

Studyleague IT Solutions

Company Policies

1. RECRUITMENT POLICY:

Requirement:

Requirement will be done solely on the basis of company's operational requirement. Line Manager will draft the requirement & job description which shall be reviewed and approved by the Functional Head.

Hiring:

Hiring will be done on the basis of Qualification as well as Experience. Candidate skills can also be a factor to hire in case if not having professional experience. Company will focus more on skills and experience than the candidate's qualification.

Referral Hiring:

Referral hiring will be done depending upon who the referee is and at what designation he/she is. Referee's employment duration with the company will also be considered as a factor. After consideration of all the above said factors regarding the referrer, skills, experience & qualification of the referent will be checked during the Interview process. Candidate coming through referral hiring will definitely be preferred over the candidate coming through normal procedure. In case of Referral Hiring, Referrer should take the responsibility of the referent's performance and good code of conduct.

Interns Hiring:

Interns who have done/been doing internship with us will be hired directly on the basis of skills, knowledge & experience. There won't be any interview rounds for this kind of hiring except one technical interview. Authority's review who is monitoring the candidate's training & internship about the candidate will also be considered as a factor for selection. Interns Hiring will be preferred over Referral Hiring.

Probation:

First 1 month of employment will be probationary, during which the company will monitor and assess the performance, skills & enthusiasm of the employee. After the probationary period, if the company is satisfied with the employee's performance and finds him/her to be suitable, the company will confirm you as a permanent employee. If the company is still not satisfied with the employee's performance then it will either extend the probationary period or the employee's employment will be terminated on immediate basis without specifying any reason. In later case, employee will be entitled for salary only for those number of days in which he/she has performed his/her duty.

2. ORIENTATION PROCESS:

New recruit will be taken through the orientation process. In this process the recruit will be given an overview of the company's policies, services & organizational hierarchy. Recruit will be introduced to his/her reporting person/Line Manager. His/her role in the company will be conveyed.

3. EMPLOYMENT BOND:

All the employees will have a bond with the company of 1 year after the end of Probationary Period which means that the employee will be working with the company for at least 1 year after the end of probationary period. In case of breach of bond, employee will be liable to pay one month's salary within 30 days of the breach.

4. EXPERIENCE LETTER:

Employees will be liable for the Experience Letter only after the completion of atleast 1 year of employment in the company before which no experience letter will be provided.

5. APPRAISAL POLICY:

Appraisal plays an essential role in identifying training, development and career needs and ensuring that individual contribution is valued and recognized.

Entitlement Eligibility:

Appraisals will be applicable to only permanent full time employees (employees who are entitled to work for 54 hours/week). 1st Appraisal will be awarded after completion of 9 months of service in the company since the end of probationary period and after wards the appraisal cycle will be of 12 months for all the employees. (i.e. Employee "A" completes its probationary period in the end of the month of January and becomes a permanent employee of the company, its first appraisal will be in end of October, post which next appraisal will be in the end of October next year and so on the process will be repeated)

Appraisal Letter:

Appraisal Letter will be given to all the employees one month prior of hike in salary. i.e. Employee "A" will be get the appraisal letter let's say in the month of January and he/she will get the increased salary for the work he/she will do in February in the starting of March month.

Salary hike in Appraisal:

For all the eligible employees, the salary hike in the appraisal will in the range of 5% to 15% of the present salary depending upon the performance measuring parameters for each appraisal. Employees serving since 3 years will have the salary hike in the range of 10% to 20% of the present salary depending upon the performance measuring parameters for each appraisal.

6. WORK HOURS:

Employees are expected to be punctual and regular. If, for any reason, they are late or absent, they must inform their line manager via SMS, email or phone call. In case of absence, line manager should be informed one day prior or on immediate basis. Regular working hours are 9 hours per day, which amounts to 54 hours per week (Mon-Sat). Company allows for flexible working hours. Ramadan period timings will be conveyed to respective individuals separately.

Flexihours' structure:

Days	Timings
Mon-Sat	9:00 to 18:00
Mon-Sat	10:00 to 19:00
Mon-Sat	11:00 to 20:00

7. ATTENDANCE:

All the Employees should mark the attendance on regular basis with their accurate In & Out timings. There should not be any wickedness in this process as background checks will be done.

8. LUNCH/REFRESHMENT/PRAAYER BREAK:

Employees are entitled for Lunch/Refreshment/Prayer break for 45 – 60 mins, each working day.

9. PROFESSIONAL AND PERSONAL DEVELOPMENT:

Company will try to keep some training sessions for personal & professional development of all of its employees designation-wise. Employees are expected to be present during these training sessions when conducted. Company may conduct these sessions in-house or with the help of external experts. Employees on their end can suggest the topic for training sessions as per mutual requirements. Employees have to ensure that there should be some visible mutual progress in any aspect as a result of these training sessions.

10. PERFORMANCE MONITORING:

The purpose of this policy is to enhance communication between managers and employees with respect to employee performance and link it to the organizational objectives.

Employees' performance will be monitored in a consistent manner during the course of his/her service in the company. Employees' performance monitoring & measurement will help him/her in getting a good salary hike at the time of appraisal. Employees' performance will be monitored and measured on the following Performance Measuring Parameters.

Performance Measuring Parameters:

1. Efficient of the employee is in terms of completion of his/her assignments.

2. Quality of work the employee is delivering while completing his/her assignment. Number of corrections/bugs are revealed during the testing of the completed work.
3. Kind of efforts the employee is putting in completing his/her assignments. Enthusiasm which he/she shows while working on a project.
4. Co-operative & Obedient nature of the employee towards his co-workers and managers.
5. Number of times the employee is meeting his/her performance requirements.
6. Number of times the employee exceeds his/her performance requirements.
7. Actions taken by the employee in the interest of both company and the employee.
8. Efforts taken by the employee for his/her own professional development.

11. DRESS CODE/LOOKS:

Employees at Studyleague IT Solutions are expected to dress in a professional and smart way which should not degrade company's image and should reflect company's values in working days. T-Shirts with improper slogans are not permitted. For men, unprofessional hair style and beards are not allowed. Shorts and Improper Clothes are not permitted in case of women.

12. ANNUAL LEAVE POLICY:

Leave is from 1st Jan to 31st Dec. Employees who are appointed during the course of the year will be entitled for leaves on pro-rata basis. Leaves will be applicable to all the full time employees.

Leave Type	Entitlement
Annual Leave	24 Working Days including 10 Sick Leaves & Public holidays.

12.1 ANNUAL LEAVE:

These leaves are intended to meet any unforeseen circumstances, spend quality time with family, relax or for any other purpose that requires time away from office each year. A Leave Application form must be submitted at-least one day prior. In case of sickness/injury, the Leave Application form can be submitted within 3 days after resumption of duty.

Entitlement Eligibility:

Annual leaves are applicable to all the full time employees after its confirmation. An employee who is working in its probationary period can avail for these annual leaves only under certain special circumstances based on Function Head's approval on case-to-case basis. Annual leaves will be accumulated on pro-rata basis during the probationary period.

Rules & Regulations:

1. An employee is entitled to available 24 working days leave per annum provided a Leave Application form must be submitted at-least one day prior. In case of

sickness/injury, the Leave Application form can be submitted within 3 days after the resumption of duty.

2. Annual leave can be availed subject to prior written approval of Functional Head. No employee shall proceed on annual leave without obtaining the sanction in writing.
3. Leave may be refused if the requested timings are in conflict with the exigencies of company's work. At the time of refusal, a mutually convenient alternative date may be agreed.
4. A maximum of 2 non-consecutive days leave can be taken in a month. In case of sickness/injury, the employee can take consecutive leaves which can be more than 2 in a month if required but if the consecutive leaves exceed for than 2 days then, employee should submit Leave Application form duly approved by Line Manager along with Medical Certificate by a registered Medical Practitioner within 3 days after resumption of duty.
5. Employees are entitled for only 10 Seek Leaves within an year.
6. Only in case of death of any relative, upto 3 consecutive days leaves on compassionate grounds will be allowed after prior approval of Line Manager.
7. Gazetted holidays/weekly off between annual leave will be treated as sandwich and will be deducted from employees total annual leave balance (e.g. if employee 'A' remains off-duty on Saturday and he also takes off on Monday then, leaves will be treated as sandwich which counts 3-days off).

Employee taking leave by violating any of the above mentioned Rules & Regulation will be considered as absence of the employee.

12.2 FESTIVAL LEAVE:

To recognize the diversity of our people, a discretionary day leave may be granted during the year to allow our employees to celebrate a religious occasion or other holiday relevant to them, such as Diwali, Nauroz or Christmas.

12.3 STATE & NATIONAL HOLIDAYS:

Providing holiday to all the employees on State & National holiday is at the company's discretion and will depend upon the exigencies of company's work.

13. BONUS:

Bonus will be applicable to only Full Time employees after the end of their Bond Period. Bonus will be given once in a year. It will include up to 50% of the current salary of the employee.

14. RESIGNATION:

A confirmed employee may resign from his service upon giving one month's notice period to the company as per terms of their employment, failing which he/she will be liable to pay one month's salary in lieu of notice period. The company may at its sole discretion, waive or reduce the amount due by employee in lieu of notice period. During the notice period, no

leaves will be applicable to the employee and if the employee remains absent during this period then, he/she will have to complete same number of days of employment with the Company for which he/she was absent, after which the Company will release the employee. During probationary period an employee can resign by giving 15 days' notice and in the event of such resignation, the employee will be entitled only to the remuneration at the agreed amount of salary for the actual time employed.

Final Settlement:

The full and final settlement amount will be paid to the employee within 30 days from the last working day, subject to completion of all formalities by the exiting employee.

15. TERMINATION:

Services of a confirmed employee may be terminated by the Company with valid reason, by giving one month's notice in writing or on payment of one month's salary, in lieu of notice period.

During probationary period, services of an employee may be terminated at any time without notice and in the event of such termination; the employee will be entitled only to the remuneration at the agreed amount of salary for the actual time employed.

16. CODE OF CONDUCT

This code of conduct is applicable to all SLIT (Studyleague IT Solutions) employees

Compliance with the Code of Conduct:

The Code of Conduct is part of SLIT strategy and therefore, its compliance is obligatory. Appropriate disciplinary action can be taken against those who violate it.

Key Points:

a) Relationship with external authorities/clients and others:

Employees should behave courteously and pay respect to local culture and traditions in a way that sustains these cordial feelings whether, they are meeting in person, talking over the telephone or when in writing or communicating electronically.

b) Behavior/attitude towards fellow workers:

Employees must be polite to fellow-workers and respect their dignity. Company is committed to root out all forms of discrimination, ill-treatment and harassment from amongst its employees. If an employee comes across an instance of injustice being done to any other person, it is her/his moral duty to report the matter to the Functional Head.

e) Confidentiality:

Company's rates, charging structure, business plans and all information pertaining to financial management, clients, competitors and other contacts is company's sole property and

very important. This also applies to the company's products, different solution concepts, marketing campaigns, partnerships etc. till they are made public.

No hint or information with regard to the above and, for that matter, no other information of sensitive nature, is to be passed on to any organization and/or individual outside SLIT unless employee has written permission from the concerned authority.

f) Financial management and accountability:

Ensuring accurate and complete business and financial records is everyone's responsibility, not just a role for accounting and finance personnel. Accurate recordkeeping and reporting reflects on the company's reputation and credibility.

g) Protection of company assets:

Utmost care and caution is to be exercised to protect all SLIT property and assets (tangible/intangible) through appropriate and reasonable precautionary measures. This not only includes ordinary loss or damage but also, from the security point of view.

h) I.T., Telecommunication equipment & systems:

To ensure safety, security and integrity of computer data, compliance with company's standards for Information Technology (mentioned below) and its equipment and systems is absolutely necessary.

These standards contain specific instructions such as:

- a) Equipment handling and usage
- b) Data safety, security and integrity
- c) Internet
- d) Electronic mailing systems
- e) And respective to specific requirement

i) Gifts, entertainment and payments:

While conducting any business transaction, SLIT employees should not offer nor receive/accept any improper gift/s, entertainment or payments, which may be suspected to be an inducement to gain selfish motive or favor or by way of illegal gratification to/from SLIT customers and contacts.

j) Conflict of interest:

To maintain company's integrity, it is imperative for employees to keep a watchful eye on the activities of their colleagues and discourage any activities on their part that are in conflict with SLIT business and its interests. Employees are advised not to try any undue advantage on the basis of their association with SLIT or the positions they are holding. As and when the employee takes a decision, he/she must make sure it is in the company's interest.

k) Sexual harassment:

Sexual harassment is a serious matter and is seen as an unsolicited and unwanted verbal or physical conduct of a sexual nature that offends a reasonable person and interferes with that person's professional activities and opportunities at the office. Any employee who engages in such behavior is subject to formal punishment, including dismissal.

i) Breach of Code of Conduct:

The breach of this Code of Conduct will result in disciplinary action against the employee under the Disciplinary Procedure. However, to ensure transparency, thorough investigations will be made before taking any disciplinary action.

17. INTELLECTUAL PROPERTY:

SLIT has and retains unconditional intellectual property rights in all SLIT produced or procured materials and resources. Highest level of integrity, confidentiality and due care is expected of all employees in this regard to safeguard against surreptitious or unauthorized use of any intellectual property or resources of the company.

Private work:

While you are in the employment of the company, you will not with or without any remuneration or compensation, in any capacity, work or attempt to work or render or attempt to render any services or associate directly or indirectly with any person or organization, without obtaining prior permission from the Functional Head.

Copyrights:

All publications made by employees should strictly observe the copyright restrictions. When taking assistance for developing material from outside sources, published or otherwise, employees should ensure suitable amendments are made to change the substance of the copied material to steer clear of copyright restrictions.

18. GRIEVANCE HANDLING POLICY:

It is the intention of the company that this process are used to constructively meet the following objectives:

- To operate a fair and equitable system of dealing with grievances to ensure grievances are taken seriously and dealt with in a professional manner.
- To give all employees the opportunity to resolve individual differences in the shortest timescale. This process covers all those employed by SLIT, including those employed on a part time or temporary basis in any of the following circumstances:

a) Where an employee wishes to raise an issue concerning his/her own terms and conditions of employment.

b) Where an employee wishes to raise an issue concerning any aspect of his/her own working relationships within the company.

c) Where an employee is concerned regarding his/her individual working conditions or working situation.

Process:

An employee should submit his/her grievance, either verbally or in writing to his/her immediate head. Concerned Head will review the grievance and discuss it with the employee. Concerned head should try to resolve the issue on its own if possible. In case, if the concerned head is unable to resolve the issue then he/she should refer the matter to Function Head. Grievances should be handled promptly and at a lowest level of management possible.

