

SENSUSSOFT SOLUTION



HR guidelines applicable for all permanent employees of Sensussoft Solution

**COMPANY
POLICIES**

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HR POLICIES AND PRACTICES

1. CODE OF BUSINESS CONDUCTS & ETHICS

1.1 Respect

The Company's greatest strength lies in the talent and ability of its associates. Since working in partnership is vital to the Company's continued success, mutual respect must be the basis for all work relationships. Engaging in behavior that ridicules, belittles, intimidates, threatens or demeans, affects productivity, can negatively impact the Company's reputation. You are expected to treat others with the same respect and dignity that any reasonable person may wish to receive. All employees should respect their colleagues. We won't allow any kind of discriminatory behavior, harassment or victimization. Employees should conform with our equal opportunity policy in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

1.2 In the Workplace

The Company's greatest strength lies in the talent and ability of its associates. Since working in partnership is vital to the Company's continued success, mutual respect must be the basis for all work relationships. Engaging in behavior that ridicules, belittles, intimidates, threatens or demeans, affects productivity, can negatively impact the Company's reputation. You 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.

The talents and skills needed to conduct business successfully are not limited to any particular group of people. Company has a long-standing commitment to a meaningful policy of equal employment opportunity. The Company's policy is to ensure equal employment and advancement opportunity for all qualified individuals without distinction or discrimination because of race, color, religion, gender, sexual orientation, and age, national origin, disability, covered veteran status, marital status

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or any other unlawful basis. As part of this commitment, the Company will make reasonable accommodations for applicants and qualified employees. Sexual harassment and other discriminatory harassment are illegal and violate Company policies.

1.2 Business Conduct Certification Programme

You must acknowledge that you have read and understand this Employee Code of Business Conduct and Ethics. In addition, management-level associates must periodically disclose on Business Conduct Certificate information that is considered to be directly relevant to avoiding problems with compliance obligations, self-dealing and impropriety.

1.3 Protection and Proper Use of Company Assets

Safeguarding and appropriately using Company assets, whether those assets take the form of paper files, electronic data, computer resources, trademarks or otherwise, is critical.

1.4 Administration

If you are aware of any illegal or unethical behavior or if you believe that an applicable law, rule or regulation or this Code has been violated, the matter must be promptly reported to your supervisor or company executives.

2 TERMS OF EMPLOYEEMENT

2.1 Joining Process

The copies of the following documents shall 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 from the previous employer (if applicable);

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Appointment letter:

One copy to be retained by the employee; and one signed copy to be handed over to Company by the employee (for the Employee file).

3 GENERAL ADMINISTRATIVE MATTERS

3.1 Working Days

The working days at the Company will be from Monday through Saturday. Unless otherwise stated, work hours would be as follows:

Days	Monday – Saturday
Timings	09:00 to 6:00
Lunch-break	60 minutes

Owing to work exigencies, an employee's working hours maybe different from the Timings mentioned above.

3.2 Weekly Off

Sunday will be the weekly holidays.

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.

3.3 Late Arrival

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. Repeat challenges with late arrivals will be recorded as misconduct in the employee's file. Lapses in punctuality will not be acceptable.

3.4 Absence from Office

- In a month if any employee who needs a leave due to some emergency & reason is genuine he/she should take the leave for one day.
- If any employee needs to take leave he /she need to talk before one week
- At the day if any employee takes the spontaneous leave, twice the salary of that day should cut from their salary
- Any employee who needs to go for half day their full day salary should be cut from their final monthly salary.

3.5 Housekeeping

It will be the responsibility of all employees to ensure that the offices of the company are kept neat and tidy at all times. The work area should be cleared of all files and papers every evening prior to leaving the office. Computers and any lights in the work area need to be switched off.

3.6 Smoking

Smoking and consuming tobacco products are strictly prohibited within office premises. In order to maintain a clean and healthy atmosphere in the workplace and arising out of our concern for fellow employees, smoking is prohibited within the office premises.

4 EMPLOYEE DEVELOPMENT

4.1 General

It is the policy of the Company that the work of each employee will be evaluated periodically by the employee's manager/supervisor, in order to monitor individual performance on the job, assess training needs and to identify future leaders.

The process of employee development is covered by:

- Performance Evaluation;
- Training
- Career Planning

4.2 Performance Evaluation

The process of performance evaluation provides a systematic approach for communicating goals, expectations and objectives to each employee as well as documenting individual performance it is provided on the basis of their performance/project completion.

- Project undertaken
- Quality of project
- Time limit of completion

4.3 Training and Development

The objective of the training policy at the Company is to develop relevant skills in the organization taking into account:

- Company's requirements
- Individual learning objectives.

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It will be the responsibility of the manager to ensure that all employees get an equal opportunity to attend training programmes based on their individual training needs.

Training program shall include:

- Technical training: for the Company employees

As an induction training, company arranged training & development full day for the 2 months on the job training as “trainee” and provide the various software and system related training if needed, if any employee is not needed the training company does not provide them direct recruit them as an employee.

4.4 Career Development

It will be the endeavor of the Company management to provide all its employees with the opportunity for personal growth and progress. This section deals with the Career Planning policy. In case of further details, the employee may contact Human Resources.

5 COMPENSATION

5.1 Salary Administration

All employees will be paid their salary on a monthly basis between 1 to 7th of that subsequent month through an account payee cheque. Company provides increments in salary in duration of every 4 months in between 2000 to 5000 to every employee in the basis of their performance and projects completion. Any employee who believes that an improper deduction was made from their salary should discuss the situation with the owner if the complaint is not resolved to the employee's satisfaction, the employee's Human Resources consultant should be contacted. After an investigation, if a deduction is determined to have been improper, the employee will be paid the correct amount.

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6 EMPLOYEE TERMINATION

An employee will be separated from the company in the following events:

- On his/her resignation from the services of the company;
- On being removed from the services or on being dismissed by the company;
- On the expiry of any fixed contract period;
- On being found medically unfit to continue working in his/her present responsibility.

7 LEAVE POLICY

- Due to some reasons such as heavy rain or some occasions if employees are provided leave they have to come on Sunday office may remain open for Sunday at this situation.
- For the purpose of calculating leave accounts, "year" shall mean the calendar year commencing on the first day of January and ending on the last day of December of the next year.
- All leave must be applied for at least one weak day prior for approval to immediate manager, with the exception of sick leave, which may be intimated verbally and post facto approval sought upon resumption of work.
- Leave records are being maintained on the common share. There is no provision at this time to carry forward any unused leave into the next year or encase it at the time of termination.
- Employees may take leave only after obtaining permission. In the event an employee goes on leave without notifying the company, it will be deemed that the employee has been absent from work without permission, and the period of absence will be treated as leave without pay.
- Twelve public holidays (**10 Fixed** and **2 Optional**) may be availed, as notified by the company at the beginning of each year (Please refer the list in appendix A).
- In case the working of the office is likely to be hampered on account of strike, power cut, etc., the company may declare, a public or a weekly holiday

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(except national holidays) to be a normal working day and declare the affected day to be a holiday.

8 INTERNET USE POLICY

Company supports the use of the Internet to conduct business by or on behalf of Company. Because the Internet provides access to a worldwide audience, Company associates should act at all times as if they are representing Company to the public, and should preserve Company's system security and protect Company's name and trademarks. Company associates must act responsibly and adhere to all laws and Company policies when using the Internet to conduct business by or on behalf of the Company and/or when the Company or its products or services are identified.

9 RECRUITMENT & SELECTION

For recruitment & selection company uses various social site such as

- Indeed.com
- LinkedIn.com
- Employee references
- Internal database

10 EMPLOYEE ENGAGEMENT ACTIVITIES

As a part of employee Engagement Activities, Company celebrate the birthdates

- Game playing
- Movie show
- One day picnic
- Get to gather at office with snacks & cold drinks
- Appreciation by giving certificate at meeting
- Gift vouchers

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11 ATTENDANCE & LEAVE MANAGEMENT

In the company the attendance is maintained in excel sheet on a daily basis & leave is given to the employees as per their requirements.

12 EXIT PROCESS

As the employee who wants to leave the company need to fill the exit (feedback) form.