

# Employee Handbook

This handbook contains the core policies of the organisation. Employees are required to read, understand, and acknowledge these policies as part of the onboarding process.

## Human Resource (HR) Policy

### Purpose

The HR Policy outlines the principles and guidelines for managing the workforce of the organisation in a fair, transparent, and professional manner.

### Scope

This policy applies to all employees, whether full-time, part-time, contractual, or temporary.

### Key Elements

**Code of Conduct:** Expected standards of behaviour, professional ethics, anti-harassment, and non-discrimination principles.

**Recruitment and Selection:** Transparent and merit-based hiring processes.

**Working Hours and Attendance:** Office timings, breaks, attendance recording, and overtime norms.

**Leave Policy:** Eligibility, accrual, and approval process for annual leave, sick leave, maternity/paternity leave, and other special leave.

**Compensation and Benefits:** Structure of remuneration, allowances, statutory benefits (PF, ESI, gratuity), and reimbursement rules.

**Performance Management:** Appraisal process, promotions, increments, and grievance redressal.

**Training & Development:** Opportunities for skill-building and career growth.

**Separation Policy:** Notice period, exit formalities, final settlement, and issuance of relieving/experience letters.

## Information Security (IS) Policy

### Purpose

To safeguard the organisation's information assets, IT infrastructure, and client data against unauthorized access, breaches, and misuse.

## Scope

Applicable to all employees, contractors, interns, and third-party vendors who have access to organisational information systems.

## Key Elements

**Access Control:** Role-based access, password policies, multi-factor authentication, and timely revocation upon exit.

**Data Protection:** Confidentiality of client and business data, encryption standards, and restrictions on external sharing.

**Use of IT Resources:** Acceptable use of company hardware, email, internet, and software.

**Incident Reporting:** Immediate reporting of data breaches, phishing attempts, malware, or suspicious activities.

**Remote Work Guidelines:** Secure VPN usage, restricted use of personal devices, and compliance with security protocols.

**Physical Security:** Controlled access to premises, visitor management, and safe storage of sensitive documents.

**Compliance:** Adherence to applicable IT laws, data protection regulations (such as GDPR, IT Act, etc.), and industry standards.

# Social Media & Communication Policy

## Purpose

This policy provides guidelines for employees when using social media and other communication platforms, to ensure responsible representation of the organisation and protection of its reputation.

## Scope

Applies to all employees, contractors, and interns who use social media (LinkedIn, Facebook, Twitter, Instagram, etc.), blogs, forums, or other online platforms, whether for personal or professional purposes, when referring to the organisation.

## Key Elements

**Professional Conduct:** Employees must act responsibly, avoiding defamatory, discriminatory, or offensive statements.

**Confidentiality:** No confidential, proprietary, or client-related information may be disclosed online.

**Official Accounts:** Only authorised personnel may post from official organisational accounts.

**Personal Accounts:** Employees may identify themselves as part of the organisation but must state that views are personal, not official.

**Brand Usage:** Logos, trademarks, or official templates may not be used without written approval.

**Monitoring & Compliance:** The organisation reserves the right to review online activities that may impact its reputation.

**Consequences:** Non-compliance may lead to disciplinary action, including termination.

## **Confidentiality & Non-Disclosure Agreement (NDA)**

### **Purpose**

This agreement ensures that employees protect confidential and proprietary information of the organisation and its clients, both during and after their employment.

### **Scope**

Applies to all employees, contractors, consultants, interns, and any individual with access to organisational or client information.

### **Key Elements**

**Definition of Confidential Information:** Includes client data, financial information, trade secrets, intellectual property, business strategies, software code, reports, and any non-public information.

**Obligations of the Employee:** Not to disclose confidential information to unauthorised persons; Not to copy, reproduce, or transmit such information without approval; To use confidential information solely for official business purposes.

**Duration:** The confidentiality obligation continues during employment and for a period of two (2) years after cessation of employment (or as per specific client contract requirements).

**Exceptions:** Information already in the public domain, or disclosed under legal compulsion, is exempted.

**Breach:** Any violation may result in disciplinary action, legal proceedings, and recovery of damages.

## **Travel & Expense Reimbursement Policy**

## Purpose

To establish uniform procedures for official travel and reimbursement of expenses incurred by employees for business purposes.

## Scope

Applicable to all employees undertaking official travel, both domestic and international, on behalf of the organisation.

## Key Elements

**Travel Authorisation:** All travel must be pre-approved by the reporting manager or designated authority.

**Travel Bookings:** Employees should use the approved travel desk/agency for booking flights, trains, and hotels, unless permitted otherwise.

**Eligible Expenses:** Air/rail/bus fare, hotel accommodation, local conveyance, meals during official travel, and incidental business expenses.

**Non-Reimbursable Expenses:** Personal entertainment, alcohol (unless client-hosted), family expenses, fines, and upgrades without approval.

**Daily Allowance:** Employees may claim per diem allowances for meals and incidental expenses, as prescribed.

**Expense Submission:** Claims must be supported with original receipts and submitted within 7 working days of completion of travel.

**Mode of Reimbursement:** Approved claims will be reimbursed via payroll or direct bank transfer.

**Audit & Compliance:** The finance/HR team reserves the right to review and reject non-compliant claims.

## Acknowledgement

I have read and understood the policies outlined in this Employee Handbook. I agree to comply with these policies during my employment with the organisation.

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_