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## Introduction

This Employee handbook is intended to provide Employees of Fact Crescendo with a general understanding of Company personnel policies. The information in this handbook should be helpful in familiarizing employees with the company.

This handbook will serve as a guide to the terms and conditions of Employment, benefits and other related matters pertaining to the service of a Staff of Fact Crescendo. The company reserves the right to amend, delete or annex any terms and conditions of service as and when necessary.

The Board of Directors will approve all changes to the terms and conditions of service. These terms and conditions, where applicable, will be subjected to the provisions of any relevant Government Legislation and its amendments.

The content of this document is to be kept strictly confidential and is intended for use of reference for the company and the staff. Any doubt or query concerning the content of this handbook should be forwarded to the Human Resource Department at [hr@factcrescendo.com](mailto:hr@factcrescendo.com)

## Employee Classification

### Trainee / Probationary FTE (Full Time Employee):

All trainees/ Probationary FTE's are in an introductory period during their first 6 months of employment. During the introductory/probationary period, Company evaluates the Employees work performance, including attendance and other work- related factors.

Company is the sole judge in making all evaluations. And will continue to evaluate the work performance of each Employee who competes the introductory/probationary period.

Trainees / Probationary FTE's should use this introductory / probationary period to learn about the company in order to understand what we expect of our employees and understand the benefits of being an employee.

**Note:** Trainees / Probationary FTE's during their introductory period are not eligible to participate in the company's benefit plans such as paid leave entitlement.

### Employees:

An employee has a confirmed employment and is regularly scheduled to work for 48 hours or more hours per week excluding the weekly off which is a Sunday.

A regular Employee will be entitled for all the benefits provided by the organization.

## **Probation for New Employees:**

The specific probationary period shall be stated in the letter of appointment. For all employees joined the probationary period is 6 months.

During probation, the employees have the opportunity to evaluate the company as a place to work and his/her superior has the first opportunity to evaluate the Employee. Upon satisfactory completion of the probationary period, a review will be given. Probationary employees are expected to meet and maintain the company standard for job performance and behavior.

During the period of probation, the employee will not be entitled for any leaves except for the weekly off which is on Sunday. Any other leave/ leaves taken to cater emergency will be treated as unpaid leaves.

## **Code of Conduct:**

The work rules and code of conduct are very important, and the company regards them seriously. All Employees are urged to become familiar with these rules and code of conduct. In addition, Employees are expected to follow the rules and code of conduct faithfully in doing their own jobs and conducting the Company's business.

Any employee who deviates from these rules and conduct will be subject to corrective action, up to and including termination of employment. While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct

- Theft or inappropriate removal or possession of property.
- Biased fact checks.
- Involvement with political parties or advocacy organisations.
- Working under the influence of alcohol or medically illegal drugs.
- Possession, distribution, sale, transfer or use of alcohol or medically illegal drugs in the workplace.
- Fighting or threatening violence in the workplace.
- Boisterous or disruptive activity in the workplace.
- Negligence or improper conduct leading to damage of Company-owned or customer owned property.
- Insubordination or other disrespectful conduct.
- Violation of safety or health rules.
- Smoking in the workplace is not permitted, however the employees can smoke outside the STPI premises.
- Sexual or other unlawful or unwelcome harassment.
- Excessive absenteeism or any absence without notice.
- Unauthorized use of telephone, or other Company equipment.
- Using Company equipment for purposes other than business (i.e. playing games on computers or personal internet usage); unauthorized disclosure of business "secrets" or confidential

information; violation of personnel policies; Offering and accepting bribes, kickbacks and other illegal payments.

## **Confidentiality Policy**

### **Personnel Files:**

Employee personnel files include the following; job application form, Resume, copy of the acknowledgement letter of submission of original certificates, records of participation in training events, salary history, records of disciplinary action and documents related to employee performance reviews, coaching and mentoring.

Personnel files are the property of the company and access to the information is restricted. Only management personnel of the company who have a legitimate reason to review the file are allowed to do so. Employees who wish to review their own file should contact their superior or personnel Department.

With reasonable advance notice, the employee may review his/her personnel file in Company's office and in the presence of their Superior or Personnel Department Representative

### **Personnel Data Changes:**

An Employee's personnel data should be accurate and current at all times. It is the responsibility of each Employee to notify their Superior or Personnel Department promptly of any changes in Personnel data such as:

- Mailing address
- Residential address
- Telephone numbers
- Change in Marital Status
- Income tax number
- Name and number of dependents
- Individuals to be contacted in the event of an emergency

## **Company Work Rules**

### **Outside Employment:**

Employees are not allowed to hold outside jobs even in non- related supplier/customer community and society or professions regardless of whether the Employee has met the performance standards of their job description. Unless otherwise approved by the company, Employees engaged in alternative work (part time or full time) will be subject to the Company's disciplinary action or termination of employment.

### **Corrective Action:**

Employees are expected to adhere strictly to the work rules and code of conduct. When an employee deviates from these rules and standards, the employee's Departmental Manager shall take corrective action. Corrective action shall be progressive. That is the action taken in response to a rule infraction or violation of standards typically follows a pattern increasing in seriousness of the infraction, the circumstances surrounding the matter and the Employee's previous record.

### **Employment Termination:**

Termination of Employment is an inevitable part of personnel activity within any organization and many of the reasons for the termination are routine. Below are few examples of some of the most common circumstances under which employment is terminated.

Resignation – Voluntary employment termination initiated by an Employee.

Termination- Involuntary employment termination initiated by the company.

Layoff- Involuntary employment termination initiated by Company for non- disciplinary reasons.

### **Summary Dismissal- Misconduct:**

An Employee is liable to be summarily dismissed if at any time he or she is in the opinion of Management, Detrimental to the interest of the company or found guilty of misconduct or of willful and persistent disobedience or fail to perform diligently the duties assigned to him/her.

### **Personal Belongings:**

All Employees are responsible for their own personal belongings and properties left in the office. The company assumes no liabilities for any loss or damage to personnel belongings and property.

### **Company Property:**

The Company's office space, equipment, materials and other properties shall be used only for Fact Crescendo's business. Employee who use the Company's portable property such as mobile phones, laptops, video projector, Camera and videos camera are responsible for the safekeeping of all equipment. The Employee will be held responsible for any loss or damage to these portable properties. Cost of replacement or repair will be borne by the employee.

### **Supplies: Expenditures; obligating the Company:**

Only authorized persons may purchase supplies in the name of the company. No Employee whose regular duties do not include purchasing shall incur any expense on behalf of the company or bind the company by anyone promise or representation without written approval from Management.

### **Visitors in the Workplace:**

To provide for the safety and security of Employees, Visitors and the company facilities, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps ensure security, protects confidential information, safeguards employees' welfare and avoid potential distractions and disturbances.

All visitors must enter through the main entrance area, accompanied by the staff who is playing host to the visitors. Authorized visitors will be escorted to their destination and must be accompanied by an employee all times. The visitors must not wander around the office accompanied.

### **Attendance/ Punctuality:**

All employees are expected to be regular and punctual in attendance. This means being in the office, ready to work, at their starting time each day. Each employee is required to maintain the timesheets describing the work performed for every work based on the format provided to the company.

Absenteeism and tardiness places a burden on other Employees and on the Company. If an employee is unable to report for work any reason, he/ she shall notify his/her superior before 08:00 am of that day. It is not acceptable to leave a message on a superior's voice/sms on cell phone through another Employee except in extreme emergencies. Should undue tardiness become apparent, disciplinary action may be required.

### **Absence without Notice:**

When an employee is unable to work owing to illness or an accident, then either the Employee or his/her responsible family member/guardian shall notify his/her Superior within 12-24 Hrs. This will allow the Company to arrange for temporary coverage of the Employee's duties and to help other employee's to continue work in his/her absence.

If the employee/trainee does not report for work and the Company is not notified of his/her status, it will be assumed after three consecutive days of absence that the employee has breached the contract of employment and the code of conduct. If an employee becomes ill while at work or must leave the office for some other reason before the end of the workday, he/she shall inform his/her superior.

### **Dress Code:**

While the company does not wish to limit the Employees expressions of taste and individuality, the employees must be aware that what the employee wears to work is the reflection of the employee's own professionalism and that of the company. Employee is to be dressed appropriately for the type of business and the employee's position in particular.

### **Drugs and alcohol:**

Fact Crescendo prohibits working while under the influence of drugs and alcohol. Fact Crescendo is committed to maintaining a drug and alcohol free workplace. Employee must be free from the effects of alcohol or illegal drugs while working. If you are having a drink at company function or business dinner, use good judgement. Do not drive while under the influence of alcohol- If you have any doubt about your ability to drive, ask a colleague for a ride or take taxi. Similarly, if you have doubt about someone else's ability to drive, provide the person a ride home or call a taxi.

### **Tobacco Products:**

The use tobacco products is not permitted anywhere in the company's premises. Employees must follow all rules and smoke / eat tobacco or tobacco products outside the STPI premises and adhere to all policies associated with this policy.

### **Office Cleanliness:**

The company attaches considerable importance to the cleanliness of the office, as it is impossible to obtain neat and methodical work if the office itself is untidy. Employees are expected to be responsible enough to keep their surroundings in best possible housekeeping and see that at the end of the working day, their workstations are left clean and tidy.



## **Power/Water Saving:**

It is the responsibility of each Employee to save Power and Water. All machineries, lights and electrical installations will be switched off when not in use. Prior to leaving their work place, each individual should ensure that all switches are put off. Though adequate water will be provided to the employees, it is expected that employees do not waste the water and whatever any leakage of water is found the same will be reported to HR department immediately.

## **Equal Employment Opportunity:**

In order to provide equal employment and advancement opportunities to all employees, employment decisions at the company will be based on merit, qualifications and abilities.

The company does not discriminate in employment opportunities or practices because of race, color, religion, sex, National origin, age or disability. The company will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship.

This policy governs all aspects of employment including selection, job assignment, compensation, discipline, termination and access to benefits and training. Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of their superior or management.

Employees can raise concerns and make reports without fear or reprisal. Anyone found to be engaging in unlawful discrimination will be subject to disciplinary action including termination of employment.

## **Sexual Harassment and Other Unlawful Behavior:**

Actions, Words, Jokes or comments that are derogatory and based on any person's gender, race, ethnicity, sexual orientation, gender identity, age, religion or disability will not be tolerated at Fact Crescendo. If you feel you have been subjected to harassment at Fact Crescendo you must report the conduct to any Fact Crescendo leader with who you are comfortable speaking to about the matter. Regardless of legal definition or requirements, Fact Crescendo expects every member of its family to treat every other member with dignity and respect.

## **Leaves and Holidays:**

### **Vacation/Leaves:**

Paid vacation is not only available to Employees and is not provided by Fact Crescendo.

### **Casual Leave:**

Fact Crescendo offers "NO PAID" Casual leave, Sick Leave, Emergency Leave.

### **Sick leave:**

Granting of sick leave will be at the sole discretion of Management. Absence for 3 days and more on sickness ground shall be supported by a medical certificate from a registered Medical Practitioner.

According to the provisions, The Employee should inform his/her superior before 8:00 AM on the same day.

### **Emergency Leave:**

Should any employee be unable to report to work on grounds of emergency, he/she should inform the superior before 8:00 am on the same day. The employee is responsible directly inform his/her superior about the nature of the emergency leave.

It is not acceptable to leave an SMS on the Superiors Cell Phone except in extreme emergencies. In the case of having an SMS sent out, a follow up call must be made later.

Emergency leave(s) taken by staff who is ill be deducted from employee's salary. Emergency leave can be rejected at the discretion of the superior.

**Public Holidays:**

Fact Crescendo observes the below declared four national holidays i.e.:

**Compulsory Leaves: Republic day, May day, Independence day and Gandhi Jayanti.**

Apart from these, six more festival days as decided by Management (in accordance with local customs) will be declared as Holidays for the company. Employees can avail 6 festival days leave form any of the below given festivals as the dates occur for each year.

- Shivaji Maharaj Jayanti
- Mahashivratri
- Dhulivandan
- Good Friday
- Gudipadva
- Dr. Babasaheb Ambedkar Jayanti
- Ramnavmi
- Mahavir Jayanti
- Buddha – Purnima
- Ramzan Eid
- Ganesh Chaturthi
- Bakri – Eid
- Dassera
- Muharram
- Gurunanak Jayanti
- Eid-A-Milad
- Lakshmi Pooja
- New Day – Diwali
- Christmas

Kindly note that you have to mail at [hr@factcrescendo.com](mailto:hr@factcrescendo.com) 2 days before taking the six festival leaves and notify them, if it is not notified it will not be counted as a festival leave and deduction from salary will be done.

## **Electronic Communication**

### **Telephone use:**

The employees are not allowed to use their mobile phones in the office premises during or after office hours. The company's telecommunication facilities are intended for the use of serving the company's business.

Personal telephone usage is discouraged except for extreme emergencies during business or after business hours. To respect the rights of all employees and avoid miscommunication in the office, employees must inform family members and friends to limit personal telephone calls during working hours. If an employee is found to be deviating from this policy, he/she will be subject to disciplinary action.

### **Internet Use:**

Employees are allowed to use of the internet and e-mail when necessary to serve our customer and conduct the company's business. Employees may use the Internet when appropriate to access information needed to conduct business of the company. Employees may use e-mail when appropriate for company business correspondence.

Use of the internet must not disrupt operation of the company computer network. Use of the internet must not interfere with an employee's productivity.

Employees are responsible for using the Internet in a manner that is ethical and lawful. Internet messages are public and not private. The company reserves the right to access and monitor all files and messages on its systems.

### **Mischievous Use of the Internet:**

If mischievous use of internet is found ( Social networking sites, Facebook, Twitter, Pornography, etc.) then the individual will be responsible for the consequences.

### **Usage of Illegal Software:**

Employees are not allowed to use company's computer system to download or install illegal or unauthorized programs, software or data. In case it is found that any illegal software has been downloaded in any system, the person operating the particular computer will be held responsible for the lapse and necessary disciplinary action will be initiated against him/her.

## **Videography/Photography:**

Videography/photography will not be allowed inside the premises without any written permission from the Admin Department. Defaulters will be subjected to disciplinary action up to the extent of termination from employment.

## **Hours of work, Pay, Time card**

### **Office Hours/ Shift Timings:**

The company's normal office hours are from 9:00 am to 6:30 pm. Monday to Saturday, Except for Holidays. All employees may have to work after the normal working hours and on Weekends at times as and when required, as to cater to any identified critical project tasks.

All employees are required to observe the normal hours of work.

### **Lunch Break:**

Employees are allowed a one-hour lunch break. Lunch breaks are generally taken between 01:00 pm to 2:00 pm or time allotted by the manager depending upon the operational requirements.

### **Break Periods:**

The company does not provide any break for employees during office hours except for the above outlined lunch period as mentioned herein above. If an employee has unexpected personal works to take care of, he/she must notify his/her direct superior to discuss time away from work and make provisions as necessary.

Personal work shall be conducted on the employee's own time. Employees who do not adhere to the break policy will be subject to disciplinary action.

## **Pay/ Salary:**

Salary means the amount of monthly remuneration paid by the company for service rendered solely to the company by the staff. It also refers to the pay, which the staff is entitled to according to grade and pay range formulated by the company from time to time and it does include any fixed or variable allowances, bonus, subsidies or any other benefits in kind.

## **Lump sum Payment:**

To certain employees, a lump sum payment as decided by Management will be disbursed based on their valuable contribution rendered to the company, Lump sum payment is not a right and is prerogative of Management to identify and award lump sum payment to an employees.

## **Paydays:**

All employees shall be paid monthly on a scheduled pay day, usually on the 18<sup>th</sup>, 19<sup>th</sup>, 20<sup>th</sup> days of the subsequent month. In the event that a regularly scheduled payday falls on a weekend or holiday, Employees shall receive pay on the next day of operation. The salary payment cycle for the employee is 30<sup>th</sup> of every month (salary will be paid till 30<sup>th</sup> of the previous month only.)

The company pays employees by way of a direct credit into the employee's bank accounts. Employees shall be notified in the event of a change in the company's bankers. The salary is credited into respective employee's accounts in bank after deduction of Tax, installments towards loans and advances and other mandatory contributions if and when applicable. For a certain category of Employees the salary will be given in cash as decided by Management.

## **Bonus/ Ex- Gratia:**

Payment of bonus is the discretion of Management. However, employees within the coverage of the "payment of bonus" will be paid bonus as per the statutory requirements. Employees dismissed on disciplinary reasons will not be entitled for bonus payment.

Unpaid leave is considered as non- active employment period and will be excluded for the purpose of bonus calculation. Bonus may be paid according to performance of the permanent full time confirmed employee and company at the sole discretion of management.

Any employee who has tendered his/her resignation and has left service before any payment of bonus is declared shall not be entitled to such payment irrespective of the period he/she has worked during the period for which the bonus is declared. Bonus is completely dependent upon case to case or as mentioned in the offer letter to the employees or the structure made by Management.

**Timecard:**

It is your responsibilities to make sure that your hours worked are recorded accurately. Altering, falsifying or completing another employees time and attendance record is strictly prohibited and is grounds for discipline up to and including termination.

If your bio-metric attendance is not working properly, you must immediately notify responsible person.

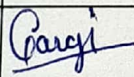
**Employee Acknowledgment:**

**Grievances:**

An employee shall convey grievances to Management only in writing. Management shall respond, in writing and within a reasonable time, as to whether the grievances would be given due to consideration or otherwise. Management may opt to implement corrective measures immediately or at their discretion, establish a board of inquiry to review and consider the grievances. The board of inquiry shall recommend to Management the corrective measures to be undertaken.

I have received the copy of the Company Handbook. I understand that it is my obligation to understand all of the rules, policies, terms and conditions and to abide by them.

If I have any questions regarding these policies, I will ask my Supervisor. I also understand and agree that any provision of this handbook may amend or revised at any time by Company with or without notice.

Name of the Employee:	Gargji Aditya Patki
Signature:	
Date:	25 <sup>th</sup> aug - 2018