for any further guidance.

I hope that your experience here will be every bit challenging, enjoyable and rewarding. I would like to take this opportunity to convey my best wishes to you for a fulfilling career as a member of Univariety.

Cheers!

Mr. Jaideep Gupta

(Chief Executive Officer)

HR MANUAL (not automatic!)

(Jan 19th, 2018)

INTRODUCTION

This document, which will hereon get referred as ***The Employee Handbook*** has been designed to give its reader insights into personnel policies, practices and procedures currently in effect at **Univariety**.

(This is also the most informal formal document you will ever come across!)

Going by the assumption that you are an ardent reader, we would like to take this opportunity to introduce you to our company, familiarize you with our policies, provide general guidelines on work rules, take you through the benefits *and* provide tidbits on other issues related to your work. We hope this helps you answer many of the questions that may arise.

Also note: the purpose of this handbook is simply to provide you with a baseline explanation of present policies and practices at Univariety like an overview, which implies that this handbook cannot possibly cover every matter that might arise in the workplace. For such instances, please feel free to reach out to the Human Resources Department and also with respect to application of any policy and practice.

And of course, we hold the right to modify any of the policies and procedures, at any time. However, you can trust us that we would not do so, without careful thought and inputs, suggestions from the core team. We will also, notify you of such changes by email and other appropriate means. *However, such a notice is not required for changes to be effective.*

On to few facts about the company - we are a group of highly motivated, extremely driven and passionate people. We guide one another, love eating together and can depend on one other should there be a requirement. That being said, we work in synchrony as a *team* and do not take in a *familial* approach. We are quite happy with the one family that we have (seriously, sometimes don't you just wish you could make the family get it...!).

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1. Code of Business Conduct and Ethics

1.1 General Employment Policies and Practices:

Univariety is committed to providing a diverse and inclusive work environment, free from all forms of lawful and unlawful discrimination, including any type of harassment (race, colour, religion, sex, gender/gender identity, nationality and age). We are proud of our reputation that reflects our DNA of integrity, positive intent, strong work ethics and honesty.

Every employee at Univariety is committed to the abovementioned core values. The principles set forth by the founders and written in fine print are based on years of professional experience. These principles are also how employees are expected to conduct themselves while at Univariety.

As much as we encourage brainstorming sessions and intellectual debates, we frown upon debates that are religious, political or discriminating/belittling in nature.

1.2 Equal Opportunity Employment:

Univariety strongly encourages equal opportunity employment and does not limit opportunities to a particular group of people. With the right intent, motivation and experience, you could be leading the most crucial project.

To make it crystal clear, as a progressive company, Univariety doesn't limit employment and advancement opportunities due to discrimination of race, colour, religion, sex, gender/gender identity, nationality and age. As long as you are qualified (by experience and not degrees only), you are welcome to take on new projects.

1.3 Respect:

Univariety's greatest strength lies in the talent and ability of its associates. We encourage raw, unadulterated ideas that, with the right mix of resources and research become our greatest assets. To provide its employees with a platform where they can share their ideas, we rely on **respect** as our fundamental and core policy.

- Engaging in behavior that ridicules, belittles, intimidates, threatens or demeans, affects productivity, or that can/may negatively impact Univariety's reputation is strictly prohibited.
- Employees are expected to treat others with the same respect and dignity that any reasonable person may wish to receive, creating a work environment that is inclusive, supportive and free of harassment and unlawful discrimination.

1.4 Freedom:

We understand the critical nature of freedom and believe that it is required for uninhibited growth. We believe that responsible employees thrive on freedom and are worth of freedom. As we grow in our roles, we encourage freedom in thought process, decision making and problem solving.

2. Official Language

The language of communication on the floor (physical & virtual) is English. We encourage everyone to inculcate the habit of effectively communicating in English as this would help in achieving business goals. However, as a policy, we are not against usage of any local language and have no restrictions on different linguistic approaches.

It may be helpful to note that while in conversation with the CEO, it is best to speak in numbers rather than English as he appreciates results and not reasons. Also understand when anyone uses the term 'we' while allocating tasks, it mostly means 'you'. Example: We will finish the task today; *translation: you will finish the task today* 😊

All the veterans of Univariety are highly fluent in sarcasm and would love a healthy exchange of sarcasm.

3. Work Space

The onus of keeping the company clean lies on the employees. We do have housekeeping staff but we highly appreciate employees who maintain their workspace and contribute to an efficient working environment.

Points to note:

- Univariety aims at providing quality professional environment for its employees, associates and clients.
- The workspace should be clean, organized and free of items not required to perform your job.
- Workspace is an overall reflection of the company and besides, keeping it tidy provides for great aesthetics for photographs!

4. Joining Process

Here comes the part you have been waiting for.

1. Employee Classification

The following terms will be used to describe employment classification and status:

1.1 Full-Time Employees

Full-time employees are those who are regularly scheduled to work for 9 hours per day inclusive of one hour break. Such employees are on the payroll of the company and are entitled to all the benefits provided by the company.

1.2 Part-Time Employees

Part-time employees are those who are regularly scheduled to work for 4.5 hours per day. They are not hired on a temporary basis and are not eligible for benefits provided by the company.

1.3 Temporary Employee

Temporary employees are those who are hired for an interim period of time, usually to fill in for vacations, leaves of absence, or projects of a limited duration. They are not eligible for benefits provided by the company, except as required by law.

2. Recruitment and Hiring

The Company's primary goal when recruiting new employees is to fill vacancies with persons who have the best available skills, abilities coupled with experience needed to perform the work. This involves drafting a comprehensive job specification for the vacant position, outlining its major and minor responsibilities, skills, experience and qualification needed, pay scale, type of employment etc.

2.1 Recruitment Process:

- 1) Introduction Round
- 2) Interview with HR
- 3) Interview with Manager
- 4) Case Study and Assignment Completion
- 5) Interview with CEO / Senior Team

2.1 Hiring Process:

This step involves attracting job seekers to the organization through external and internal sources as mentioned below:

2.2.1 Job Portals:

Details of the job openings will first be posted in job portals like Naukri.com and IIMjobs. Based on the requirement, shortlisted candidates will go through the recruitment process.

2.2.2 Internal Job Posting:

When positions become available, qualified current employees are encouraged and are welcome to apply for the position. Notices with general information about the position will be emailed to all current employees.

Note: A similar recruitment process will be followed as stated above.

2.2.3 Referrals:

- For any job openings, the current employees may refer their friends, relatives, etc.
- For each 'Referral' made - if a referee joins the company on the 'Date of Joining' as per the Offer Letter, the referrer will be eligible to a Referral Bonus of INR 10,000/- per candidate referred.
- Referral Bonus payment will be credited to the referrer's account in two parts
 - INR 5,000/- will be credited along with the salary when the referee completes 1 month service with Univariety.
 - INR 5,000/- will be credited along with the salary when the referee completes of 3 months of service with Univariety.
- All the payments will be made in the employee's salary after applicable tax deductions.

3. Documents Required:

The copies of the following documents are to be submitted by an employee on the date of joining:

- Proof of age (birth certificate/school leaving certificate/passport copy);
- Duly attested educational and other qualification certificates;
- Release letter/s from all the previous employer/s (when applicable);
- Acknowledgement for receipt of the HR Policies and Code of Conduct guidelines
- Appointment letter: Original to be retained by the employee; and one signed copy to be handed over to Company by the employee (for the employee file)

4. Orientation and Training

The Company will provide an orientation and training session within the first few days of joining. The main idea for orientation and training is -

- To help you become familiar with the company's vision and the areas of work
- To help you understand workplace rules, policies and procedures followed

Also note: During this period, your official email id will be generated.

Training will also include:

- Briefing about the responsibilities and expectations of your work and how it would impact the organization as a whole.
- In addition to this, the Company may periodically offer additional trainings or educational programs. While few of them may be taken up on voluntarily, few would be mandatory.

5. Employee Code:

Univariety allots all its employees and employee code which is required for all the correspondence with Accounts & HR Departments.

Note: This code is provided after the performance review after the completion of 3 months of probation period with the company.

6. Buddy Policy:

We understand that not every person is a ball of enthusiasm. We are aware that increasing number of people in today's world are introverts, shy and tend to keep to themselves. In order to enhance everyone's onboarding experience, we have a policy of Office Buddy.

Every new joinee will be assigned an Office Buddy who will bring you up to speed with everything that is professional *and* also things not covered in this manual - like, fastest food delivery app, best coffee in 1 mile radius, etc.

Note for Office Buddies: It is your responsibility to provide advice and guidance to your fellow colleague on the different aspects of work specifications in the team and bring them up to speed on overall team culture and norms followed in a period of one month.

Buddy gets to take out the new joinee to a company paid lunch at a reasonable & fun place (no alcohol ... its lunch for God's sake!).

5. General Administrative Matters

1. Work Days and Hours of Operation:

The working days everyone - except dedicated workaholics - at Univariety follows are Monday through Saturday (except for 2nd, 4th and 5th Saturday).

Unless otherwise stated, work hours/timings are as follows:

Days	Timings
Monday – Friday	9:30 AM - 6:30 PM
Saturdays – 1 st & 3 rd	9:30 AM – 4:30 PM

The regular **Reporting Time** for all employees before or at **9:30 AM** is considered *On-Time*. There are days when delay is unforeseen. For those days, a grace period of 30 minutes is provided i.e., till 10:00 AM. A log-in between 9:30 AM to 10:00 AM is considered *Within Limit*. However a punch in after 10:00 AM is considered *Late* and will result in corrective measures.

Note: The same rules also apply remote employees and they are to be available on Skype at 9:30 AM unless they are out for client meetings.

We are a very liberal company and are open to people working from any location. Employees working in different time-zones are required to pre-decide their logins and document the same with HR and have it documented.

Other Key Points to Remember:

- It is the responsibility of each individual to ensure that HR has the details of your pre-decided log-in time in case it is different from the standard time defined above.
- The standard business hours of 9 hours (on weekdays) and 7 hours (on Saturdays) includes 1 hour of break time.
- It is likely that individual departments may operate on alternative schedules based on the nature of the particular services they provide. In such cases managers are required to get a written approval from the top management for it.
- Depending on the requirement, employees may require to put in additional hours of work. Overtime payment for such additional hours of work cannot be claimed.

Note: We love breaking stereotypes and achieving new milestones through fresh approaches. However, we do not believe in *rules are meant to be broken* when it comes to punctuality. Can't achieve anything significant without discipline!

2. Breaks

We are aware that all work and no play makes jack and jane dull (jane because we don't discriminate). To make everyone's working day at Univariety pleasant, employees are entitled to 3 breaks (summing it up to a total of 1 hour).

- Lunch break of 30 minutes which is to be taken in batches of 1.00 pm to 1.30 pm or 1.30 pm to 2.00 pm only. (We are advocates of healthy eating and eating on time does wonders to your physical health)
- 2 tea breaks of 15 minutes each. In case you don't drink tea/coffee, you can utilise this break to walk around the parking lot and breathe in fresh air.

Note: At 2:00 PM, the office needs to be back to normal functioning.

3. Weekly Off:

As explained above, 2nd and 4th Saturdays and all Sundays are weekly offs.

However, owing to work exigencies, an employee may also be required to work either on a weekly off or a public holiday. In such a case, and after obtaining due approval from his/her immediate manager, the employee is entitled to take any of the weekdays in the following week as a compensatory off in lieu of the day of the weekly off/public holiday.

4. Odd Punch:

There are times when you may walk-in while on an important call and forget to punch in your attendance (or) you may not have enough arm space to punch in and may forget to punch in your attendance. For such instances and other unique incidents, **one** odd punch a month is accepted.

Note: Crossing the limit of 1 odd punch in a month without explanation on ESS will be subject to half day salary deduction for the number of consecutive odd punches.

On another note, client facing employees who have early morning meetings:

- It is be the responsibility of the employee to update such official work on the ESS with appropriate remark for attendance calculation
- Send an email to HR about the same with a CC to their manager
- Negligence of updating it on the ESS may lead that day to be considered as a leave.

Yes, we are a *Ed-tech* company. But we do not consider intimations via WhatsApp, SMS, Call and social media chat as appropriate. In other words, intimations which are not on mail prior to a leave / altered schedule will be rejected.

6. Flextime and Communication

We understand the need of flexibility in work schedules in order to meet parent care, child care and other needs. In lieu of the same, we have flexibility of short days, half days, work from home etc. To understand the application and limitation of these, keep on reading!

Short Days:

Employees are eligible to avail 2 short days in a month. However, it is not an absolute must that you avail these short days every month, simply because they are available. Also note: these short days won't be carried forward to next month.

Now to the technicalities, short days comprises of 7 working hours including 1 hour of break.

Also, a short day will be considered automatically if -

- An employee logs in "Late" after 10:00 AM
- The working hours are less than 9 hours in a day
- Bonus: If an employee logs in "Late" and the working hours are less than 9 hours, that will be considered as 2 short days in a day. (We weren't kidding about appreciating punctuality and valuing time)

Half Days:

Again, due to unavoidable reasons or due to other non-official appointments, employees may need a few hours off. On such cases, they may avail Half Day which essentially means putting in 4.5 hours of productive work without any breaks.

Any break time needs to be additional as desired. And in case, working time is less than 4.5 hours, then such a day will be considered as leave availed.

Late Arrivals:

We strongly believe that nothing is worse than wasted time and hence value punctuality for everyone's benefits. Univariety's employees are expected to arrive at work and for meetings on time. If an employee anticipates late arrival he/she must inform the immediate manager (or a colleague in case the immediate manager is not available) in advance to allow for schedule changes and to handle coverage of working hours.

We would like to work with the assumption that all our employees are responsible and would not need corrective measures. However, in cases of repeated challenges in regards to late arrivals, a note of misconduct on the employee's file will be noted.

This goes without saying, but all client facing employees and those working with customers must ensure that all meeting commitments are met on time. Lapses in punctuality are simply not acceptable.

Absence from Office

Any employee, who is outside the office during working hours, should ensure that the immediate manager (or a colleague, if the immediate manager is not available) is aware of his/her whereabouts. This does not include the break time.

Points to note:

- Unauthorized absence will be treated as misconduct and can result in Loss of Pay
- Planned absences are to be scheduled in advance and in coordination with the manager.
- Approval of vacation scheduling is based on the needs of the department.
- If the reporting manager doesn't find the reason appropriate for taking unplanned leave and does not approve the leave, and yet the employee avails it, it will be marked as unscheduled leave and it will impact the appraisal cycle.
- An employee who fails to report to work for three (3) consecutive days without notifying his/her manager may be considered to have voluntarily resigned employment with the company. Such employee will not be eligible for any due incentives or benefits provided by the company. And if he/she is within Service Agreement timelines, then Legal Action will be initiated.

Work from Home (WFH)

Every full time employee (not applicable to remote employees) is entitled to 1 WFH in a month with permission from his/her reporting manager.

Points to note:

- In certain functions, WFH is not permissible at all. Please check with HR on applicability
- Timings for WFH will be the regular working hours.
- Employees need to ensure they have all the appropriate equipment i.e., functioning laptop and a high speed Internet to be fully productive while working from home.
- If the employee does not routinely use a laptop for his/her work in office and wants to avail the WFH then a laptop can be provided by the office.
- For those who require phone connections for their work, they will have to use their own phones. The company will reimburse the call charges for the official calls on approval from their respective reporting heads.
- Employee needs to ensure that they are accessible via phone, skype, whatsapp and/or instant messenger throughout the work day.

Like Newton's third law of motion (every action has an equal and opposite reaction), not following rules will have consequences. Which means - failing to apply leave with prior notice, or in the required format (via email) will lead to loss of pay.

In case of emergency, HR must be intimated within 2 days of the leave starting

7. Dress Code

We encourage all our employees to dress comfortably for work. That is what Business Casuals are meant for. Everyone is expected to exhibit professionalism in the way they dress.

But for everyone's understanding, below are few basic guidelines

Men

Women

<ul style="list-style-type: none"> • Formal or smart casual shirts teamed with trousers and closed shoes. • Formal clothes are mandatory for sales personnel; and others when meeting customers / visitors. • Collarless T-shirts are allowed on Fridays and Saturdays. • Denims to be worn on Friday & Saturday only. 	<ul style="list-style-type: none"> • Formal Western (skirts, slacks, pants, suits) • Indian (sarees, suits) business wear • Denims to be worn on Friday & Saturday only.
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The senior manager and above designation employees, need to take particular care about their attire as it affects the overall culture of the team working with them.

Few other guidelines:

- Do not wear revealing outfits that other employees might find offensive or that might make coworkers uncomfortable.
- Sandals for men acceptable on Fridays and Saturdays.

Note: Employees dressing inappropriately will be nudged in a humorous way (at first).

8. Smoking

Smoking is injurious to health and as a policy we strongly discourage it. However, everyone has a personal preferences and dependence.

In order to provide a safe and comfortable environment for everyone, smoking is prohibited inside the office at all times.

Those who wish to smoke can utilise their short breaks of 15 minute each. Those with higher dependencies can cut their 15 minute breaks and smoke often, keeping in mind to not exceed the 30 minute break.

9. Performance Reviews

The first performance review will be done after completion of 3 months of employment at Univariety. This is to move from probation to confirmation and this is done to review the performance and not for salary increment.

9.1 Performance Evaluation Process:

The process of performance evaluation provides a systematic approach for communicating goals, expectations and objectives to each employee along with performance documentation.

The process of performance evaluation is covered in three steps:

- **Goal setting:**
The manager and employee discuss and set performance expectations for the assessment period and sign off individual performance agreements.
- **Performance review:**
Performance review is conducted periodically (quarterly) to assess individual performance and to take necessary action to remove blocks and to provide suggestions for improvement. The outcome of this review would result in the identification of training needs, rewards and recognition and career development.

- **Performance appraisal:**
Performance Appraisal will follow the cycle of July - June each year. This will be applicable for Full Time Employees who have been in the company for more than 6 months as of June 1st of the starting period. Those with less than 6 months in the company will be assessed in the next cycle for a total period of their association barring in the initial probation period of 3 months.

9.2 Overall Performance Scale:

The overall performance of an employee will be graded on the scale of 1-5, 1 being the lowest and 5 being the highest. Below are the details of the scale that will be followed:

- 1- Constantly not meeting expectations
- 2 - Did not meet expectations
- 3 – Meets expectations
- 4 – Exceeds expectations
- 5 – Constantly exceeding expectations

Note:

- All performance reviews will be completed in writing by the supervisor or manager on the form designated by Univariety, and reviewed during a meeting with you.
- Factors considered in your review include the quality of your job performance, your attendance, meeting the requirements of your job description, dependability, attitude, cooperation, and compliance with company employment policies, any disciplinary actions, and year-to-year improvement in overall performance.

Forced Ranking - At each of the points in the performance rating scale, there can be only the following defined % of people across the company:

- 1- 10%
- 2 - 10%
- 3 - 50%
- 4 - 20%
- 5 - 10%

- Each team head must rate their people following this distribution and then the normalization happens across teams. For example, if a team has 10 people, then not more than 1 person can be rated a 5, also, one person must be rated 1 and another person has to be rated a 2.
- In case a team has only 4-5 people, then the following distribution should be followed:

1 & 2 - 25%

3 - 50%

4 & 5 - 25%

9.3 Post Performance Review Action:

On completion of the probation period of 3 months if the employee's performance meets the expectations of the team manager and the company's goals, then he/she will be regularized and will be on company's payrolls.

In case the employee fails to meet the expectations, then he or she may go through a Performance Implementation Plan or may be terminated based on the reporting manager's discretion.

10. Appraisals and Transfers

1. Appraisals

Compensation increases are given by the company at its discretion in consideration of various factors, including your performance review.

- An employee will be eligible for appraisal only after completing 6 months of continuous employment with the company (excluding probation period).
- An average of each quarterly review of performance will be considered for the percentage increment of salary in the Annual Appraisal Process.
- Immediate Reporting Manager, HR and the CEO will be involved in the three step review process.
- If an employee's performance is below average in that case they might not be eligible for hike in salary.
- Bonus: If any, will be considered as a Variable Payable amount and will depend on individual performance and the Company performance.

2. Transfers

In an effort to match you with the job for which you are most suited and/or to meet the business and operational needs of the company, you may be transferred from your current job. This may be either at your request or as a result of a decision by the company.

11. Leave Policy

Here comes the exciting part:

Leave Type	Yearly Leaves (Days)	Max. Permissible Accumulation (Days)
Casual Leave (CL)	18	18
Birthday Leave	1	0
Paternity Leave	3	0
Maternity Leave	180	0
Bereavement Leave	3	0
Self-Marriage	3	0

11.1.1 Casual Leave

After completion of probation, every employee gets a total of 1.5 casual leave (CL) every month.

- For utilization of CL's prior communication and approval in writing is mandatory.
- CL's cannot be granted for more than 5 days at a stretch.
- CL's can be carry forwarded to the next calendar year, however they cannot exceed the limit of 18 leaves.
- Anything over and above 18 leaves would lapse as unutilized CL's under any circumstances are not cashable.

11.1.2 Birthday Leave

Upon prior approval from the manager, all employees can avail a day off from work on occasion of their Birthday

- This leave can be availed on the day, a day prior or a day after the actual birthday.
- No further extension will be allowed, under any circumstances.

- In case the employee does not avail this leave on the specified time, this leave will not get accumulated in leave balance and cannot be cashed.

11.1.3 Paternity Leave

Paternity leaves are applicable to all married male employees and they are entitled to 3 consecutive working days of leave.

Note: These leaves are to be availed within the week of childbirth and cannot be carried forward or added into existing leave balance.

11.1.4 Maternity Leave

Based on the provisions of the Maternity Benefit Act, 1961, women employees are allowed maternity leave on full pay for upto six months, of which a maximum of 4 weeks can be availed before delivery. As a progressive organization we value the contributions of our female employees to a great extent and thus every effort is made to make them feel the comfortable during the most important and crucial phase of their lives i.e. maternity period. This document highlights the company's policy towards maternity leaves.

The maternity leave policy is applicable to all the full time female employees who have completed six months of service with the company (after the probation period)

Key Points:

- The employee is entitled to get full paid leave for the first 3 months for which the salary gets accrued.
- This accrued salary will be paid to the employee only upon resuming work post the maternity leave.
- On completion of the first 3 months of the maternity leave, post-delivery, the employee is entitled to Work From Home (WFH) for the next 3 months.
- The salary for the WFH period will be paid on the monthly basis as per the regular salary cycle.
- If the employee does not routinely use a laptop for her work in office, then during this period of WFH, a laptop can be provided by the office.
- On completion of 6 months of maternity, the employee needs to join back as a full time employee or else the maternity payout will lapse.
- On return, the following documents are to be submitted
 - Discharge Summary
 - Certificate of Confinement from the Medical Practitioner
 - Birth Certificate of the newborn

In Brief:

Period	Work Status	Payment	Payment Status
First 3 Months Maternity Leave (includes pre-delivery time)	Entitled to Paid Leaves	Will get Full Salary	3 months' Salary Accrued and paid only after resuming work
Next 3 Months Maternity Leave (includes post-delivery time)	Entitled to Work from Home	Will get Full Salary	Salary Paid regularly on Monthly basis

Maternity benefits are limited to 2 children per employee.

11.1.5 Bereavement Leave

Bereavement Leave is applicable to all permanent employees in the case of death of an immediate family member (parents, parents-in law, spouse, and children)

- Employee is eligible for a leave up to 3 days in a year in addition to the paid leaves.
- Such leave must be authorized by the employee's reporting manager and a corresponding death certificate must be provided.

11.1.6 Self Marriage

Self Marriage leave is applicable to all full time employees who have completed one year at Univariety.

- Employee is eligible for up to 3 days of additional paid leaves. This leave can be clubbed with CLs
- The leave should be applied well in advance and should be approved by the Reporting Manager
- The RM may grant leave only on proof of marriage (Marriage certificate/Invitation card)
- This leave is allowed only once in the course of employment with the company
- This leave cannot be carried forward or encashed.

11.2 Compensatory Off

All employees are entitled to take any of the weekdays off as a compensatory off in lieu of the work done during a weekend or a holiday.

Accruing Comp. Offs

- Comp offs can be accrued only after it is **pre-sanctioned** by the manager and intimation to HR. HR will maintain a listing of all the comp. offs that are approved and 'alive' for any employee.
- Information in the HR database will be the final number for the Comp. Off.
- The number of hours worked on the holiday for which the comp off is being availed is the same as regular days. Hence, 4.5 hours + any break time for a half day and 9 hours with 1 hour break for a full day.
- Incase less than 4.5 hours of work is done on the holiday, then it doesn't qualify for a comp. off.

Availing Comp. Offs

- Compensatory off should be availed within 3 months. Over and above this period all accumulated compensatory offs during that period will automatically lapse.
- Comp offs can be availed only after being **approved** by their manager and intimation of HR.
- Not more than 3 days compensatory off can be availed at one time.

11.3 Leave during Notice period

Employees are not eligible to take any leave when they are serving their notice period. Any leave taken during the notice period will be considered as leave on loss of pay; if no leave balance. Regular rules of the leave will apply otherwise.

11.4 Prefixing & Suffixing of Leaves

Prefixing & suffixing together of leaves is not permissible.

Scenario 1:

In the event when employee has taken 2 days leave, that is Saturday and Monday

- In case an employee has leave Balance (either CL or comp off) then, only Saturday and Monday will be counted as Leave.
- In case an employee doesn't have leave balance then it will be counted as 3 days leave Saturday – Sunday – Monday and will result in LOP

Saturday	Leave
Sunday	Week off

Monday	Leave
Tuesday	Working day

Scenario 2:

In the event of Saturday being a weekly off i.e second or fourth Saturday, then only Monday will be marked as Leave. For this, the employee should be at work on Friday which is a regular working day.

Friday	Working Day
Saturday	Weekly Off – 2 nd & 4 th Saturdays
Sunday	Week off
Monday	Leave
Tuesday	Working day

Scenario 3:

If the employee has leave a balance of minimum 2 days then only Monday and Thursday will be counted as Leave. Otherwise all 4 days from Monday to Thursday will be LOP

Monday	Leave
Tuesday	National Holiday
Wednesday	Week off (for certain teams)
Thursday	Leave
Friday	Working day

12. Travel and Reimbursement Policy

12.1 Travel Allowances

Local Conveyance	Below AVP	AVP & Above
Own Vehicle	Metro - Rs.6/- per km, Non Metro - Rs.5/- per km	Metro - Rs.8/- per km, Non Metro - Rs.7/- per km
Public Transport	Actuals	Actuals

Out Station Conveyance	Below AVP	AVP & Above
Public Transport	Actuals	Actuals
DA	Rs.500/-	Rs.750/-
Accommodation	Rs.2500-3000/-	Rs.3500-4000/-
Travel Advance	Rs.2500/- per day	Rs.3000/- per day

Traveling Time	Less than 6 hours	More than 6 hours
All Employees	Bus/Train (AC)	Flight

***Metro Cities** - Mumbai, Delhi, Kolkata, Chennai, Bengaluru

Non-Metro Cities – All other cities

12.1.1 Process:

Employees required to travel should send their travel requirements to the accounts department in an email along with Reporting Manager's approval.

12.2 Reimbursement:

Submission of all receipts/proofs should be done within 7 days of returning from travel. Bills that are more than 30 days from the date of incurring will not be reimbursed.

12.2.1 Local Conveyance Reimbursement:

Local conveyance refers to the transportation availed by an employee for travelling in and around the areas within the same city of his/her work for official visits. No DA will be given for local travelling.

For Reimbursement:

- If you are using your own Vehicle for commuting, the reimbursement will be calculated at Rs 7 per km
- For cabs – Actual Bills will be required.

12.2.2 Domestic Travel and Expense Policy:**Mode of Transport:**

- If the hours of journey are less than 6 hours, all the employee must travel by Train or Bus (A/C).
- If the hours of journey are more than 6 hour, all employees are entitled to travel by Air.
- It is the responsibility of the HR and Accounts Dept. to arrange for travel.
- It is the responsibility of the employee to send a written communication to the department with the approval of his/her manager.

Travel Advance:

- An employee can apply for travel advance based on his eligibility through Travel Advance Requisition form duly approved by the manager.
- Request for travel advance needs to be emailed to the accounts department at least 3 working days prior to travel with proper approval from reporting manager.
- No advance will be issued if travel bills against any advance taken earlier is not submitted and closed

Settlement of Travel Advance

Employee should submit their travel expenses statement along with supporting bills/receipts/ vouchers to accounts department within 5 working days of their return to their base stations, after obtaining due approval from the sanctioning authority.

The following points to be taken before submitting the Travel Expenses Reimbursement form to Accounts Department.

- All supporting documents must be enclosed as applicable.
- Air ticket jacket, wherever applicable, must be enclosed along with travel expenses reimbursement form.

Travel Reimbursement

- Original bills have to be submitted to accounts team within 7 working days after returning from travel
- In case of Failure of doing so accounts team will not accept the supporting bills.

12.3 Client Entertainment

- Client entertainment bills will be reimbursed only with approval from the reporting authority
- AVP and above can incur expenses on client entertainment.
- Although prior approval is preferred we understand it won't always be possible
- Ideally, the bill should be limited to Rs. 1000 per person attending
- Use discretion w.r.t. whether alcohol is served or not

12.4 Reimbursement Timelines

There will be two cycles of reimbursement running every month.

Reimbursement Date – 10th & 25th of each month

Latest Submission deadline to qualify for the next reimbursement is 7 days before the reimbursement date. For example:

- a) Submission: Between 3rd – 18th of each month gets Reimbursed on 25th
- b) Submission: Between 19th – 2nd of any month, gets Reimbursed on the 10th of each month

In-case the reimbursement date is a holiday, then it gets pushed to the next working day.

13. Workplace Violence and Prevention of Harassment Policy

As a company we are committed to promoting a work environment that is conducive to the professional growth of its employees and encourages equality of opportunity. We have extremely low tolerance for workplace violence and harassment.

13.1 Violence Prevention Policy

- Acts of violence by or against any of our employees where any work-related duty is performed will be thoroughly investigated and appropriate action will be taken.
- This policy applies to all categories of employees of the company, including permanent management and workmen, temporaries, trainees and employees on contract at their workplace or at client sites.
- **Action:** If found guilty, the employee will be given two written warnings and then final termination depending on the severity of the issue

13.2 Discrimination Is Prohibited

- The Company is an equal opportunity employer and makes all employment decisions without regard to race, religion, color, sex, national origin, disability, age, genetic information, or any other status protected under applicable laws.
- We would like all its employees to follow the same policy in conduction of any business activities

13.3 Workplace Harassment

The Company is committed to providing a work environment that provides employees equality, respect and dignity and has a policy of “zero tolerance” with regard to employee harassment.

Harassment becomes unlawful where:

- Enduring the offensive conduct becomes a condition of continued employment; or
- The conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.
- **Action:** This policy applies to all terms and conditions of employment. Harassment of any other person, including, without limitation, fellow employees, visitors, clients or customers, whether at work or outside of work, is grounds for immediate termination.

13.4 Sexual Harassment

Sexual harassment and other discriminatory harassment are illegal and violate the company policies and is prohibited. It applies equally to men and women and includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Actions or words of a sexual nature that harass or intimidate others are prohibited.

- Such conduct may include, but is not limited to: subtle or overt pressure for sexual favors; inappropriate touching; lewd, sexually oriented comments or jokes; foul or obscene language; posting of suggestive or sexually explicit posters, calendars, photographs, graffiti, or cartoons; and repeated requests for dates.
- **Note:** If the employee is not comfortable with direct approach or if it fails to address the problem, that employee can send an email to grievance@univariety.com

Committee:

- Internal Complaints Committee consisting of the HR, CEO, and an External Expert will be dealing with all cases of violence and harassment.
- Within 7 working days from receiving complaint, the committee shall proceed with inquiry and investigations in accordance with rules and regulations of the complaint committee.
- If found guilty, it will result in the immediate termination of the employee and no benefits will be given to the employee.
- The company encourages reporting of all perceived incidents of sexual harassment, regardless of who the offender may be.
- Every employee is encouraged to raise any questions or concerns with his or her immediate supervisor, designated manager, or Human Resources.

13.5 Conflict and Dispute Resolution Policy

Conflict and disagreements at workplace leading to reduction in performance and a negative impact on motivation and morale in the workplace will be considered a serious offense. An employee can formally raise a grievance in writing at any time.

- A written grievance should specify the nature of the grievance and the outcome sought by the employee and be submitted to the employee's Reporting Manager.
- If the line manager is the subject of the grievance, then it should be directed to the Human Resources.

Hereby we assure the process to be:

- Quick - the issues will be resolved quickly rather than escalate through inaction, with in min 24 hours or max to 5 working days.
- Fair - all relevant parties will be consulted so that all sides of the story are taken into account
- Confidential - disputes will, where possible, be resolved in a confidential way to minimize impact on other employees
- Transparent - the procedure will be clear and same to every employee

14. Protection and Proper Use of Company Assets

14.1 Email

- The email system is the property of the company
- You may make limited use of this email system for personal business matters, so long as such use is kept to a minimum and does not interfere with your work.

- Remember that when you send email from the company domain, you represent the company whether your message is business-related or personal.
- Electronic mail is subject at all times to monitoring, and the release of specific information is subject to applicable laws and Company rules, policies and procedures on confidentiality.
- Existing rules, policies and procedures governing the sharing of confidential information also apply to the sharing of information via commercial software.

14.2 Telephones

- Access to the company telephone system is given principally for work-related activities or approved educational / training activities. Incidental and occasional personal use is permitted.
- This privilege should not be abused and must not affect the employee's performance of employment-related activities.
- Telephone usage should be based upon cost-effective practices that support the company's mission and should comply with applicable rules and regulations.
- To the extent possible, employees should make personal cell phone calls during their breaks or lunch times.
- The usage of cameras on cell phones during working hours is prohibited to protect the privacy of the company as well as of fellow employees.

14.3 Office Equipment

- Certain equipment is assigned to staff depending on the needs of the job, such as a calculator, personal computer, laptops, printer and access to our central computers and servers.
- This equipment is the property of the company and cannot be removed from the office without prior approval from your managers.
- It is expected that you will treat this equipment with care and report any malfunctions immediately to staff members equipped to diagnose the problem and take corrective action.
- Declaration form has to be signed by employee at the time of joining taking responsibility of the equipment
- For any repairing due to breakage or damage and loss of equipment the cost is to be borne by the employee.

14.4 Personnel Records

- It is important that the company maintain accurate personnel records at all times.
- You are responsible for notifying your manager or the HRD of any change in name, home address, telephone number, marital status, and number of dependents, immigration status, or any other pertinent information.

14.5 Internet Access

- Access to the Internet is given principally for work-related activities or approved educational / training activities.
- Incidental and occasional personal use and study use is permitted.
- This privilege should not be abused and must not affect the employee's performance of employment-related activities.
- Employees may not access, download or distribute material that is illegal, or which others may find offensive or objectionable, such as material that is pornographic, discriminatory, harassing, or an incitement to violence.

14.6 Right to Monitor

- The company email and Internet system is at all times the property of the company.
- The company (by itself or through its Internet Service Provider) may from time to time monitor, log and gather statistics on employee Internet activity.
- Note that the company uses email filters to block spam and computer viruses. These filters may from time to time block legitimate email messages.

14.7 Responsibilities and Obligations

- You must respect and comply with copyright laws and intellectual property rights of both the company and other parties at all times.
- When using web-based sources, you must provide appropriate attribution and citation of information to the websites.
- Software must not be downloaded from the Internet without the prior approval of qualified persons within the Company.

14.8 Violation of this Policy

- In all circumstances, use of Internet access and email systems must be consistent with the law and company policies.
- Violation of this policy is a serious offense and, subject to the requirements of the law, may result in a range of sanctions, from restriction of access to electronic communication facilities to disciplinary action, up to and including termination.

15. Compensation and Benefits

15.1 Salary Administration

- All employees will be paid their salary on a monthly basis from 1st to 30th/31st and it will be paid on the 5th day of the subsequent month.
- The Company will open a fresh Salary Account with Axis Bank for all employees.

- In case of any salary discrepancies, it will be resolved immediately but the amount can only be paid in next month as an arrears.
- Note: At no point will the salary be paid in cash.

15.2 Benefits:

This Compensation and Benefits Policy has been structured in line with our core values of corporate citizenship, wherein, we will be compliant to all the laws and regulations. All requirements under the Indian tax laws, including tax compliance and filing of returns, assessment, etc., will be the responsibility of individual employees at their own cost.

Reimbursement of Business Execution Expenses like Mobiles / Laptops PCs / Internet Connectivity / Vehicle / Work Related Travel / Entertainment, etc. will not form part of the CTC.

15.2.1 Team Activities

Each AVP & above can take their team out for team activities and spend upto Rs. 500 / team member / month. This can be in the form of food or other fun activities. Discretion has to be used by the senior most member in each group to determine whether the activity is safe, legal and in line with the code of ethics of the organization.

If any such activity is done within the office hours then approvals need to be taken else they can be planned for outside of the office hours.

15.2.2 Employees' State Insurance (ESI)

Employees' and Employer's contribution to ESI will be at the rate of 1.75% and 4.75% respectively of the Gross Salary of the employee. At present this is mandatory for people with gross salary up to Rs. 21,000 per month with effect from 01 August 2017. The contribution and the method of deduction and deposit with the respective authority will be as per the ESI Act and Rules, applicable as amended from time to time.

15.2.3 Gratuity

This is calculated as 15/26 times the last drawn basic multiplied by the number of completed years of service in the Group. This is applicable to employees serving a minimum period of 5 continuous years without a break in service in the group. The organization has tied with LIC for managing this fund.

15.2.4 Mediclaim

All regular employees outside the purview of ESIC coverage will be covered based on JC wise eligibilities and Employee has to directly reach out to Mediclaim SPOC for Claims settlement. Role of HR is only to disburse the Mediclaim cards.

The Scope

- All confirmed employees for an amount of One Lakh Rupees only

- The immediate family (Parents, Spouse, Children).
- They are wholly or substantially dependent on the employee for their medical needs.
- The employee can exercise a one-time option of substituting parents-in-law instead of parents.

Note: For an employee who is married, the dependents will be spouse and children, if unmarried, the dependents will be parents

16. Exit Policy

16.1 Separation Policy (Voluntary)

Any team member leaving is a loss of knowledge and value for our company. Our attempt will always be to retain our talent and make all efforts to do so. In the event, a team member decides to leave company; we will understand their reasons in depth and learn their perspective.

- A detailed exit process is carried out for all team members leaving the company.
- This is necessary from a security, financial, administration, and asset management and information management perspective.
- The exit process applies to all team members leaving company whether they are permanent employees or on contract with company.

16.2 Exit Interview

- On receipt of the resignation letter HR will conduct the exit interview.
- The exit interview records are important because they capture the perception of the people who are leaving the organization.
- The exit interview discussion with the team member is documented and will be shared with the Reporting Manager.
- The exit interview analysis would throw light on how the work, the management and the manager are perceived by the team members.
- These could serve as inputs for improvement programs - both for company and the Managers themselves.
- The exit interview will also facilitate the process of return of all company assets such as PCs, laptops, mobile phones, security passes, company cards, etc

16.3 Notice Period & Relieving

- When a team member resigns, the Manager should attempt to understand his reasons and identify means to retain the team member.
- In case, there is no possibility of retaining the team member the exit process should be initiated. The notice period to be served will be as per agreement.
- During the Notice periods, no leaves will be permitted until approved by the manager. If any accrued leave balance, employee can avail.
- During the notice period it is essential that the necessary project related information is transferred to another designated team member under supervision of Manager as appropriate.

16.4 Full & Final Settlement

- The team member is to get the necessary sign offs on the clearance form from the concerned departments and hand over the necessary documents for his/her relieving to the HR on the last working day for his/her final settlement.
- The team member's final settlement will be processed once all documents are received and submitted to the F&A/payroll team. Typical time-frame of the F&F settlement is 2 weeks but can stretch upto 6 weeks at times.

16.5 Separation Policy (Involuntary)

Each employee is considered key member in maintaining quality of our business operations. Maintaining integrity is a vital part of our business and the behavior of each employee reflects the success of our organization. When prevailing circumstances justify such action in relation to an employee, the company's management reserves the right to subject that employee to corrective action up to and including termination of employment.

17. Disciplinary Action

Where the company finds the employee's performance, behavior or conduct warrants such action, company may, at the discretion and judgment of management in appropriate circumstances, pursue the following steps for disciplinary action. If an employee fails to respond to coaching and/or informal counseling, the following action would provide the framework for corrective measures.

17.1 First Written Warning

- This is a first formal step in the disciplinary process and the respective manager should end the discussion on a positive note by reiterating the confidence in the employee and the ability to take corrective action within the prescribed timeframe.
- The discussion should be documented for future reference, with a copy to the Department & HR, as this initial warning will chalk the path for a second verbal discussion before moving to the Second Warning Stage.
- The onus of initiating the initial warning and the documentation thereafter lies solely with the Department Head. The Department Head will also be required to keep the HR informed about the same and a note with proof will go into the Personal File of the employee.

Within 3 weeks of the Initial written Warning, if the problem persists the Immediate Department Head and HR will conduct a formal discussion with the employee and fully describe the incident and/or action that may have resulted in the next warning, i.e. this First Written Warning.

The Manager must set the expectation that the employee within the specified time frame must show significant improvement in his/her performance.

The 1st Warning Letter will be applicable for a max period of 1 month. A copy of the Letter along with the detail Draft-Action-Plan should be handed over to the employee who should also be informed that this will be a last step in the Positive Discipline process and any further infractions may result in severe action from the management.

17.2. Second Written Warning

- In case the particular act continues to persist even after the 1st warning letter is issued then after a formal discussion with the respective Department Head, HR will issue a 2nd Warning letter to the effect.
- The Second Written Warning should comprise of structured documentation highlighting the previous feedback provided to the employee and the improvements, if any.
- The Functional Head will also be required to keep HR informed about the same and a note with proof will go into the Personal File of the employee.

17.3 Final Warning

- Final Warning is given when there is occurrence of the act even post the 2nd warning letter. The Final warning could result in the termination/suspension of the employee according to the severity of the case.
- Termination normally occurs only when the disciplinary action process has failed to bring about a positive change in the employees performance in an acceptable time frame or in case of gross misconduct. The Functional Head, in a joint review, will present the case to the CEO/Director and HR.

Prior to termination, the Manager must consult HR to help determine whether the previous documentation is sufficient to initiate this step. The termination letter however, can be only authorized by the HR Department.

A Termination Recommendation note must be completed at this stage and forwarded to the Senior Management. HR will then conduct a private one to one conversation with the employee to determine the facts from both angles.

HR will reserve the right to approve/disapprove the Termination based on the relevant facts and severity of the case. This will be done in consultation with the Senior Management and will be executed as per the standard process followed by a formal communication to the employee through HR.

Immediate Termination

- Team member's employment will be immediately terminated, whenever it is deemed necessary in the judgment of the management, including but not limited to the following:
- Engagement in Fraud or other dishonest practices
- Falsification of records
- Violation of Company Policies / Records /Equipment / Systems
- Behaving in a manner that is Threatening, Intimidating or Insubordination
- Removing or destroying company or customer records or property, releasing confidential or proprietary information without appropriate approval
- Being under the influence / use / sale / possession of any intoxicating substance or illegal drugs within the company or customer premises
- Possession of weapons of firearms or gambling on company or customer premises
- Engaging in other acts which would be contrary to the best interest of the Company
- Improper use of Company or customer equipment and systems
- Violations of Indian Central and State laws and regulations
- Breach of Customer and/or Company confidentiality
- Breach of Customer and/or Company personal information confidentiality

In certain cases, the Disciplinary Process may start at the Warning Stage. The seriousness of the offense, history of the past disciplinary action and the totality of circumstances surrounding the affected employees overall performance may contribute to this decision.