




GEECON

WORKPLACE/ EMPLOYEE POLICIES HANDBOOK





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ADDRESS FROM THE

HUMAN RESOURCE DESK

GEECON MISSION

Helping customers by providing the world's most simplified best quality solutions & delivering value that enable businesses to achieve their full potential in a cost effective and timely fashion

GEECON VISION

To be globally respected premium world-class corporation providing premium Consultancy & IT solutions delivered by excellent-in-class people

As a comprehensive resource this handbook is designed, covering all the areas we feel are of significance to you, and your career with Geecon Group.

We firmly believe that all our associates are the champions of our growth.

It is your capacity and commitment that will determine the success of our Company. We must keep our goals and values in perspective at all times, and adopt a sense of ownership and with it the responsibility.

We wish to build the ultimate human organization, with a sense of loyalty and high integrity.

Best Regards

Team HR



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WELCOME TO GEECON



Welcome to Geecon. In joining the Geecon community, you become an important part of a premiere organization dedicated to excellence in IT. By working at Geecon, we gain the opportunity and the responsibility to make a real difference in the world. Our continued success depends on your contributions and your service to our customers, to each other, and to the community around us.

This handbook is designed to provide an overview of the Human Resources policies and procedures at Geecon and the many resources and opportunities that are available to you. These pages should assist you in understanding what Geecon expects from you as a staff member and what you should expect from Geecon. It is intended to help you establish a successful working relationship as a member of the Geecon community.

Geecon's reputation for excellence was forged by the many people who came before us, the people who invested their careers here in service to others. By joining Geecon, you have become a part of a legacy of great achievement and even greater potential. Let's work together to realize the promise of this great place.

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WELCOME TO GEECON

This handbook contains what you need to know about our employment policies. It's something you can refer to throughout your time with us but, if you're new to Geecon, welcome!

Company has designed this handbook to provide you with an overview of policies, procedures, rule and benefits of Geecon to get acquainted with its culture. It is intended to familiarize you with important information about the company, as well as provide guidelines for your employment experience with us in an effort to foster a safe and healthy work environment. Please understand that this booklet only highlights company policies, practices, and benefits for your personal understanding and cannot, therefore, be construed as a legal document. It is intended to provide general information about the policies, benefits, and regulations governing the employees of the company, and is not intended to be an express or implied contract. The guidelines presented in this handbook are not intended to be a substitute for sound management, judgment, and discretion.

It is obviously not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. In addition, circumstances will undoubtedly require that policies, practices, and benefits described in this handbook change from time to time. Accordingly, the company reserves the right to modify, supplement, rescind, or revise any provision of this handbook from time to time as it deems necessary or appropriate in its sole discretion with or without notice to you.

No business is free from day-to-day problems, but we believe our personnel policies and practices will help resolve such problems. All of us must work together to make the company a viable, healthy, and profitable organization. This is the only way we can provide a satisfactory working environment that promotes genuine concern and respect for others including all employees and our customers. The assumption here is that the employee will be responsible for reading, understanding and complying with the provisions of this handbook, hence please read through the document thoroughly. If any statements in this handbook are not clear to you, please contact the company president or his designated representative for clarification. This handbook supersedes any and all prior policies, procedures, and handbooks of the company.

The purpose of this document is to maintain a harmonious working culture that will enable the Geecon Community & its stakeholders to understand the Geecon values and culture thereby streamlining the processes within the company and departments to ensure that employee satisfaction is inclined with the company values.

Please note that this handbook does not form part of the terms of your contract with us (these are provided to you separately), but we do expect you to act according to these policies and guidelines

CORE VALUES

Core values are the standards by which we measure performance; our interaction with each other and with people outside the company; and they help define our attitude and approach to the events of everyday life in our business. These are the things we value

INTEGRITY

- Honest & committed internal/external relationship
- Feeling and honoring your feeling
- Honoring and respecting others point of view
- Doing what's right for us and for our customers
- Telling the truth

FULL SELF EXPRESSION

- Respectful communication of creativity, ideas and concerns
- Freedom to express ideas, concerns and possibilities

CONSTANT IMPROVEMENT

- Constant and never ending improvement-to ensure quality and productivity across all areas in the company
- Seeking knowledge and understanding, then applying it to ourselves, our customers, processes and products.

DISCIPLINE

- Defining, refining, executing, measuring and completing all activities in support of agreed-upon goals and objectives

SOUND DECISION MAKING

- We make decisions we L.I.K.E. Our decisions are based on **L**ogic, **I**ntuition, **K**nowledge and **E**xperience

ACKNOWLEDGEMENT & APPRECIATION

- We regularly acknowledge and appreciate our fellow employees, our customers, vendors, partners and ourselves for contribution made in support of Geecon's vision and pursuits of excellence.

INCLUSION

- We agree to include and inform everyone affected by a project or a decision

CORE PRACTICES

Core practices are the things we do within our organization to help maintain a high level of integrity and establish an environment where what needs to be said can be said – with confidence that both speaker(s) and listener(s) will be treated with respect, and that their ideas and contributions will be valued, whether those ideas are implemented or not.

LISTENING GENEROUSLY

- We listen for the contribution in each other's speaking – suspending assessments, opinions and judgments. This means giving the person your undivided attention
- If you can't give your undivided attention right now, request to speak with the person when you can listen to them generously

SPEAKING STRAIGHT

- We move past saying “what is supposed to be said” to speak responsibly and honestly in a way that forwards appropriate action.
- This includes learning to make clear and direct requests
- Nobody “gets” subtle or veiled requests

BEING “FOR” EACH OTHER

- Key to a successful team is being “for” each other; much like one would be for a football team.
- This means 100% support for everyone in the company and the roles they play

HONORING AGREEMENTS AND COMMITMENTS

- Do what you say you will do – others are depending on you
- If you can't keep your agreement, renegotiate it ahead of time
- If you break an agreement, acknowledge and negotiate a way to clean up the mess

ACKNOWLEDGING AND APPRECIATING EACH OTHER

- Each of us is a source of acknowledgement and appreciation for every other person
- This includes giving, receiving and requesting acknowledgement

TAKING 100% OWNERSHIP

- Everyone is 100% accountable for their role in the company
- Follow through your commitments internally and externally
- This does not mean taking on too much (110%) nor does it mean taking too little (90%)
- Everything that happens in the company is the result of its people.

GENERAL EMPLOYMENT PHILOSOPHY



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Purpose of this section is to maintain a harmonious working culture that will enable the employees to understand the Geecon values and culture thereby streamlining the processes within the departments to ensure that employee satisfaction is inclined with Geecon Group Values. This policy applies to recruitment and placement, promotion, training, transfer, retention, rate of pay and all other details and conditions of employment.

EMPLOYEE SELECTION PROCESS

The objective of our hiring process is to assure that the job positions are filled by highly qualified applicants whose attributes align with the needs of Geecon and its customers. Geecon is confident that as a result of the manual selection process undertaken, your employment will prove to be beneficial to Geecon as well as yourself and we look forward to having you join us.

We carefully select our employees through written applications, personal interviews and reference checks. After all available information was considered and evaluated; you were selected to become a Geeconian, a valued member of our team!

This selection process helps Geecon find and employ people who:

- Are Concerned with their own personal success as well as the success of the story
- Want to do the job well; people who can carry on their work with skills and ability
- Are comfortable with Geecon
- Can work well with our team

In addition to the equal employment opportunity policies above, Geecon recruitment efforts are designed to attract qualified employees whose talent and abilities best match the job description for each position. Geecon Coordinates each job position requisition to be integrated into the existing team of employees. All hiring must follow the prescribed criteria for full time, part time and temporary employees

HIRING PROCEDURE

The manager supervising the vacant position will submit a position requisition to HR. All positions are advertised internally/ publicly. Employees presently working at company are encouraged to apply for these open positions.

All applications will be reviewed and qualified applicants will be considered for possible interview. When it is decided that an applicant's qualification meets the experience, capabilities, education and /or skills requirement set by the job description, the applicant will be interviewed by the supervising manager and/or hiring committee who oversee the vacant position. The applicant may also be interviewed by other members of the company per the direction or request of the supervising manager and /or HR (manager).

When Applicable, pre employment testing will also be administered. Pre employment testing and test grading will be standardized according to the criteria of the position. Applicable qualification & references of the applicant scheduled for second interview will be verified by the HR Manager. All compensations will be determined by a set schedule for each

GENERAL EMPLOYMENT PHILOSOPHY

position. All positions will be offered by HR Manager and will be contingent upon Geecon Employment policies.

OPEN-DOOR POLICY

In keeping with the company's philosophy of open communication, all employees have the right and are encouraged to speak freely with management about their job-related concerns.

We urge you to go directly to your supervisor to discuss your job-related ideas, recommendations, concerns and other issues which are important to you. If, after talking with your supervisor, you feel the need for additional discussion, you are encouraged to speak with the company president.

The most important relationship you will develop at the Company will be between you and your supervisor. However, should you need support from someone other than your supervisor, the entire management team, including the company president, is committed to resolving your individual concerns in a timely and appropriate manner.

EQUAL OPPORTUNITY

Geecon is committed to a policy of equal employment and advancement opportunities for all qualified individuals without regard to race, colour, religion, sex, age, marital status, national origin or handicap. This is to ensure that equal consideration is extended to all staff and applicants. It is our intent and desire that equal employment opportunities will be provided in employment, recruitment, selection, compensation, benefits, promotion, demotion, layoff, termination and all other terms and conditions of employment. All decisions with respect to recruitment and promotions are made solely on the basis of qualifications, viewed in relation to the requirements of the position. The President of the Company and all managerial personnel are committed to this policy and its enforcement.

Employees are directed to bring any violation of this policy to the immediate attention of their supervisor or the company president. Any employee who violates this policy or knowingly retaliates against an employee reporting or complaining of a violation of this policy shall be subject to immediate disciplinary action, up to and including discharge. Complaints brought under this policy will be promptly investigated and handled with due regard for the privacy and respect of all involved. Employees can raise concerns and make reports without fear of reprisal.

HARASSMENT POLICY

The Company will not tolerate harassment or intimidation of our employees on any basis prohibited by law, including race, color, sex, age, religion, national origin, handicap, disability, marital status, or veteran status. Moreover, any suggestions made to any employee that sexual favors will affect any term or condition of employment with the Company will not be tolerated. It is the policy of the Company that any harassment, including acts creating a hostile work environment or any other discriminatory acts directed against our employees,

GENERAL EMPLOYMENT PHILOSOPHY

will result in discipline, up to and including discharge. The Company also will not tolerate any such harassment of our employees by our clients or vendors.

For purposes of this policy, sexual harassment is defined as any type of sexually-oriented conduct, whether intentional or not, that is unwelcome and has the purpose or effect of creating a work environment that is hostile, offensive or coercive. The following are examples of conduct that, depending upon the circumstances, may constitute sexual harassment:

- Unwelcome sexual jokes, language, epithets, advances or propositions;
- Written or oral abuse of a sexual nature, sexually degrading or vulgar words to describe an individual;
- The display of sexually suggestive objects, pictures, posters or cartoons;
- Unwelcome comments about an individual's body;
- Asking questions about sexual conduct;
- Unwelcome touching, leering, whistling, brushing against the body, or suggestive, insulting or obscene comments or gestures;
- Demanding sexual favours in exchange for favourable reviews, assignments, promotions, or continued employment, or promises of the same.

Employees must bring any violation of this policy to the immediate attention of their supervisor or the company president. The Company will thoroughly investigate all such claims with due regard for the privacy of the individuals involved. Any employee who knowingly retaliates against an employee who has reported workplace harassment or discrimination shall be subject to immediate disciplinary action, up to and including discharge.

TERMS OF EMPLOYMENT

The terms of your employment will be as per the details contained in your appointment letter. The company shall reserve the right to amend, alter, and change any or all the terms and conditions governing employment. The company will also be the sole judge of the meaning and interpretation of all or any of these terms and conditions and its decisions thereon shall be binding on all employees. The employment contract is contract between the individual employee and the company and the terms of contract are individual to each employee. Hence the employee is expected not to share the terms of your contract with others, including your fellow associates.

CONFIDENTIALITY

The protection of confidential business information and trade secrets is vital to the interests and success of Geecon Group. All employees are required to sign a Non-Disclosure Agreement as a condition of employment. Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

GENERAL EMPLOYMENT PHILOSOPHY

Such confidential information includes, but is not limited to, the following examples:

- Compensation data
- Financial information
- Marketing strategies
- Pending projects and proposals
- Proprietary production processes
- Personnel/Payroll records and
- Conversations between any persons associated with the company

Anyone found to be engaging in unlawful discrimination will be subject to disciplinary action, including termination of employment.

WORK DAYS

All employees at Geecon Group will be required to work from Monday to Saturday, except for First Saturdays. Holiday list for the calendar year will be prepared at the end of the year and is intimated before January 1st. The Holiday list consists of 12 Holidays in a year including National Holidays.

During emergencies such as severe weather, fires, or power failures can disrupt company operations. The decision to close the office will be made by the Human Resource Department. When the decision is made to close the office, employees will receive official notification from their functional heads.

HOURS OF WORK

You may be required to work different work hours under special circumstances. Your immediate/ reporting manager is to be consulted if there are any questions about work hours or if any variation is required. If at client's site, their working hours should be adhered to.

FOOD & BEVERAGES AT WORK STATIONS

You are advised not to consume food and beverages at your work station. We seek your cooperation to keep your work areas as neat as possible. Employees are allowed a half an hour lunch breaks. Lunch breaks generally are taken for ½ hour between the hours of 12.00 pm to 2.00 pm on a staggered schedule so that your absence does not create a problem for co-

workers or clients. Employees can avail a tea break for a maximum of 15 minutes twice a day.

If employees have unexpected personal business to take care of, they must notify their direct supervisor to discuss time away from work and make provisions as necessary. Personal business should be conducted on the employee's own time. Employees who do not adhere to the break policy will be subjected to disciplinary action, including termination. You will be provided with food (Snacks) on national holidays and other occasions where food would not be readily available or accessible. Coffee and Tea will be made available even on weekends and other holidays too.

VISITORS AT WORKPLACE

To provide for the safety and security of employees, visitors, and the facilities at Geecon GROUP, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps ensure security, decreases insurance liability, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances. All visitors must enter through the main reception area, receive a "Visitor Pass" at the front desk. Authorized visitors will be escorted to their destination and must be accompanied by an employee at all times. The visitor pass is issued by the security to official visitors and also to personal visitors (includes family members and friends). Every employee should ensure to restrict their personal visitors to the reception area and would not allow inside the office for any reason. It is necessary for every employee to keep in mind that office is meant to run company's business.

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ATTENDANCE AND REPORTING TO WORK

Each employee is important to the overall success of our operation. When you are not here, someone else must do your job. Consequently, you are expected to report to work on time at the scheduled start of the workday. Reporting to work on time means that you are ready to start work, not just arriving at work, at your scheduled starting time.

The company depends on its employees to be at work at the times and locations scheduled. Excessive absenteeism and/or tardiness will lead to disciplinary action, up to and including termination. The determination of excessive absenteeism will be made at the discretion of the company. Absence from work for three consecutive days without properly notifying your supervisor will be considered a voluntary resignation. After two days' absence, you may be required to provide documentation from your physician to support an injury- or illness-related absence, and to ensure that you may safely return to work.

If you expect to be absent from the job for an approved reason (e.g., paid time off or a leave of absence), you should notify your supervisor of your upcoming absence as far in advance as possible. If you unexpectedly need to be absent from or late to work, you must notify your supervisor prior to the start of your scheduled workday that you will be late or absent and provide the reason for that absence or tardiness. If your supervisor is not available, you should contact the company's main office prior to the start of your scheduled workday. Leave your number so that your supervisor can return your call. Failure to properly contact us will result in an unexcused absence for disciplinary purposes. Your attendance record is a part of your overall performance rating. Your attendance may be included during your review and may be considered for other disciplinary action up to and including termination.

Where possible, medical and dental appointments should be scheduled around your assigned work hours; otherwise, they may be considered absences without pay. If you are unable to schedule an appointment before or after your shift, you are required to talk to your supervisor to make special arrangements.

WORKDAY HOURS AND SCHEDULING

The regularly scheduled workday for our business office is: Monday through Saturday, 7:30-8:00 a.m. to 4:30-5:00 p.m. The usual expected workday at jobsites is 8:00 a.m. to 4:30 p.m. These start and end times are only guidelines, however, and employees are required to be present for work during the workday established for them by their supervisors or by the company president.

Particularly at jobsites, this regular schedule may vary depending on such factors as weather, materials supply, permit approval, etc. If you are unsure about expected starting times on any particular job assignment, ask your supervisor for clarification.

In case of unplanned conditions, such as bad weather, that may force a schedule change at the last minute, you should contact your supervisor or call the office directly.

The company does not generally schedule rest periods or breaks, other than meal

WORKING AND PERSONEL

breaks, during the workday. However, if the company does schedule such rest periods or breaks, they will be paid breaks and will usually be for 15 minutes. For lunch or meals, our policy is:

- Field employee meals will be 30 minutes.
- Office employee meals will be 1 hour.
- The meal period is unpaid.
- All employees are required to take a lunch break and no employee is authorized, without prior supervisory approval, to perform work during the lunch period.

RECORDING HOURS WORKED

All hourly employees are required to keep a time sheet. On your time sheet, you must correctly record the job number, job code, and time spent on each job number or code for each day worked. The company will provide you with a time sheet or a provision for recording timesheet, for reporting your hours. Only you are authorized to record your own time.

Completed time sheets are due in the office no later than 8:00 a.m. on the Monday following the end of a weekly period.

PAY PERIOD AND PAYDAY

The company issues paychecks on first Friday, on a monthly basis. Pay periods start on 1st of the respective month and end on last day of the month. Therefore, on 1st Friday of following month, you will receive a paycheck for all hours worked in the pay period. If an employee uses direct deposit, the employee's pay may not be available for withdrawal from his or her bank account until the following Monday.

WORKWEEK & OVERTIME

The company's workweek begins on Monday at 12:01 a.m. and ends on Sunday at 12:00 midnight.

Occasionally it may be necessary for an employee to work beyond his or her normal workday hours. Overtime pay is paid only when work is scheduled, approved, and made known to you in advance by your supervisor. Under no circumstances shall an employee work overtime without the prior approval of his or her supervisor.

Hourly employees will receive overtime pay at a rate of one-and-one-half times their regular hourly rate for all hours worked in excess of 40 in a workweek.

To the extent possible, overtime will be distributed equally among all employees in the same classification and position, provided that the employees concerned are equally capable of performing the available work. Decisions regarding overtime work will be made by the Production Coordinator or his/her representative. Any employee asked to work overtime will be expected to rearrange his/her personal schedule to work the requested overtime.

HOLIDAYS

Holidays commemorating events of national, social and religious significance are offered to employees. Apart from scheduled weekend/ earned & casual leaves there are 10days declared as paid holidays every year.

Holidays list will be put up every year in January and accordingly applicable

Full-time employees will be paid for these holidays as long as the employee was present for work on the workdays immediately before and after that holiday, or had an acceptable excuse for being absent on any such days. If a paid holiday falls within an employee's vacation period, the holiday will not be counted as a vacation day.

Part-time employees are not eligible for holiday pay.

EMPLOYMENT CLASSIFICATIONS

Upon being hired by the Company, all new employees must serve a minimum of ninety (90) calendar day introductory period or the one specified in your contract. It is especially important that you make your supervisor aware of any questions or problems you may encounter during this period. Your performance will be carefully monitored during this period. At the end of the introductory period, your performance will be reviewed, and if it has been satisfactory, you will become a Regular Full-Time or Regular Part-Time Employee. Satisfactory completion of the introductory period does not entitle you to employment for any specific term, but does entitle you to participation in many of the Company's employee benefits programs.

For the sole purpose of determining the allowance of certain employee benefits, employees are classified as:

1. Regular Full-Time Employees - An employee who has satisfactorily completed the introductory period and is scheduled to work an average of forty (40) hours per week on a regular and continuous basis.
2. Regular Part-Time Employees - An employee who has satisfactorily completed the introductory period and is usually scheduled to work less than an average of forty (40) hours per week but not less than ten (10) hours per week on a regular and continuous basis.

3. Temporary Employees - An employee whose services are anticipated to be of limited duration falls into this classification. Temporary employees are not eligible for participation in those employee benefits programs made available for the Company Regular Full-Time and Regular Part-Time Employees, although separate benefit plans may be available for certain temporary employees assigned to work at the Company. Any such employees will be separately notified of any such programs. Service as a temporary does not count as service as a Regular Employee for benefit eligibility purposes.

For payroll purposes, employees will be classified as one of the following:

1. Exempt Employees - Certain employees such as executive, administrative, professional and outside sales employees are paid on a salary basis for all hours worked each week. Certain computer professionals may also be exempt, regardless of whether they are paid on a salary or hourly basis. These employees are expected to work whatever hours are required to accomplish their duties, even if it exceeds their normal workweek. No overtime premium pay will be paid to exempt employees in most circumstances.
2. Non-Exempt Employees - All employees who are not identified as exempt employees are considered non-exempt employees. Non-exempt employees are eligible for payment of overtime premium pay.

MAINTAINING YOUR PERSONNEL RECORDS


It is your responsibility to provide current information regarding your address, telephone number, insurance beneficiaries, change in dependents, marital status, etc. Please use the personnel records form to note any changes in your address, phone number, emergency contact information, marital status, number of dependents, etc. Changes in exemptions for tax purposes will only be made upon the receipt of a completed form.

PERSONNEL FILES

Employee personnel files are the property of the company, and do not belong to the employee. However, upon request, the company will provide employees with copies of performance evaluations and other performance-related documents that the employee has previously received.

PERFORMANCE EVALUATIONS

Employees may have their job performance reviewed on an annual basis by either their supervisor or by the president of the company.



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STANDARD AND EXPECTATIONS



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SAFETY

The company believes in maintaining safe and healthy working conditions for our employees. However, to achieve our goal of providing a safe workplace, each employee must be safety conscious. We have established the following policies and procedures that allow us to provide safe and healthy working conditions. We expect each employee to follow these policies and procedures, to act safely, and to report unsafe conditions to his or her supervisor in a timely manner.

Reporting Unsafe Conditions or Practices

Employees are expected to continually be on the lookout for unsafe working conditions or practices. If you observe an unsafe condition, you should warn others, if possible, and report that condition to your supervisor immediately. If you have a question regarding the safety of your workplace and practices, ask your supervisor for clarification.

If you observe a coworker using an unsafe practice, you are expected to mention this to the coworker and to your supervisor. Likewise, if a coworker brings to your attention an unsafe practice you may be using, please thank the coworker and make any necessary adjustments to what you are doing. Safety at work is a team effort.

Maintaining a Safe Worksite

We expect employees to establish and maintain a safe worksite. This includes but is not limited to the following applications:

- Maintaining proper fall-protection systems.
- Building and maintaining walkways, handrails, and guardrails.
- Properly lifting and lowering heavy objects.
- Inspecting tools and equipment for defects before use.
- Keeping walkways clear of debris.
- Construction and use of safe scaffolding.
- Inspecting, cleaning, and properly storing tools and equipment after use.
- Following established safety rules.

Using Safety Equipment

Where needed, the company provides its employees with appropriate safety equipment and devices. You are required to use the equipment provided in the manner designated as proper and safe by the manufacturer. Failure to properly use safety equipment may lead to disciplinary action, up to and including termination.

If you require safety equipment that has not been provided, contact your supervisor before performing the job duty for which you need the safety equipment.

Reporting an Injury

Employees are required to report any injury, accident, or safety hazard immediately to

STANDARD AND EXPECTATIONS

their supervisor(s). Minor cuts or abrasions must be treated on the spot. More serious injuries or accidents will be treated accordingly. Serious injuries must be reported on the injury or accident report form available in the office.

Hazard Communications

If you believe that you are dealing with a hazardous material and lack the appropriate information and/or safety equipment, contact your supervisor immediately.

CARE OF EQUIPMENT AND SUPPLIES

All employees are expected to take care of all equipment and supplies provided to them. You are responsible for maintaining this material in proper working condition and for promptly reporting any unsafe or improper functioning of this material to your supervisor.

Neglect, theft, and/or destruction of the company's materials are grounds for disciplinary action, up to and including termination.

SMOKING AT THE WORKPLACE

The company's policy is to provide smoke-free environments for our employees, customers, and the general public. Smoking of any kind is prohibited inside our office and on our worksites. Employees may smoke on scheduled breaks or during meal times, as long as they do so outside the worksite or office. Employees who take excessive smoke breaks may be required to work longer hours to make up for time lost smoking.

Employees are also responsible to inform all those working on our job sites of this smoke-free policy, and report to their supervisor any violation of this policy.

VIOLENCE AND WEAPONS

The company believes in maintaining a safe and healthy workplace, in part by promoting open, friendly, and supportive working relationships among all employees. Violence or threats of violence have no place in our business. Violence is not an effective solution to any problem. Employees are strictly prohibited from bringing any weapons, including knives, pistols, rifles, stun guns, Mace, etc., to the worksite or office. Neither threats of violence nor fighting will be tolerated. Furthermore, if you have a problem that is creating stress or otherwise making you agitated, you are encouraged to discuss it with your supervisor.

You are expected to immediately report to your supervisor any violation of this policy. Any employee found threatening another employee, fighting, and/or carrying weapons to the worksite will be subject to disciplinary action, up to and including termination.

DRUG-FREE WORKPLACE

The company does not tolerate the presence of illegal drugs or the illegal use of legal drugs in our workplace. The use, possession, distribution, or sale of controlled substances such as drugs or alcohol, or being under the influence of such controlled substances is strictly prohibited while on duty, while on the company's premises or worksites, or while operating the company's equipment or vehicles. The use of illegal drugs as well as the illegal use of legal drugs is a threat to us all because it promotes problems with safety, customer service, productivity, and our ability to survive and prosper as a business. If you need to take a prescription drug that affects your ability to perform your job duties, you are required to discuss possible accommodations with your supervisor. Violation of this policy will result in disciplinary action, up to and including termination.

Prior to employment, each potential employee must undergo a drug test. The company may also require employees to take random drug tests during their employment with the company. A positive result on any such drug test is grounds for immediate termination.

Your receipt of this policy statement and signature on the handbook acknowledgment form signify your agreement to comply with this policy.

Any employee who is convicted of violating criminal drug statutes must notify an appropriate officer or senior official of the company of that conviction within five days of the conviction. Failure to do so may lead to disciplinary action.

RESPONDING TO CUSTOMER INQUIRIES AND PROBLEMS

At the company, client satisfaction is the measure of our success. It is the responsibility of each employee, within reason, to interact with the client to achieve this goal.

APPEARANCE AND DRESS

To present a business-like, professional image to our customers and the public, all employees are required to wear appropriate clothing on the job. By necessity, the dress standards for the business office are somewhat different than for jobsites.

- Geecon Group has adopted a "business formals" dress code. "Smart casuals" will be allowed on Saturdays and in case an employee is required to work on a weekly / public holiday. Employees should be neatly groomed and clothes should be clean and in good repair. Leisure clothes such as cut-offs or halter tops are not acceptable attire for the business office.
- For jobsites, employees are expected to wear work clothes appropriate for work to be done. Employees should be sensitive to the location and context of their work and should be ready to adjust their dress if the circumstances so

STANDARD AND EXPECTATIONS

warrant. Employees at a jobsite should wear clothing that protects their safety (steel-toed shoes, for example) and wear clothing in such a way as to be safe (e.g., shirts tucked in when working around machinery). The company will provide employees with shirts bearing the Company's logo, which employees are expected to wear on the jobsite.

Managers and supervisors are responsible for monitoring and enforcing this policy. The policy will be administered according to the following action steps:

1. If questionable attire is worn in the office, the respective manager will hold a personal, private discussion with the employee to advise and counsel the employee regarding the inappropriateness of the attire.
2. If an obvious policy violation occurs, the manager will hold a private discussion with the employee and ask the employee to go home and change his/her attire immediately.
3. Repeated policy violations will result in disciplinary action, up to and including termination.

CONFLICTS OF INTEREST

Due to the demands and the competitive nature of the business, we have a special concern with regard to potential conflict of interest that arises out of additional employment. You should avoid external business, financial, or employment interests that conflict with the company's business interests or with your ability to perform your job duties. This applies to your possible relationships with any other employer, consultant, contractor, customer, or supplier. The company expects you to devote your full working time and best efforts to our situation. Violations of this rule may lead to disciplinary action, up to and including termination.

You should also avoid any situation where your personal interests conflict or appear to conflict with the interest of the company

CODE OF ETHICAL CONDUCT

In order to avoid any appearance of a conflict of interest, employees are expected to abide by the following code of ethical conduct. Please consult your supervisor or an official of the company if you have any questions.

Employees of the company should not solicit anything of value from any person or organization with whom the company has a current or potential business relationship.

Employees of the company should not accept any item of value from any party in exchange for or in connection with a business transaction between the company and that other party.

Employees may accept items of incidental value (generally, no more than \$25) from customers, suppliers, or others as long as the gift is not given in response to solicitation on your part and as long as it implies no exchange for business purposes. Items may include

STANDARD AND EXPECTATIONS

gifts, gratuities, food, drink and entertainment.

If you are faced with and are unsure how to handle a situation that you believe has the potential to violate this code of ethical conduct, notify your supervisor or the company president.

Violations of this code may lead to disciplinary action, up to and including termination.

SOLICITATION AND DISTRIBUTION

For the safety, convenience, and protection of all employees, the company has adopted the following rules concerning solicitation and the distribution of materials:

- The company prohibits solicitation and distribution of non-company materials on Company property or at Company jobsites at all times.

PERSONAL CALLS, VISITS, AND BUSINESS

The company expects the full attention of its employees while they are working. Although employees may occasionally have to take care of personal matters during the workday, employees should try to conduct such personal business either before or after the workday or during breaks or meal periods. Regardless of when any personal call is made, it should be kept short.

Employees should also limit incoming personal calls, visits, or personal transactions. The company's phones should be available to serve the Company's customers, and non-business use of the phones can hurt the company's business. A pattern of excessive personal phone calls, personal visits, and/or private business dealings is not acceptable and may lead to disciplinary action.

BUSINESS EXPENSES

Employees may occasionally incur expenses on behalf of the Company. The company will reimburse employees for typical business expenses, such as mileage (for example, when the Company asks an employee to travel to a different jobsite during the workday) and certain job-related supplies or materials. The company will pay mileage reimbursements at the end of each month, upon receipt of the employee's mileage record. In order to be reimbursed for job-related supplies or materials, employees must deliver a receipt for the supplies or materials to the company's business office within 7 days of the purchase. Employees may also turn in such receipts by attaching them to the employee's weekly time sheet for the week in which the employee made the purchase.

STANDARD AND EXPECTATIONS

INSPECTION OF PERSONAL AND COMPANY PROPERTY

The company's employees use the property and equipment the company owns and provides, and may also use the company's materials, information, and other supplies. While employees may decorate their office workspaces with their personal possessions (such as pictures, plants, and the like), employees must remember that property supplied by the company remains the property of the company. The company reserves the right to search any Company property (e.g., personal computers, desks, lockers, or other storage areas) at any time. The company also reserves the right to inspect personal property (e.g., tool boxes, purses, briefcases) during the workday or as employees leave their worksites. Refusal to allow inspection may lead to disciplinary action, up to and including termination.

NETWORK AND ELECTRONIC RESOURCES POLICY

Network and Electronic Resources, such as computers, other hardware, software, e-mail, landline and cellular telephones, fax machines and internet access, are tools that the Company provides its employees to assist them in their work. These Network and Electronic Resources and related access systems are proprietary Company property and subject to review or access by the Company at any time.

All employees who use the Company's Network and Electronic Resources must follow the guidelines below:

1. Use Network and Electronic Resources for Company business purposes only.
2. Messages and communications sent via the Company's Network and Electronic Resources are subject to subpoena and access by persons outside the Company and may be used in legal proceedings. Please consider this before sending any confidential messages or material via the Network and Electronic Resources.
3. E-Mail is not a substitute for face-to-face communication. If you have a conflict with someone or need to discuss an important issue, it should be handled in person or over the telephone if a meeting is not possible.
4. Remember that all of the Company's policies, including but not limited to policies on Equal Employment Opportunity, Harassment, Confidentiality, Personal Conduct and Rules of Conduct, apply to the use of the Company's Network and Electronic Resources. Employees must not review or forward sexually explicit, profane or otherwise unprofessional or unlawful material through the Company's Network and Electronic Resources.
5. Passwords protecting the use of the Company's Network and Electronic Resources are the Company's property and will be assigned to employees as needed. Employees may not change passwords without the consent of the company president. Employees must notify the company president of all passwords and encryption keys assigned to or used by them, and must notify the company president of any changes to such passwords or encryption keys.

STANDARD AND EXPECTATIONS

6. Do not install any software or program on any Company computer or other hardware without the express consent of your supervisor or the company president.
7. The company expressly prohibits the unauthorized use, installation, copying or distribution of copyrighted, trademarked or patented material.
8. Employees must not attempt to override or evade any program or measure installed by the Company to protect the security or limit the use of its Network and Electronic Resources.

The Company retains the right to review all communications conducted and data saved, reviewed or accessed via the Company's Network and Electronic Resources, including Company computers, e-mail and internet access. The company does not permit its non-management employees to access or use any Company password, e-mail or internet access other than their own. Inappropriate use of Network and Electronic Resources may result in discipline, up to and including discharge. Employees should be careful to safeguard their passwords, log off their terminals when not in use and not permit others to access Company systems.

CONFIDENTIAL & PROPRIETARY INFORMATION

To ensure the security of confidential information, you are requested to ensure that your desk is cleared of all business related material after office hours. You should not at any time, during your employment or after the termination of your services with the company, disclose to any party any information relating to the practices, business dealings or affairs of the company, including the terms of your employment.

No staff member should make use of any official information, position or name of the company to directly or indirectly further his/her private interests.

USE OF COMPANY'S LOGOS, TRADEMARKS & STATIONERY

We seek your cooperation in protecting the company's interest by ensuring that Geecon Technology logos are used only with the formal consent of the company. The company's letterheads, business cards and other stationery are to be used only by Geecon Group staff and only for officially sanctioned business correspondence.

CONFIDENTIAL AND PROPRIETARY INFORMATION

The Company considers its confidential and proprietary information, including the confidential and proprietary information of our customers, to be one of its most valuable assets. As a result, employees must carefully protect and must not disclose to any third party all confidential and proprietary information belonging to the Company or its customers. Such protected information includes, but is not limited to, the following: matters of a technical nature, such as computer software, product sources, product research and designs; and

matters of a business nature, such as customer lists, customer contact information, associate information, on-site program and support materials, candidate and recruit lists and information, personnel information, placement information, pricing lists, training programs, contracts, sales reports, sales, financial and marketing data, systems, forms, methods, procedures, and analyses, and any other proprietary information, whether communicated orally or in documentary, computerized or other tangible form, concerning the Company's or its customers' operations and business.

Employees should ensure that any materials containing confidential or proprietary information are filed and/or locked up before leaving their work areas each day. During the workday, employees should not leave any sensitive information lying about or unguarded.

If you have any questions about this policy, consult your supervisor or the company president.

RULES OF CONDUCT AND PROGRESSIVE DISCIPLINARY PROCEDURE

There are reasonable rules of conduct which must be followed in any organization to help a group of people work together effectively. The company expects each employee to present himself or herself in a professional appearance and manner. If an employee is not considerate of others and does not observe reasonable work rules, disciplinary action will be taken.

Depending on the severity or frequency of the disciplinary problems, a verbal or written reprimand, suspension without pay, disciplinary probation, or discharge may be necessary. It is within the company's sole discretion to select the appropriate disciplinary action to be taken. Notwithstanding the availability of the various disciplinary options, the company reserves the right to discharge an employee at its discretion, with or without notice.

The following is not a complete list of offenses for which an employee may be subject to discipline, but it is illustrative of those offenses that may result in immediate discipline, up to and including dismissal, for a single offense:

1. Excessive absenteeism or tardiness.
2. Dishonesty, including falsification of Company-related documents, or misrepresentation of any fact.
3. Fighting, disorderly conduct, horseplay, or any other behavior which is dangerous or disruptive.
4. Possession of, consumption of, or being under the influence of alcoholic beverages while on Company or customer premises or on Company business.
5. Illegal manufacture, distribution, dispensation, sale, possession, or use of illegal drugs or unprescribed controlled substances.
6. Reporting for work with illegal drugs or unprescribed controlled substances in your body.
7. Possession of weapons, firearms, ammunition, explosives, or fireworks on Company or customer premises.

STANDARD AND EXPECTATIONS

8. Failure to promptly report a workplace injury or accident involving any of the Company's employees, clients, equipment, or property.
9. Willful neglect of safety practices, rules, and policies.
10. Speeding or reckless driving on Company business.
11. Commission of a crime, or other conduct which may damage the reputation of Company.
12. Use of profane language while on Company business.
13. Stealing, misappropriating, or intentionally damaging property belonging to the Company or its customers or employees.
14. Unauthorized use of the Company's or its clients' name, logo, funds, equipment, vehicles, or property.
15. Insubordination, including failure to comply with any work assignments or instructions given by any Company supervisor with the authority to do so.
16. Violation of the Company's Equal Employment Opportunity Policy or its Harassment Policy.
17. Interference with the work performance of other employees.
18. Failure to cooperate with an internal investigation, including, but not limited to, investigations of violations of these work rules.
19. Failure to maintain the confidentiality of trade secrets or other confidential information belonging to the Company or its customers.
20. Failure to comply with the personnel policies and rules of the Company.

RE-EMPLOYMENT

Former employees who are rehired and return to work within three months of their termination will not be required to go through another orientation period, unless the company deems it necessary. Former employees who are rehired and return to work more than three months after their termination will be rehired only as new employees and must complete a new orientation period. They will be considered new employees for any and all benefits. As a general rule, the company will not rehire former employees who:

- Were dismissed by the company
- Resigned without giving two weeks' notice
- Were dismissed for inability to perform job duties
- Had a poor attendance record
- Had a below-average evaluation
- Violated work rules or safety rules

MOONLIGHTING

The company discourages our employees from taking additional outside employment. Employees who wish to take on outside employment must first obtain permission from the company president. Work requirements for the company, including overtime, must take precedence over any outside employment.

The company will not permit any employee to take an outside job with a company in the same or related business as the company, or which is in any way a competitor of the company.

If the company permits an employee to take outside employment, the employee must report to his or her supervisor when the outside job has started. If, as a result of this moonlighting, the employee is unable to work when requested by the company, including overtime, or is unable to maintain a high work performance level at the company, permission to work at the outside job may be rescinded, or the employee may be subject to dismissal.

Employees are not permitted to work for any client of the company outside of the regular working hours as described above, without the express approval of the company president or his designated representative.

The company will not pay medical benefits for injuries or sickness resulting from employment by any employer other than the company.

PERSONAL TELEPHONE CALLS

Telephones are intended for the use of serving our customers and in conducting the Company's business. Personal usage during business hours is discouraged except for extreme emergencies. All personal telephone calls should be kept brief to avoid congestion on the telephone line. Long time conversations of personal calls should be brief to ensure that there would not be any disruption to the other employees' work. It is advised to all the employees to ensure that the mobile ring tones should be to an extent where it is audible to self and not to the whole company. Since it is a disturbance to other employees and this becomes a practice by others to follow on. Therefore it is strictly instructed to the employees to minimize the volume of the ring tones and ensure it is not a disturbance to the other employees.

INTERNET USAGE

Company provided systems, computer files, the e-mail system, Internet access and the software furnished to employees are company property and are to be used for company business only, and not for personal use to communicate with friends or family or to access the Internet for personal purposes.

Employees may access the Internet for studying and update knowledge to either complete their certifications or to retrieve the information that is useful for the individual growth and also for the growth of the company. Any employee is restricted from attempting to elicit

STANDARD AND EXPECTATIONS

information which is not relevant and is not eligible for its access. If any employee is found to do the same then it is considered violation of the policy.

In order to enforce these policies, computer, Internet and e-mail usage may be monitored by Geecon Group, including retrieving and reading e-mail messages and other computer files, and monitoring of Internet traffic.

HUMAN RESOURCE POLICIES



Consulting
Sales
Staffing
Support

Simplifying Business Change | Delivering Value | Integrating IT

BUDDY REFERRAL POLICY

The Company encourages you to refer candidates for all positions. Periodically, HR will announce positions vacant in the organization to team by way of mail.

The associate needs to inform HR about candidates that match the position before he/she appears for the interview. However, in the event there is any misconduct on behalf of the employee, the person who referred the candidate can also be sent a notice.

PERSONNEL RECORDS & PRIVACY

Every employee is bound to submit their documents either on the day of joining or within a week of joining failing which their salary for the month would not be processed. Personnel files are the property of GEECON GROUP and access to the information is restricted.

Employees who wish to review their own file should contact their manager or Human Resources Representative with reasonable advance notice, the employee may review his/her personnel file in Company's office and in the presence of their manager or Human Resources Representative.

Employee records maintained by the company will contain only information that is relevant and necessary to meet various legal requirements and to ensure efficient human resource administration. Please Inform the Human Resources Department of changes in personal data and the person to be notified in case of emergency. Up to date records have to be maintained for emergencies and benefit plans in the Geecon Group site.

It is the responsibility of each employee to promptly notify their manager or GEECON GROUP'S Human Resource Department of any changes in personnel data such as:

- Mailing address
- Telephone numbers
- Name and number of dependents and
- Individuals to be contacted in the event of an emergency.

An employee's personnel data should be accurate and current at all times.

EMPLOYEE ORIENTATION

Orientation is a formal process that is designed to welcome the new employee to be informed about the policies and procedures of the company. Employees are presented with all the required sources and procedures needed to navigate within the workplace.

New employee orientation is conducted by Human Resources Department and includes an overview of the company history an explanation of the company core values, vision, objectives, Quality management system and policies & procedures. In addition, the new employee will be given an overview of benefits, tax, and legal issues, and complete any necessary paperwork on the day of joining the organization.

ATTENDANCE AND PUNCTUALITY

Please mark the attendance every day, failing which you will be marked absent and the same shall be deducted from the salary as Late Coming Loss of Pay (LCLOP).

Habitual late coming is serious breach of discipline. Coming late to office for THREE times will be equal to one day's leave or Loss of Pay, which ever applicable.

Late Coming Computation:-

- Fifteen minutes grace time would be allowed after 08:00 am
- Anytime after 08:15 till 10:00 would be considered as Late coming
- Arrival after 10:00 till 12:00 would be treated as half day.
- Any time after the above mentioned timings would be considered as a full day leave.

If on a direct client call (OD), the same has to be informed to the branch coordinator/Sales Coordinator and HR so that HR makes a note of it and does not treat it as late coming. But a prior intimation of OD has to be given to the reporting head.

If delayed due to unforeseen circumstances, please ensure that information is given to Reporting Manager/ Regional Manager at least one-hour advance before duty commences.

In case of support staff, reporting directly to the client should inform the respective reporting Authority at least 3 hrs before commencement of duty, so that necessary arrangements are made to avoid any inconvenience to the client.

EXCESSIVE ABSENTEEISM

Excessive Absenteeism is defined as regularly taking leaves counting up to a minimum of 4days per month or 2days randomly in a week. Employees determined to be excessively absent will be subject to disciplinary action which is up to the discretion of the Management and HR.

ABSCONDING

Unauthorized leave of absence of more than 5 days will be considered as absconding. Absconding is not encouraged and will be dealt with as per Management Decision.

PROBATIONARY PERIOD

As a new associate, the personnel will go through a probationary period. The length of the probationary period will be specified in your letter of offer for employment and your Appointment letter, but it is generally 3 or 6 months. During this time you will have the first opportunity to evaluate the company as a place to work, and we will have our first opportunity to evaluate you as an associate.

When performance warrants it and at the discretion of Management, your probation period may be extended.

Upon Satisfactory completion of the probation period, you will become a full time regular employee of the company. All associates regardless of classification, status or length of service are expected to meet and maintain company standards for job performance and behavior.

COMPENSATION AND BENEFITS



Consulting
Sales
Staffing
Support

MOBILE PHONES

The company will supply employees with mobile telephones as needed. The company's mobile phones are to be used for the company's business purposes only.

PAID TIME OFF

The company provides its full-time employees with paid time off ("PTO") each year as a way to express our appreciation and a way to renew and refresh our employees. Because our business is often very seasonal, the company reserves the right to grant PTO at times that are most suitable for our business conditions and to limit PTO during our busy season.

Full-time employees become eligible for 5 days (40 hours) of PTO per calendar year after 12 months of continuous employment with the company. After 36 months of continuous employment, employees become eligible for 10 days (80 hours) of PTO per calendar year.

Employees must use all PTO in the calendar year in which it is granted. It should be scheduled and approved by the company at least two weeks in advance. Any unused PTO will be forfeited at the end of each calendar year.

Upon termination of employment for any reason, employees forfeit any accumulated but unused PTO.

Part-time employees are not eligible for PTO.

PAY DAY

Our salary cycle is from 1st of the current month to 30th of the same month. Salary for the preceding month shall be paid out on or before 10th of every month.

SALARY ADVANCES AND LOANS

An employee may be eligible for Salary advance or loan only for the purpose of Fees or any expenses related to education purpose for self or children only, or as decided by the finance head. Over and above the medical facilities provided by the company, if an associate requires additional aid he/she may avail the loan facility. This would be applicable for self and dependent family members. In the event where an associate is transferred to a different location, where he/she has to pay house rent deposit, a maximum of 2 months gross pay will be sanctioned for any of the above criterion which is deductible in 12 equal installments. Only employees on confirmed rolls will be eligible for the same.

TAX COMPLIANCE

You shall be expected to comply with tax, exchange control and other legal requirements applicable, at all times. The company reserves the right to deduct income tax at source/other statutory contributions as required by law on a monthly basis, from your salary.

PROVIDENT FUND

The employee provident Fund provides social security benefit to you. The company will contribute an amount equivalent to your own contribution to the fund.

TRAVEL POLICY

This policy is applicable to all full time employees and consultants/contract employees/trainers of Geecon Group. The applicability to consultants/contract employees/trainers will be based on the category or level as proposed by the respective Manager in consultation with the HR. You are required to understand applicability of the Local conveyance policy and Domestic travel policy as mentioned below:

Local Conveyance Policy: This policy can be implemented only if the travel is within the city with a radius of 100Kms and if the tour period is less than 12 hrs.

Domestic Travel Policy: This policy can be implemented only if the travel is outside the city or is in the outskirts and if the tour period is more than 12 hrs.

LOCAL CONVEYANCE POLICY

If you have to travel for official purpose within the same city, you are entitled to local conveyance reimbursements. No reimbursement for routine travel from residence to place of work would be allowed. For those employees deputed to a client site for a project, the client site constitutes the place of work. In such cases visit from a client site to the office will be eligible for a reimbursement as local travel.

The reimbursements shall be done based on the following guidelines:

- Travel expenses may be reimbursed only where the purpose of travel performed is only for the conduct of Geecon Group official business.

COMPENSATION AND BENEFITS

- It is the responsibility of each employee who seeks reimbursement for travel to ascertain that such claim is in accordance with the rules as set forth by the organization.
- Failure to comply with these rules and regulations will result in delay of payment and may lead to total rejection of the claim.
- When two or more employees travel in a single private conveyance, only one shall receive the reimbursement under the following circumstances:

The vehicle on which the employee is traveling should either be their own or if borrowed from their colleagues' would receive the reimbursement

If the employees are not using any of their own or colleagues' vehicles and traveling by private mode of transport like Auto rickshaw or bus or any local train or sharing services, then one of them would receive the reimbursement(the senior employee of the two)

- Claims for the week must be submitted by the end of the week to the reporting manager.
- Reporting Manager's are to plan the travel of all employees under their authority to achieve maximum economy and efficiency.
- Reporting Manager has the right to limit the amount of reimbursements given for specific trips; however, the reporting manager cannot limit the reimbursement beyond the eligibility but would understand the level of expenses and accordingly judge to provide the same.
- The claim would be reimbursed only after receiving authorization from the reporting manager.
- Wherever available, petrol coupons would be given. In case of unavailability, reimbursement would be done against cash. The reimbursement would be done as decided by your reporting manager. The same will be conveyed on the day of joining.

DOMESTIC TRAVEL POLICY

Domestic and International Travel eligibility shall be as per company guidelines. Such guidelines may be reviewed from time to time.

Travel advances may be granted to full-time, part time, temporary employees for out-of-pocket expenses expected to be incurred on a trip with an approval from the respective HOD.

Following process needs to be followed for any Domestic Travel.

- Prepare a "TRAVEL REQUEST FORM" (TRF) in duplicate at least 3 working days prior to the travel is undertaken, duly approved by Head of the Department and submit it to the Front Desk Executive. Request for Hotel booking has to be mentioned in the Travel Requisition.

COMPENSATION AND BENEFITS

- Front Desk Executive needs to validate the request and process the same based on the Travel Policy & Entitlement of the Employee and take an approval form the HOD – Finance & Accounts or any person authorized by him.
- One copy of “TRAVEL REQUEST FORM” (TRF) will be kept with Front Desk for necessary arrangements like Train / Air Ticket, Hotel booking etc and future reference.
- One copy of “TRAVEL REQUEST FORM” (TRF) must be given to Accounts Department for necessary travel advance.
- On completion of the tour, the “TRAVEL EXPENSE STATEMENT” (TES) has to be filled in for settling dues. Submit a Travel Expense Statement to the Travel Department on the forthcoming Saturday from the date of completion of travel duly approved by the Departmental Head with all supporting bills/vouchers.
- Front Desk Needs to Validate the Statement & Bills and process the same as per Travel Policy & Entitlement of the Employee and should take an approval from the HOD – Accounts & Finance or any person authorized by him and submit it to accounts for final processing.

Approval of Travel Requisition:

- It needs to be approved by the authorized signatory.
- Any confusion arises regarding Employee Level & Entitlement will validate by the Admin Head.
- All bills should be on approval by the Finance & Accounts.

Any tour at a particular location which extends beyond a period of 15 days may be treated as “Deputation” by the management and the concerned employee may get an entitlement for deputation allowance at the rate of one month basic salary per month (or on pro rata basis) which will cover the boarding and the lodging. This will be for a period only two months continuous stay.

Lodging and Fooding entitlement has been categorized as per the Location / Type of City you are traveling.

REIMBURSABLE EXPENSES	NON-REIMBURSABLE EXPENSES
<p>Reimbursable expenses include but are not limited to the following:</p> <ul style="list-style-type: none"> • Baggage handling and storage expenses • Parking and tolls • Business office expenses (copy services, postage, etc.) • Business-related phone calls and faxes • Conference fees • Costs of obtaining required visas and passports • Currency conversion fees • Overseas Travel Insurance 	<p>Non-reimbursable expenses include but are not limited to the following:</p> <ul style="list-style-type: none"> • Clothing or toiletry items • Commuting between home and office • Magazines, newspapers, personal reading materials • Personal entertainment (including Cost of Alcohol, Liquor, Cigarette etc.) • Charge incurred for failure to cancel hotel / train / air reservation

RECEIPTS

Appropriate vouchers/receipts/documentation includes:

- Business purpose: Written explanation of business purpose or conference/itinerary or schedule of events
- Transportation: (Original receipt required): Air, Rail, Rental Car, Other Ground Transportation
- Lodging: Hotel-Original bill/receipt (detailing all expenses)
- Meals: Credit card or cash register receipt
- Conference Fees: Receipt from conference or copy of registration form

MOBILE REIMBURSEMENT

Geecon Group recognizes that certain job functions require that an associate be accessible when away from the office or during times outside scheduled working hours. For this reason, the Organization will provide SIM cards to selected employees. The purpose of this policy is to ensure that associates of Geecon Group must be able to remain in touch with those necessary to conduct business.

Recognizing the job requirements, nature of responsibilities and in furtherance of company business, usage of mobile may be necessary. In such cases the company will provide a said amount as reimbursement. Any excess usage, over and above the said limit will have deduction in the salary.

LEAVES OF ABSENCE

Personal Leave

The company may, at its discretion, grant an employee a leave of absence without pay when sufficient personal reasons necessitate such a leave. However, employees are not eligible for a personal leave of absence until they have been continuously employed as full-time employees of the company for 12 months.

The company may require an employee to provide documentation, such as a doctor's certification of illness or disability, supporting the employee's need for a leave of absence, and the company may periodically require the employee to provide such supporting documentation on basis during the leave of absence. Prior to or upon an employee's return to work from a leave of absence, the company may also require the employee to provide documentation establishing the employee's ability to return to work.

The Company reserves the right to determine the duration of the leave of absence, but no leave of absence shall exceed 12 weeks. If an employee fails to return to work immediately after his or her leave of absence expires, the employee will be considered to have voluntarily resigned his or her position with the company.

Employees may continue their health insurance benefits while on a leave of absence by

paying the full cost of the employee portion of their premium to remain covered each month during the leave. Employees who wish to continue their insurance coverage should so advise the office manager before beginning their leave.

Leaves of absence will be without pay except that employees may be required to use any accrued paid time off during a leave. While on a leave of absence, employees will not accrue additional paid time off. Employees may be eligible for benefits during a leave under the Company's short-term and long-term disability plans.

Because operations sometimes require that vacant positions be filled, a leave of absence does not guarantee that the job will be available when the employee returns from a leave. The Company will, however, make an effort to place you in your previous position or a comparable job which you are qualified to perform. If no such position is available, you may be eligible for rehire as a new employee if you apply for an available position for which you are qualified and if your prior work history warrants your rehire.

Bereavement Leave

The company will provide up to three days of paid bereavement leave for an employee upon the death of an immediate family member. For purposes of this policy, "immediate family" is defined as the employee's or the employee's spouse's parents, siblings, children, grandparents, grandchildren, the employee's spouse, or any other relative who resides in the employee's household.

Employees should direct all requests for Bereavement Leave to their supervisors or to the company president.

While on Bereavement Leave, an employee will be paid at straight time for the hours the employee was scheduled to work on the days missed.

Annual / earned leave

Our annual vacation plan is designed to provide you with the opportunity to rest and get away from the everyday routine. You are entitled to annual leave of up to 15 working days in a calendar year. The EL will be accrued only after the completion of each year. You shall be entitled to earned leave only on confirmation of services. Unavailed earned leaves if any for the year can be carried over to the next year. However you can carry over a maximum of 15 ELs only. An employee, once entitled for Earned leave, is advised to avail at least minimum of 5 days leave per annum. In order to satisfy your preference and to meet the staffing needs of your department, you are advised to discuss your vacation plans at least two weeks in advance with your reporting manager.

Leave encashment

Earned leave can be accumulated from year to year, up to a maximum of 60 working days at any given time. Any leaves over and above 15 can be claimed for encashment. Earned leave payment would be calculated as per the current Basic salary.

Casual / sick leave

You are entitled to casual/Sick leave of up to 12 working days in a calendar year. This leave is for an employee to attend to his/her personal tasks, etc. The leave has to be applied and approved at least 2 days in advance.

Not more than 2 consecutive days of leave will be approved in the case of CL. This leave has to be consumed in the same year, else is lapsed on 31st December every year.

Maternity leave

Female employees who have been working with the company for not less than 90 days will be eligible for 90 days of paid maternity leave, up to two confinements. To facilitate arrangements for cover of duties, application for maternity leave will have to be made not less than two months prior to the date of commencement of leave.

Absence from work due to miscarriage or any other illness arising out of pregnancy will not be considered as maternity leave, but as normal medical leave. Employees covered under ESI, shall govern as per the ESI guidelines.

Paternity leave

Male Employees will be granted paternity leave for 5 working days. The leave should be availed within three weeks time of the birth of the child. This will be applicable up to a maximum of two confinements.

Special leave

As an employee friendly organization, an employee can avail one day leave over and above the other leaves above mentioned for one special occasion. This can be either his/her birthday or wedding anniversary only.

Comp offs

An employee who has worked on a holiday is eligible for a compensatory off for reimbursement as per the entitlement. However, this has to be approved by the Reporting Manager with appropriate justification for such extra work and efforts.


Holidays

Holidays commemorating events of national, social and religious significance are offered to employees. Apart from scheduled weekend/ earned & casual leaves there are 10days declared

as paid holidays every year. Holidays list will be put up every year in January and accordingly applicable.

Leave procedure

- Leave will be routed through your Reporting Manager.
- Mere submission of leave application would not entitle you for leave. Reporting Manager should approve the same. It is the responsibility of the employee to take the approval of the manager.
- In case you want to avail leave due to health reasons, you need to inform your Reporting Manager at least 3 hours in advance. Except in case of an emergency or illness, prior approval to be taken. A medical certificate should be submitted to HR if the leave taken is for more than three days along with the Leave application which is approved by the reporting Manager.
- In an emergency or due to ill health, please inform the concerned head. If on client site, the same has to be informed at least 3 hrs in advance so that necessary arrangements are made to fill your absence. On resuming duty, leave application should be filled and submitted along with the Medical certificate duly approved by the Reporting Manager.



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LEAVING US



Consulting
Sales
Staffing
Support

RETIREMENT

The normal retirement age is 58 years. As per the requirements of the company, retirement age of any employee can be extended and the same needs to be accepted by the employee

RESIGNATION

If you wish to leave the services of the company after the completion of the Minimum Commitment Period (MCP) given in the Service Agreement at the time of joining, you will have to submit a resignation letter giving 1 month's notice.

Your resignation letter will have to be handed over to your reporting manager and a copy of the same forwarded to the Human Resources Department. Only after the concurrence of the CEO/ COO/ Regional Head is obtained, will the separation process be initiated. Once an employee resigns, he/she will not be covered under any ongoing review.

Upon separation from the company, you are required to return all property, equipment, materials, records and documents that have been borrowed from the company. You should also obtain clearance of all outstanding dues (NDC) to/from the company.

ACCEPTANCE OF RESIGNATION

Reporting Manager or Regional Manager can grant acceptance of a resignation. This is to be done after the Reporting Manager has had a meeting with the employee who wishes to resign. No commitments will be made orally to an employee who has resigned.

A note must accompany the letter of resignation from the Reporting Manager elaborating the reasons for the resignation and the date of relieving. Resignations are accepted taking into consideration the replacement plans for the position and planned for an effective handover.

NOTICE PERIOD

All employees irrespective of rank are bound to give 1 month's working notice. This overrules anything to the contrary said in your Offer, and Appointment letter etc. Leave cannot be taken /granted when an associate is serving the notice period. The notice period for Trainee's/Interns is 48 hours.

The notice period starts from the day the written resignation is accepted by the immediate Reporting Manager/ Regional Manager. For this reason, the heads are requested to inform HR as soon as the first intimation is received.

WAIVING OF NOTICE PERIOD

In certain cases, the notice period agreement term can be waived. This decision can be taken by the Reporting Manager if and only if he obtains written endorsement from the Regional Manager / COO / CEO with a copy to HR.

This decision is at the discretion of management. Comparisons/precedence's may neither be quoted, nor will be entertained. In event employee has failed to complete the working notice period, the Company will view it very seriously and reserves the right to seek any legal measures.

CLEARANCE PROCEDURE

A resignation acceptance / acknowledgement letter shall be sent to the employee from the Reporting Manager along with the necessary No Dues Certificate (REC-NDC) for obtaining clearance from relevant Departments.

The latest form can be received from HR. Obtaining the necessary clearances from all departments is the employee's responsibility.

Employee should begin this procedure about 3 days in advance to his last date in the organization and send it to HR for generation of relieving documents.

If you are in possession of Company assets, (for example Cell phone/Laptop/Corporate Credit Card/ Data Cards) full & final settlement will be initiated only after you hand them back in perfect condition to the Company, along with the duly filled "No Dues Certificate".

EXIT INTERVIEW

An exit interview will be conducted by HR and/or the Reporting Manager/Regional Manager (depending on circumstances), before the employee leaves the company. The exit interview will provide us with information on the continuation or cessation of your benefits.

It will also provide the company with information, which may form the basis for improving the work environment. Except in cases of business necessity, the anonymity of the source of information obtained during an exit interview will remain strictly confidential.

FULL & FINAL SETTLEMENTS OF INDIVIDUAL ACCOUNTS

Full & Final settlements will be done only through cheque from Head Office. The full and final settlements will be done within 30 working days of the employee leaving the organization.

However, the Provident Fund process will take longer up to 4 months. In full and final settlements any dues payable by the employee to the employer by way of advances taken, notice period compensation amount, non-serving of Minimum Commitment period, any training fee incurred during the past 6 months of leaving etc will be deducted and if any amount payable / receivable to / from employee has to be settled and only then the F & F Cheque will be settled.

PF dues accrued will be transferred to future employer on submission of Form 13/13A to HR, from where it will be processed.

In case the employee is not taking up any employment, an application is to be submitted in the prescribed Form 19 for settlement/ withdrawal of PF Account.

The filing for withdrawal from the company's end would be done after 30 days of exit. After which the Provident Fund Office would take 45 days for processing of the application.

ACKNOWLEDGEMENT



Consulting
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Support

Simplifying Business Change | Delivering Value | Integrating IT

ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK

I have received the current company employee handbook and have read and understand the material covered. I have had the opportunity to ask questions about the policies in this handbook, and I understand that any future questions that I may have about the handbook or its contents will be answered by the Office Manager or his or her designated representative upon request. I agree to and will comply with the policies, procedures, and other guidelines set forth in the handbook. I understand that the company reserves the right to change, modify, or abolish any or all of the policies, benefits, rules, and regulations contained or described in the handbook as it deems appropriate at any time, with or without notice. I acknowledge that neither the handbook nor its contents are an express or implied contract regarding my employment.

I have also been informed and understand that no officer, agent, representative, or employee of the company has any authority to enter into any agreement with any applicant for employment or employee for an employment arrangement or relationship and nothing contained in the policies, procedures, handbooks, or any other documents of the company shall in any way create an express or implied contract of employment or an employment relationship other than appointment letter or contract of employment offered or revised by HR Department.

This handbook is the company property and must be returned upon separation.

Signature

Date

Employee Name: Printed