



Passion to Deliver | Committed to Excellence

# EMPLOYEE HANDBOOK

V2.1

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## 1. Company Overview

### 1.1. Welcome to iFocus Systec

Welcome to the **iFocus Systec** Family!

We at iFocus Systec are glad that you have joined the iFocus Systec family. We look forward to your contributions in achieving mutually beneficial objectives.

iFocus Systec is justifiably proud of the quality of the products it has produced, the services it has rendered, and the efficiencies that it has enabled our customers to achieve. We hope that you will share our pride by being conscientious in performing your job responsibilities.

iFocus Systec management understands that the employment relationship involves a joint commitment. Employees commit their time and effort to maximize their productivity and the company commits to provide a good working environment, and to compensate employees in accordance with prevailing practices.

We believe that professional relationships are easier when all employees are aware of the culture and values of the organization.

This handbook is authored to portray employee and employer expectations, understand our culture, vision, mission, benefits, programs and policies followed at iFocus Systec.

Hence, we request you to familiarize yourself with the contents of the Employee Handbook that answers various questions about your employment with iFocus Systec.

On behalf of iFocus Systec family, we welcome you once again to iFocus Systec and wish you a successful and satisfying career.

We hope that your experience will be challenging, enjoyable, and rewarding!

Sincerely,

iFocus Systec Management Team

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**Note:** iFocus Systec (India) Pvt. Ltd. is referenced as iFocus Systec / Company in this handbook.

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## **1.2. The Purpose**

The purpose of this handbook is to provide an insight towards iFocus Systec's history, philosophy, vision, employment practices, policies, benefits provided to you as a valued employee, and the conduct expected from you.

No employee handbook can anticipate every circumstance or question regarding company policy. Also, providing the handbook does not restrict you to approach the members of the management for any further questions or clarifications.

Frequent interactions such as one-to-one conversations will still benefit to express our views and work together in a harmonious relationship.

As such, the benefits discussed in this handbook are not all-inclusive and cover some of the more common issues about which you may be concerned. This handbook is a general guide for your employment with iFocus Systec.

The policies, procedures, and benefits in this handbook may undergo amendments, revisions. Materials that will be distributed to the employees may undergo changes at the company's discretion as business, employment legislation, and economic conditions dictate. Employees have no contractual rights to any of these policies, procedures, and benefits. As policies and benefits are revised, iFocus Systec will endeavour to communicate these changes to you.

Advance notice, however, may not always be possible. Employees are requested to refer to the handbook from time to time to stay abreast with the latest information regarding policies and procedures.

This handbook is intended to help you feel comfortable working with iFocus Systec. iFocus Systec depends on you -- your success is iFocus Systec's success.

You are welcome to ask questions to your manager or Human Resources personnel. iFocus Systec believes you will enjoy your work with iFocus Systec family.

iFocus Systec is committed to providing you with a satisfying and rewarding work experience. The Company advocates professional development and personal growth and make every effort to foster a flexible and friendly environment.

Please read this handbook carefully and request you to first refer to it whenever questions arise.

This handbook replaces (supersedes) all other previous handbooks, or any other communication made earlier in this regard for iFocus Systec.

### **1.3. Company Background**

iFocus Systec delivers end-to-end software testing and product engineering services to its clients. The company is focused on Hi-Tech and software enabled businesses. It is headquartered in Bengaluru, India and provides services to clients across India. The company was formed in the year 2007.

### **1.4. Mission Statement**

To provide IT services with emphasis on high quality solutions enabling customers achieve their objectives in a cost effective manner.

### **1.5. Vision Statement**

To be a leader in the IT service industry, empowering our clients by providing best of the solutions.

### **1.6. Corporate Values**

Following are our four corporate values:

#### **Customer Satisfaction**

It is our strong belief that by deeply knowing our customers and understanding their Business Challenges we can deliver quality services with high customer satisfaction.

#### **Focus on Execution**

At iFocus Systec, a lot of time and effort are spent in planning. We are very particular in getting the actions done, the way they were planned. This process, we believe, is a disciplined and strategic approach to driving results.

#### **Service**

We believe that we are in the software industry providing services to our customers. We respect and serve our customers and their best interests.

#### **Quality**

Quality plays a very important role in proving ourselves with our customers. We emphasize on high class quality in the products and services we provide. We take pride in organizational output that is accurate, complete, professional, and that adds value to the recipient.

### **1.7. Culture**

We consider value driven culture and culture drives business performance: **Employees are valued, involved, and informed.**

iFocus Systec ensures that its employees are valued by providing career growth opportunities and recognition for special contribution. Also, the annual performance reviews and wage adjustments are conducted to ensure the employees are provided with competitive benefits and remuneration.

At iFocus Systec, it is a practice to engage employees in dialog. Active participation by each and every employee in the communication process is required for efficient involvement of employees in the activities of the organization.

iFocus Systec believes in keeping the employees informed of the activities of the company. There are frequent formal/informal meetings organized to enable employees to understand company's progress, future plan, and so on, and access to internal company-wide information.

### 1.8. Employee Values

Following are the basic employee values for every employee at iFocus Systec. We consider these values as a requisite to work with iFocus Systec:

Honesty	Integrity
Respect	Professionalism
Team Work	Sense of Urgency
Flexibility	

## 2. Employment

### 2.1. Your Personnel File

Keeping your personnel file up-to-date can be important to the Company and you with regard to pay, deductions, benefits, legal compliance and other matters. If you have a change in any of the following, please be sure to notify your manager or Human Resources as soon as possible:

Legal Name	Home Address
Contact Number	Emergency Contact Number
Marital Status	Change of beneficiary

iFocus Systec may refer to your personnel file on need basis for official purpose. It is to your benefit to be sure your personnel file includes complete information.

### 2.2. Job Duties

You will be notified by your supervisor about your respective job duties and performance standards. Job duties may vary at any point of time during the period of employment as flexibility in work is essential. You are expected to execute all duties and assignments keeping in mind the Company's lawful business interests. Apart from the regular job responsibilities, you may be asked to work on

special assignments or projects that are vital to the operation of the department or company. In this regard, full cooperation and support is expected.

iFocus Systec reserves the right, at any time, with or without notice, to amend or modify job responsibilities, reassign or transfer job positions, or assign additional job responsibilities.

### **2.3. Your Rights and Responsibilities - need to be rephrased**

You shall be entitled to a safe and healthy work environment free from Harassment. You shall be entitled to complain against any of the safety, health, work environment and harassment related issues, more importantly Sexually Oriented Behaviour to which you were subject to or which was targeted at you.

It is your responsibility to adhere to all policies and guidelines and to contribute towards maintaining a safe, healthy work environment free of any kind of harassment. You shall promptly report any violation of policies including any incidents of Sexual Harassment that comes to your knowledge.

The use of Company property including e-Mail, Bulletin Boards or document as a vehicle for harassment is prohibited.

### **2.4. Work Days & Work Hours**

The normal workweek consists of six (6) days, eight (8) hours long (excluding breaks), Monday through Saturday. iFocus Systec recognizes the importance of work-life balance.

The Official Business Working hours would be 9.00 am to 6.00 pm (Monday to Saturday)

Employees are allowed to walk into the office any time between 8-00 AM to 9-45 AM and required to clock in a minimum of 9 hours per day (including breaks like lunch, coffee/tea, and so on).

Also, the earliest exit time for any employee would be 5-00 PM on any given working day (considering the fact that employee has checked in at 8-00 AM on that day). Employees working on projects shall adhere to project timings, as decided by the Project Head.

Any Employee not adhering to the office timings will be deducted with half a day leave for every such default. Employees not having leave balances in their account will be treated as Loss of Pay.

Any exception to the above rules must be approved by Management team of iFocus Systec.

#### **2.4.1 Weekly Off :**

- Sunday is the regular weekly off for all employees.
- For support staff, all Saturdays, except First and Third Saturday, of every calendar month shall be the additional weekly off.



- For project delivery workforce, all Saturdays and Sundays shall be the weekly off. However, this may change, based on the project requirement, as decided by the Project Head.

#### 2.4.2 Work Hours for Employees at Client Locations:

All Employees are required to adhere to client working hours. You are expected to work for the mandated working hours per day. Any shortage will be considered as partial leave ex. If you work for 7 hours on a particular day instead of mandated 9 hours, it can be considered as half-day leave by the client manager.

Employees deployed at Client locations are required to submit Timesheet every month on the last working day of the month or within 3 days from the last day of the month or as per the directive of the client. All filled in timesheet needs an approval from your reporting manager.

Please note that Approved timesheet forms the basis for Payroll processing, leave calculation and encashment, if applicable, and so on. Hence, it is necessary that approved timesheet are sent to HR/Accounts department at iFocus Systec on time. Delay in submission of timesheet even by one employee will result in delayed submission of iFocus Systec invoice to the client causing payment issues. **Employees are requested to submit approved timesheets in a timely manner to avoid the iFocus Systec accounts team from withholding your salary for that month.**

#### 2.4.3 Absence/Late to Work

From time to time, it may be necessary for you to be absent from work or late to work. iFocus Systec is aware of emergencies, illnesses, or pressing personal engagements that cannot be scheduled outside your work hours.

If you are unable to report to work or plan to arrive late, please contact your manager immediately. Request you to provide your absence details to your manager in advance (or tentatively) in order to arrange for someone else to cover your position until you arrive. If you know in advance that you will need to be absent, you are required to request this time off directly from your manager. Manager will determine when will be the most suitable time for you to be absent from your work.

When you call iFocus Systec to inform an unexpected absence or late arrival, ask for your manager directly or in case the Manager is not available, please send an SMS to your Manager and inform iFocus Systec HR department. For late arrivals, please indicate when you expect to arrive for work. If you are unable to call in yourself because of an illness, emergency, or for some other reason, be sure to have someone call on your behalf.

In general, absences from work without intimation and approval of five (5) days in a 90-day period, or a consistent pattern of absence without intimation and approval or tardiness, will be considered excessive, and the reasons for the absences may come under question. Tardiness or leaving early is as detrimental to iFocus Systec's business operations as an absence.

Be aware that excessive absenteeism, lateness or leaving early may lead to disciplinary action, including possible dismissal.

## **2.5. Customer Relations**

The success of iFocus Systec depends upon the quality of the relationships between iFocus Systec, our employees, our customers, our suppliers, and the general public. Our customers' impression of iFocus Systec and their interest and willingness to purchase from us is formed by the people who serve them. That is, regardless of your position, you are iFocus Systec's ambassador. The more goodwill you promote, the more our customers will respect and appreciate you, iFocus Systec, and its products and services.

The following guidelines help you to promote iFocus Systec and carry a good relationship with customers. These are the building blocks to continued success.

- Act professionally and deal with customers in a courteous and respectful manner.
- Communicate pleasantly and respectfully with other employees at all times.
- Follow up on orders and questions promptly, provide business like replies to inquiries and requests, and perform all duties in an orderly manner.
- Take pride in your work and enjoy doing your very best.

## **2.6. Standards of Conduct**

Whenever people gather together to achieve goals, rules of conduct are needed to help everyone work together efficiently, effectively and harmoniously. At iFocus Systec, we hold ourselves to a high standard of quality where rules and authority figures simply assure that quality is maintained. By accepting employment with us, you have a responsibility to iFocus Systec and to your fellow employees to adhere to certain rules of behaviour and conduct.

## **2.7. Unacceptable Activities**

Generally speaking, iFocus Systec expects each of its employees to act in a mature and responsible way at all times. However, to avoid any possible confusion, some of the more obvious unacceptable activities are noted below. If you have any questions concerning any work or safety rule or any of the unacceptable activities listed, please contact your manager for an explanation.

## **2.8. Outside Employment**

What you do on your free time is your own decision. However, if you are employed by iFocus Systec in a full-time position, iFocus Systec will expect that your position here is your primary employment. Any outside activity should not interfere with your ability to properly perform your job duties at iFocus Systec.

If you were thinking of taking on a second job, you should notify your manager immediately and take managers approval. Your manager will thoroughly discuss this opportunity with you to make sure that it will not interfere with your job at iFocus Systec nor pose a conflict of interest.

## 2.9. Confidential and Inside Information

### 2.9.1. Confidential Information

iFocus Systec customers and suppliers entrust us with important information relating to their businesses. The nature of this relationship requires maintenance of confidentiality. In safeguarding the information received, iFocus Systec earns the respect and further trust of our customers and suppliers.

As an employee of iFocus Systec, you have access to personal and confidential information. All iFocus Systec businesses must be kept strictly confidential. You will be required to sign a Confidentiality and Investment Assignment Agreement to this effect.

Your employment with iFocus Systec assumes an obligation to maintain confidentiality, even after you leave iFocus Systec.

Without the concurrence and written permission of the Management of iFocus Systec, you shall not give or release any data or information of a confidential nature concerning the Company to anyone not employed by the Company or to another Company employee.

### 2.9.2. Unauthorized Use of Confidential Information

If you learn or know important information and not generally known to the public, whether concerning the Company or any other company, including its suppliers or competitors, shall not take advantage of such knowledge by:

Using such information or inducing or influencing others to take actions based on such information, for any other personal advantage.

Important information includes significant new products or discoveries, revenue and earnings figures or projections, major contracts, plans for stock splits, acquisitions, mergers or dispositions, and significant changes in relationships with lenders, suppliers or regulatory agencies. Such information in the case of another company would also include knowledge that the other company may enter into or is negotiating for a contract important to it for the sale of property, goods or services to or by the Company.

***Occurrences of any of the following violations, because of their seriousness, may result in immediate dismissal without warning followed by legal action if required. Please note that this list is not all-inclusive.***

- Wilful violation of any Company rule; any deliberate action that is extreme in nature and is obviously detrimental to iFocus Systec's efforts to operate profitably.

- Wilful violation of security or safety rules.
- Negligence or any careless action which endangers the life or safety of another person.
- Being intoxicated or under the influence of controlled substance drugs while at work; use or possession or sale of controlled substance drugs in any quantity while on Company premises or at customer site except medications prescribed by a physician which do not impair work performance.
- Unauthorized possession of dangerous or illegal firearms, weapons or explosives on company property, at customer site or while on duty.
- Engaging in criminal conduct or acts of violence or making threats of violence toward anyone on Company premises or when representing iFocus Systec; fighting, or horseplay or provoking a fight on Company property, or negligent damage of property.
- Insubordination or refusing to obey instructions properly issued by your manager pertaining to your work; refusal to help out on any assignment.
- Threatening, intimidating or coercing fellow employees on or off the premises -- at any time, for any purpose.
- Engaging in an act of sabotage; willfully or with gross negligence causing the destruction or damage of Company property, or the property of fellow employees, customers, suppliers, or visitors in any manner.
- Theft of Company property or the property of fellow employees; unauthorized possession or removal of any Company property, including documents, from the premises without prior permission from management; unauthorized use of Company equipment or property for personal reasons; using Company equipment for profit.
- Dishonesty; wilful falsification or misrepresentation on your application for employment or other work records; falsifying reason for a leave of absence or other data requested by iFocus Systec; alteration of Company records or other Company documents.
- Violating the non-disclosure agreement; giving confidential or proprietary iFocus Systec's information to competitors or other organizations or to unauthorized iFocus Systec's employees; working for a competing business while an iFocus Systec employee; breach of confidentiality of personnel information.
- Malicious gossip and/or spreading rumours; engaging in behaviour designed to create discord and lack of harmony; interfering with another employee on the job; willfully restricting work output or encouraging others to do the same.
- Immoral conduct or indecency on Company property.

***Occurrences of any of the following activities, as well as violations of any iFocus Systec's rules or policies, may be subject to disciplinary action, including possible immediate dismissal and legal actions. Please note that this list is not all-inclusive.***

- Unsatisfactory or careless work; failure to meet production or quality standards as explained to you by your manager; mistakes due to carelessness or failure to get necessary instructions.
- Any act of harassment, sexual, racial or other; telling sexist or racial-type jokes; making racial or ethnic slurs.
- Sleeping on the job; loitering or loafing during working hours; excessive absence or lateness in general and also during regular meetings at client places.
- Excessive use of Company telephone for personal calls.
- Smoking in restricted areas; creating or contributing to unsanitary conditions.
- Obscene or abusive language toward any manager, employee or customer; indifference or rudeness towards a customer or fellow employee; any disorderly/antagonistic conduct on Company premises.
- Failure to immediately report damage to, or an accident involving Company equipment.
- Failure to maintain a neat and clean appearance in terms of the standards established by your manager; any departure from accepted conventional modes of dress or personal grooming; wearing improper or unsafe clothing.
- You will not be permitted to work while under the influence of drugs or alcohol. If you are undergoing prescribed medical treatment with a controlled substance that may affect the safe performance of their duties are required to report this treatment to your manager.
- It is very important to note that no Employee shall share their salary details with other colleagues'. This is highly confidential. No comparison of salary should be done and salary or any other direct or indirect benefit should not be based on comparison.

### 3. Policies

#### 3.1. Holiday Policy

In addition to receiving an equitable salary and having an equal opportunity for professional development and advancement, you are eligible to enjoy other benefits that will enhance your job satisfaction. The benefits program described in this handbook represents a very large investment by iFocus Systec, and the management trusts that you will avoid abusing any of the program's benefits.

A good benefits program is a solid investment in iFocus Systec and its employees. It helps to insure the loyalty of long-time capable employees, and it also helps to attract talented newcomers who can help iFocus Systec to grow. iFocus Systec will periodically review the benefits program and will make modifications as appropriate.

Recognized Holidays

iFocus Systec has 12 holidays per calendar year. In the month of December, you shall be notified on the next year's holidays. The mandatory holidays as declared by the government as on date are

- |                                                |                                               |
|------------------------------------------------|-----------------------------------------------|
| 1. Republic Day (January 26 <sup>th</sup> )    | 2. Labor Day (May 1 <sup>st</sup> )           |
| 3. Independence Day (August 15 <sup>th</sup> ) | 4. Gandhi Jayanthi (October 2 <sup>nd</sup> ) |
| 5. Rajyotsava Day (November 1 <sup>st</sup> )  |                                               |

The remaining seven days holidays shall be decided based on religious holidays.

You may take time off to observe your religious holidays. If available, a full day of your unused leave may be used for this purpose, otherwise please make arrangements with your manager.

All national holidays are scheduled on the day designated by common business practice.

***Employees working at client sites MUST follow the client holiday calendar.*** For all practical purposes, Client Holiday Calendar supersedes iFocus Systec's Holiday Calendar for Employees at client locations.

### 3.2. Leave Policy

iFocus Systec understands your need to take some time off from work to meet social, domestic, and personal needs. This policy specifies situations under which you become eligible for different types of leaves and state the rules and procedures for availing them and also to ensure that you use the leave benefits prudently and judiciously.

This policy is applicable to all employees, which means regular/permanent employee of iFocus Systec including a probationer, but excluding contractors, interns, or fixed time contractual employee.

"Year" means a calendar year beginning on 1st January and ending on 31st December.

"Manager/Sanctioning Authority" is your administrative reporting manager from iFocus Systec.

To avail any type of leave mentioned below, you need to submit a leave request to your reporting manager specifying the type and duration of the leave. Due approvals must be obtained before you become eligible to use any type of leave. An act of proceeding on leave without approval will be treated as an act of misconduct and you will be liable to disciplinary action, if deemed necessary.

You need to update your leave on the Leave Approval System - Grey Tip. The type of leave used should be clearly stated. The manager's approval is necessary for you to avail any type of leave. In case the Timesheet data (leave details) sent by an Employee does not match with the data in Grey Tip, it becomes the primary responsibility of the Employee to update the data in Grey Tip and any failure after couple of reminders in this regard, Employee will be dealt with appropriate disciplinary action/s.

Employees working at client locations are required to obtain approval from the manager before availing the Leave and HR at iFocus Systec need to be informed.

***Slippage in this process will be considered as Loss of Pay.***

During probation, though employees are eligible to apply for leave, since training or job orientation would have been planned, it is not recommended to apply for leave. Manager has to approve the leave. If the leave is disapproved by the manager for any reason, it shall be treated as loss of pay.

### **3.2.1 Leave Types**

#### **3.2.1.1 Earned Leave (EL)**

Full time employees will be eligible to accrue annual ELs of 15 working days (does not include holidays and weekends) for each calendar year of service.

- The accrual rate for ELs is 1.25 Leaves per month. If you join midyear, the accrual is on a pro-rata basis and will start from the date of joining.
- You cannot club earned leave and sick leave. All the days that you are on leave will be treated as earned leave or LOP.

#### **3.2.1.2 Sick Leave (SL)**

Sick Leave is intended to provide continuity of income to the employee in the event of health-related issues that prevents the employee from working his / her regularly paid hours.

- An employee will be eligible to accrue annual SLs of 12 working days (1 leave per month) for each calendar year of service. SLs can neither be carried over to next calendar year nor get encashed.
- In case, if you avail more than 1 SL at a time then you need to provide a medical certificate within 3 working days, else it will be treated as earned leave or LOP.
- You cannot club sick leave and earned leave. All the days that you are on leave will be treated as earned leave or LOP.

### **Please Note:**

- If the leave is planned, it is mandatory for you to get approval from your iFocus Systec Reporting Manager.
- For unplanned leaves in cases of illness or leave which arise due to unavoidable circumstances, you need to keep the Manager as well as the HR informed of the leave. It is mandatory for you to update the leave on the Leave System about the leaves taken. The manager may choose to reject the leave application if your absence will impact the business deliverables.
- If you use more leaves than what you have accrued, then these extra days will be considered as "Loss of Pay". If your leave is not approved by your iFocus Systec Reporting Manager, it will be considered as Loss of Pay (LOP).
- LOP is calculated as = ***(Monthly Gross Salary / Number of calendar days in the month) \* No. of days of LOP***
- The minimum block to avail earned leave is 0.5 day at one time.

- If you have worked on a weekend / declared holiday, you are required to get an approval from your Manager for Comp Off and utilize the same before opting for SLs or ELs.

### 3.2.1.3 Leave Carry-over & Encashment

- A. The below policy is applicable only for Employees those who have leave component as part of their CTC.

There shall not be any carry over of leaves to next calendar year. Encashment of the leave balance shall happen at the end of every calendar year. Encashment shall be at the rate of Basic Salary per month. Leave encashment will be processed at the end of every calendar year and disbursed along with the Salary in the following month. Employees working from home on long-term basis (more than a month) are not entitled for leave encashment.

Leave encashment is computed as your ***(Monthly Basic Salary/30) \* Number of days accrued***

**Please Note:**

iFocus Systec recognizes its employees' commitment to work and contribution towards organization's growth.

- B. The below policy is applicable only for Employees those who doesn't have leave component as part of their CTC.

A maximum of 5(Five) Earned leaves can be carried forward from the current calendar year to the to the next calendar year. The remaining leaves needs to be utilized or lapsed. An employee can accumulate maximum of 20(Twenty) Earned leaves during their tenure at iFocus Systec. The accumulated leaves will be encashed as part of their full and final settlement.

Employees those who join in between the calendar year the above policy will be applied on pro-rata basis.

Leave encashment at the time of Full & Final Settlement is computed as below:

***(Last Drawn Basic Salary/30) \* Number of days accrued***

### 3.2.1.4 Compensatory Leave

In order to meet certain important business needs, there may be events when you are expected work on weekends or national holidays. To compensate and help you relax, the benefit of compensatory off may be granted. Awarding this leave depends on the sole discretion of the manager. This leave is not an entitlement and it is mandatory to keep the HR informed. This is a need-based benefit and cannot be deferred, encashed or accumulated. Compensatory leave has to be availed within two months in consultation and approval from the manager. Compensatory leave has to be utilised at the client project where you have earned the compensatory leave.



### 3.2.1.5 Marriage Leave

A confirmed employee shall be eligible for Wedding Leave of 3 days. This shall be allowed only once. The employee needs to provide supporting document (his/her wedding card) to the Department Head and take prior approval for the same. Wedding Leave could be clubbed with earned leave & shall be considered for only the working days.

### 3.2.1.6 Maternity Leave

Every female employee of the company shall be entitled to Maternity Leave as per Maternity Benefit (Amendment) Act, 2017. Employee must work in the establishment for 80 days in 12 months before her date of Delivery. Maximum period of Maternity Benefit shall be twenty-six (26) weeks, (182 days) six weeks up to and including the day of delivery and twenty weeks immediately after that day. Maternity Leave needs to be sanctioned by the Department Head and the leave application should be supported along with a Medical Certificate by a registered Medical Practitioner.

The Maternity salary shall be payable to the Employee for 6 months of Maternity Leave on a monthly basis with applicable tax deduction at source. Please note, this shall be applicable only when the maternity leave application (Including from – to date range) is sent to the HR department with necessary medical documents.

***If the employee fails to report back to work after 6 months of maternity break, the company reserves the right to terminate the employment by sending a DVR (Deemed Voluntarily Resigned) notification, without any notice period/salary in lieu of.*** Post DVR, if the former employee wishes to apply for a position with the company, it shall not account for continuous employment but instead shall be treated as fresh employment in case selected through recruitment process as per company policy.

Maternity Leave shall be applicable for the birth of only 2 children.

**For more details kindly refer to the below link:**

<https://ifocussystec.com/Doc/Maternity%20Benefits%20Act%201961.pdf>

### 3.2.1.7 Paternity Leave

- Paternity Leave can be availed by the male employee for a maximum of 3 days by submitting requisite documents by Certified Doctor.
- Paternity Leave shall be applicable for the birth of only 2 children. This leave could be availed from the day of birth of the child.
- Paternity Leave could be clubbed with earned leave & shall be considered for only the working days.

### 3.2.1.8 Bereavement Leave

- All employees are eligible for 3 days of Bereavement Leave.
- Bereavement Leave is applicable only in case of death of immediate relation of an employee i.e. father, mother, siblings, spouse, children, father in law & mother in law.
- Bereavement Leave could be clubbed with earned leave & shall be considered for only the working days.

### 3.2.1.9 Constructive Leave

This is applicable to all iFocus Systec employees. Constructive Leave is an option exercised by the organization to initiate involuntary earned leave for employees during special / unforeseen occasions like yearly shutdown at client locations, natural calamities, strike / bundh and so on.

iFocus Systec has an annual declared holiday calendar for all iFocus Systec employees; likewise, each client has its own declared holiday calendar. However, for employees working at client sites the client holiday calendar supersedes iFocus Systec's holiday calendar. There may be situations, like a few mentioned above, where the organization may be forced to close the office on those days. Also, at certain client locations, there may be shut-down during Christmas New Year week, which directly impacts organization's billing / revenue.

In such situations, where the 'lost working day' cannot be compensated, or where the client denies paying during 'shutdown', or where client declares additional holiday outside the declared holiday calendar due to which there is an impact on billing / revenue, employees shall be intimated to apply earned leave for such days involuntarily. Employees shall therefore plan their vacation carefully and have sufficient leave balance, especially during Q4 of every year and utilize earned leaves towards these types of closure. In case, there is no leave balance, the same shall attract LOP.

If employees at client locations are asked to work during shut-down by client managers, onus shall be on the employee to ensure proper documentation/email with respect to prior approval for billing during the said days or duration. Not ensuring the same will result in application of earned leaves involuntarily or LOP when there are no sufficient leaves.

## 3.2.2 **Absence due to Illness / Medical Reasons**

If you are absent because of illness for three (3) or more successive days, your Manager may request that you submit written documentation from your doctor. If you are absent five (5) or more days because of illness, you may be required to provide written documentation(certificate) from a doctor that you are able to resume normal work duties before you will be allowed to return to work. You will be responsible for any charges made by your doctor or anyone else for this documentation.

With regard to long leave on medical grounds, the employee must submit the leave application to the HR Department with necessary supporting medical documents. In such cases, the company reserves the rights to grant long leave ranging from fifteen (15) days to three (3) months.

If the employee fails to report back to work after the approved long leave on medical grounds, the company reserves the right to terminate the employment by sending a DVR (Deemed Voluntarily Resigned) notification, without any notice period/salary in lieu of. Post DVR, if the former employee wishes to apply for a position with the company, it shall not account for continuous employment but instead shall be treated as fresh employment in case selected through recruitment process as per company policy.

### **3.3. Travel Policy**

#### **3.3.1 Domestic Travel**

Employees are allowed for the reimbursement on the actuals spent if they travel outside the city for Business purposes as requested by iFocus Systec. All expense reports need to be pre-approved by Management team of iFocus Systec.

- a. Accommodation cover- Pre-Approved by the Manager & Finance Team
- b. Travel within the city -Pre-Approved by the Manager & Finance Team
- c. Perdiem – 450/day (food and laundry)

#### **3.3.2 Travel for Employees at Client Locations**

Any travel on client request is based on the Travel policy prevailing at Client places. iFocus Systec will process the VISA and related documents, incur the travel expenditure and get the same reimbursed later from the client with the approval of the Manager.

#### **3.3.3 Local Transportation**

Employees are eligible for reimbursement for the Local transportation meant for Business purposes. The per km rate for two-wheeler is INR 4 and four-wheeler is INR 8. In the absence of 2/4 wheeler.

To obtain the cab facility, pre-approval of Management team of iFocus Systec is necessary.

Any exceptions to the above rule must be signed with approval from the Management Team.

Please note that iFocus Systec does not provide any kind of transport facility to commute from your residence to office and vice versa. However, Employees working at client locations may have the option of availing Transport facility arranged by the client. Please note that this is at a charge. The transport cost charged by the client will be deducted from respective Employee's salary as a separate item in pay slip.

### **3.4 Training Policy**

The training request has to come from the reporting manager with respect to the project requirement. The account manager and the HR will verify the training needs, if training is required then they will finalize the budget depending upon the course. The budget limit would be within INR 10,000/-. Once

after completion of the training the stipulated amount will be reimbursed. If the employee resigns from the organisation within a year after completions of the course, then the certification amount will be recovered from the employee.

Only pre-approved certification course will be considered for reimbursement.

### **3.5 Employee Grievance**

All efforts will be made to 'Hear out Employee's Voice'. Executives from HR department uphold duty and will make frequent visits to client locations to meet the Employees. This is the opportunity to express your issues, concerns, areas of improvements, any other you wish to express and discuss.

Please note that Meetings invited by HR Executive for this purpose is Mandatory to attend. In case you cannot attend due to any genuine cause, please contact HR Executive later and discuss with her/him.

### **3.6 Prohibition of Sexual Harassment in Workplace**

Refer to the below link for iFocus Systec's POSH Policy Manual:

[https://ifocussystec.com/Doc/POSH%20Policy\\_Vs%201.5.pdf](https://ifocussystec.com/Doc/POSH%20Policy_Vs%201.5.pdf)

### **3.7 Policy against Human Trafficking and Slavery**

#### **Purpose**

iFocus Systec is committed to social & environmental responsibility and has zero tolerance for slavery, human trafficking and unlawful child labour ("human trafficking and slavery"). As part of this commitment, we have adopted Electronic industry Citizenship Coalition's (EICC) code of conduct to which we hold ourselves accountable. We strongly believe that we are responsible for promoting ethical and lawful employment practices

#### **Scope**

This policy covers all employees of iFocus Systec (India) Pvt Ltd. In the event anything in this policy may conflict with local law, local law will control the interpretation and application of this policy.

#### **Definitions**

##### **Human Trafficking**

The recruitment, transportation, transfer, harbouring or receipt of persons, by means of the threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or

of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person for the purpose of exploitation.

#### Forced Labour

All work or service, not voluntarily performed, that is obtained from an individual under the threat of force or penalty.

#### Harmful Child Labour

Consists of the employment of children that is economically exploitative, or is likely to be hazardous to, or interfere with, the child's education, or to be harmful to the child's health, or physical, mental, spiritual, moral, or social development.

### **3.8 Drug and Alcohol Abuse Policy**

iFocus Systec and all its employees have the responsibility to promote a safe and healthy workplace which is free of alcohol and drug use/abuse.

This policy applies, at the workplace, to all iFocus Systec employees and also includes visitors and subcontractors inside and outside of normal scheduled working hours.

You are prohibited from:

- Abusing alcohol or drugs.
- Possessing alcohol or working under the influence of alcohol.
- Working under the inappropriate influence of prescription drugs or over-the-counter drugs.
- Working under the influence of a controlled dangerous substance.
- Driving a Company vehicle or using a vehicle for Company business while under the influence of alcohol and/or an illegal or controlled substance.
- Involvement in the unlawful use, sale, purchase, manufacturing, distribution, dispensing or possession of controlled substances, illicit drugs and alcohol on Company premises or work sites, or working under the influence of such substances.

## 4. Compensation and Benefits

### 4.1 Wage and Salary Policies

It is iFocus Systec's desire to pay wages and salaries that are competitive in a way that will be motivational, fair and equitable, variable with individual and Company performance, and in compliance with all applicable statutory requirements.

You are employed by iFocus Systec and will be carried directly on Company's payroll. No person may be paid directly out of petty cash or any other such fund, for work performed. The only exception to this policy is where a contract relationship exists with a bona fide contractor.

#### 4.1.1 Individual Pay

An individual's pay will depend on the employee's sustained performance over time. Each year you will have a performance review with your manager or supervisor. During this review, significant performance events that occurred throughout the year will be discussed.

The overall performance rating will influence any adjustment in pay. Individual performance and/or moving to a different level job may have significant impact on your pay.

***Your salary is considered as confidential information. Do not disclose or discuss your salary with anyone in the organization. Failure to keep the remuneration matter confidential is treated as violation of company rules and shall be dealt seriously by the management leading to disciplinary action including possible immediate dismissal.***

#### 4.1.2 Deductions from Paycheck (Mandatory)

iFocus Systec is required by law to make certain deductions from your paycheck. Among these are your income taxes, contributions to provident fund, and professional tax as required by law. These deductions will be itemized on your check stub. The amount of the deductions may depend on your earnings and on the information, you furnish regarding the tax exemptions you claim. Any change in name, address, telephone number, marital status or number of tax exemptions must be reported to management/finance immediately to ensure appropriate adjustments for tax and insurance purposes. The Form 16 you receive each year indicates precisely how much of your earnings was deducted for these purposes.

#### 4.1.3 Deductions (Other) / Direct Deposit

At the time of joining, you will be required to open a savings account with our corporate bank. If you already have a savings account with the bank, the savings account number must be provided to the company and your paycheck will be directly credited to this account. After the tenure with iFocus Systec, this account will no longer be referred to as "Salary account" by the Bank. Hence it is the responsibility of the leaving individual to either close this account or have it converted to Savings/any other category of the account and maintain the minimum stipulated balance as per the Bank regulations.

#### 4.1.4 Error in Pay

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, inform your supervisor and HR immediately. The supervisor and HR will take the necessary steps to rectify the problem and to assure that any necessary correction is made properly and promptly.

#### 4.1.5 Overtime Pay

You are considered as 'Overtime exempt' which means iFocus Systec does not provide any additional monetary compensation or compensatory offs for any overtime hours work performed by an employee on regular working days. You are responsible for completing the tasks assigned to you.

#### 4.1.6 Work Performed on Company Holidays & Week Ends

Regular employees who work on a declared holiday or week end day will be deemed to have worked on that day and allowed to take a day off as compensatory leave, within two month's time in consultation and approval from their manager. Due to the nature of the job in this industry, you may be required to work on weekends/holidays and the managers will evaluate the compensatory offs that need to be awarded in such cases.

#### 4.1.7 Pay Cycle

Payday is normally the first working day of the bank in the following month for the previous month worked. Any change in this regard shall be communicated over email.

#### 4.1.8 Paycheck Distribution

Salary slips are provided to you under iFocus Systec's pay roll by the finance department each month after the salary is disbursed.

#### 4.1.9 Termination and Severance Pay

iFocus Systec expects that in the event you intend to leave the employment, you will give notice as stipulated and agreed in the employment letter. If required notice is given, then any accrued but unused vacation time will be paid at the time of employment termination. If you terminate employment without providing the required notice, your earned leave payout will be used towards the payment of notice period. If the earned leave payout is not sufficient to cover the notice period payment, then you will be required to pay the due amount to the company.

#### 4.1.10 Transfers

Transfer from one position to another may be required or requested from time to time. Such transfers (up, down, or laterally) will be made in consultation and agreement with you with a possible adjustment in pay.

In the event that you are transferred to a lower paying position, your wage may need to be adjusted to suit the new position.

## 4.2 Performance Reviews

Your manager would continuously evaluate your job performance. Day-to-day interaction between you and your manager should give you a sense of how your manager perceives your performance.

Performance evaluations are conducted by iFocus Systemec and you will be informed by your manager and HR when you are eligible for a review.

A review may also be conducted in the event of a promotion or change in duties and responsibilities. During the formal performance reviews, your manager will consider the following, among others:

- |                                                                             |                                          |
|-----------------------------------------------------------------------------|------------------------------------------|
| 1. Knowledge of your work                                                   | 2. Attitude and willingness              |
| 3. Attendance, initiative, accountability, dependability and effort         | 4. The quality and quantity of your work |
| 5. The conditions under which you work                                      | 6. Orientation to the defined processes  |
| 7. Communication skills                                                     | 8. Team and customer orientation         |
| 9. Customer Feedback (applicable for Employees working at Client locations) |                                          |

The primary reason for performance reviews is to identify your strengths and areas of improvement in order to reinforce your good habits and develop ways to improve in your weaker areas. This review also serves to make you aware of and to document how your job performance compares to the goals and description of your job. This is a good time to discuss your interests and future goals. Your manager is interested in helping you to progress and grow in order to achieve personal, as well as work-related goals; perhaps the manager can recommend further training or additional opportunities for you.

## 4.3 Compensation Reviews

Wage and salary increases are based on merit, not length of service or the cost of living. Having your compensation reviewed does not necessarily mean that you will be given an increase. iFocus Systemec conducts compensation reviews one year from the date of joining of an Employee. If the date of joining is between 1st & 15th of a month, compensation review shall be effective 1st of that particular month and for date of joining between 16th & month end, it shall be effective 1st of the subsequent month every year.

Please note: In case of long leave, spanning a month or more, the compensation review / appraisal cycle shall be extended by that period. Appraisal / Compensation Review shall not be applicable for employees who have resigned and / or on notice period during their Appraisal / Compensation Review cycle. During the Appraisal / Compensation Review cycle, if an employee goes on long leave, Appraisal / Compensation Review shall be put on hold till the employee reports back and the same will be completed in the succeeding month from the date of reporting.



Any wage or salary adjustments will appear in the pay period after the dates they are granted. Any changes in the cycle/process in this regard will be communicated to all.

#### **4.4 Awards and Recognition**

iFocus Systec believes in rewarding Employee who demonstrates exceptional performance other than their assigned duties and responsibilities. The Team Manager or the Management team can nominate an Employee for multiple awards. There can be any number of nominations for this award across iFocus Systec and the Management carries the right to decide on the employees to be rewarded based on the merit.

#### **4.5 Medical Insurance Benefits**

iFocus Systec's group medical insurance plan covers all employees & their immediate family (Spouse & 2 children) with a coverage of 2 lakh per employee.

In order to ensure that the treatment is covered, it is suggested that you verify eligibility for coverage before you or a dependent undergoes treatment.

It is important and also advised by all medical plan options that you attain pre-admission approval for yourself and/or a dependent for non-emergency hospital stays.

To ensure that your benefit records are up to date, please inform the HR department immediately if there is any change in your address, marital status, and emergency contact or in the number of your eligible dependents.

Please submit your completed enrolment form to the HR department within 10 days of your date of joining. If not submitted within 10 days, you will be considered to have surrendered your right to coverage.

iFocus Systec reserves the right, at any time, to cancel or modify the benefits it offers to its employees.

For more details on insurance please contact:

**Mr. G. Hari Venkatesh:** A-One House of Insurance @ **+91 94803 90580** (In case you are not able to reach him, please leave your name, number affixed by iFocus Systec, so that Hari can get in touch with you at the earliest).

#### **To download your Mediassist E-Card login to the portal:**

Step 1: Click on the URL: <https://portal.medibuddy.in/login.aspx>

Step 2: Login Name: EmployeeCode@Ifocus. For ex: 10000@Ifocus

Step 3: Your default password would be employee DOB: (DD-MM-YYYY) format. For ex: 01-01-1980

## 4.6 Employee Referral Program

Company's growth and success is directly dependent upon our ability to attract and retain the highest calibre personnel. iFocus Systec searches for potential employees using various means including recruiting firms, classified advertising, and networking. It is realized, however, the best source can come from iFocus Systec's employees. Therefore, iFocus Systec Referral Program is implemented as per details below.

### Objective

To state the procedures and guidelines for rewarding you when you help identify and attract suitable and competent talent, in order to meet our resource requirements at an optimum cost. It also serves the purpose of recognizing the efforts put in by you to get good talent into the organization.

### Eligibility

All iFocus Systec employees are eligible to refer external candidates for any open position in the organization (excluding Management & support team).

Please note that the right to a referral incentive expires if the prospective candidate is not hired within Three Months of the date you submit the resume. At the HR department's discretion, you may be able to re-submit that resume for another three-month period.

### Procedure

The Recruitment department shall notify open positions. Each posting will include a description of the position and the name of the hiring manager/client.

You may refer individuals who fit the specifications given in job descriptions for vacant positions. When you believe you have a qualified candidate, send an e-mail with the candidate's name, phone number, and any other pertinent information to the hiring manager and HR executive through e-mail. This e-mail will serve as your official registration. You are required to send an e-mail to [referrals@ifocussystecsystem.com](mailto:referrals@ifocussystecsystem.com) for referring candidate/s for any position/s at iFocus Systec.

If a candidate is referred by more than one current iFocus Systec employee, the first one who registered the candidate becomes eligible for the referral bonus. In case the resume is already available with the HR, the referral process will be terminated at this stage by notifying the employee of the same.

Your role will be limited to the submission of the resume of the candidate. After this, the regular process of short listing and interviews will be applied to the candidate. If you have referred a candidate, you will not in any way be involved with the interview or salary fixation of that candidate.

A referred candidate, if hired in the company and when completes 90 days of working, results in your being eligible for referral bonus. Candidates referred for positions which are not under direct payroll of the company do not attract any referral bonus.

### Reward

For all delivery positions the referral bonus shall be as per below table.

Experience Band	Status	Bonus (INR)
0-2	Non-Billable (Internship / Training)/Billable	Nil
2-4	Project / Billing	8,000/-
4-6	Project / Billing	10,000/-
6-8	Project / Billing	12,000/-
8+	Project / Billing	15,000/-

All current positions that have been posted on the company external website or communicated by the HR team qualify, unless/until it is communicated differently.

### Conditions

The above referral bonus is paid out to you provided the candidate referred is employed with the company for a minimum period of three months and both you and the new employee must be employed by iFocus Systec at the time of referral payment; also both you and the new employee must neither be submitted resignation nor be on notice period.

The Company reserves the right to alter/deny the referral payment in specific situations.

### Important Note

All recommendations made by you must come from your personal contacts/connections and not through any recruitment agency or web portals. The candidate should not be a former contractor or employee of iFocus Systec. The Company should not have previously received a resume or any other communication either directly from the candidate or from a third party regarding such candidate.

Please be aware that soliciting candidates from iFocus Systec's vendors or customers can potentially violate legal contracts that restrict such solicitation.

### Exceptions

Any exception to the above policy needs to be approved by the Management of iFocus Systec.

You are requested not to make any promises to the prospective candidate(s) nor make inaccurate commitments or promises regarding employment with iFocus Systec.

Candidates are selected without discrimination with regard to race, religion, gender, and marital status or disability status.

iFocus Systec reserves the right to alter or discontinue this program at any time.

If the program is discontinued, any referrals in process will be handled on a case to case basis.

## 5. Resignation

While it is assumed that both you and iFocus Systec will mutually benefit from your continued employment, iFocus Systec realizes that it may become necessary for you to leave your job with the Company. If you anticipate having to resign your position with iFocus Systec, you are expected to notify your manager as per details specified in your employment letter or subsequent letter. iFocus Systec is very particular with respect to adhering to the notice period clause in the employment letter as it is required to find a suitable person to take over your responsibilities for continuation of smooth operations of the organization. **You are requested to send your formal resignation from iFocus Systec email ID only; otherwise it shall not be accepted.**

Any kind of communication with regard to concern / resignation shall be addressed to HR Team ([hr.support@ifocussystecsystec.com](mailto:hr.support@ifocussystecsystec.com)) or the Designated Official concerned at iFocus Systec and **NOT** the Client Managers/officers. Though some of you are working at client locations, we all belong to iFocus Systec Family and iFocus Systec shall be the authority to address all your concerns / issues.

***Also, please note that your final month salary will be On-Hold till your full and final settlement, which may take about sixty (60) days from your last working day.*** Reliving letter shall be issued after 30days from the date of completion of your exit formalities (NOC) followed by the submission of all the company assets.

### 5.1 Return of Company Property

Any iFocus Systec's property issued to you, such as computer software and hardware, must be returned to iFocus Systec at the time of your dismissal or resignation, or whenever your manager or a member of management requests it. You are responsible to pay for any lost or damaged items. The value of any property issued and not returned may be deducted from your paycheck. Items may include Laptop, accessories, mobile phone, data cards, and so on, provided either by iFocus Systec or Client.

## 6. Miscellaneous

### 6.1. Housekeeping/Clean Desk

Neatness and good housekeeping are signs of efficiency. You are expected to keep your work area neat and orderly. Please report anything that needs repairing or replacing to Administration department at iFocus Systec.

### 6.2. Restricted Areas

In the interest of safety and security, certain areas of iFocus Systec's facilities may be restricted to authorized personnel only.

### **6.3. Identity Card and Access Control**

It is mandatory that you display iFocus Systec identity card provided to you, during all times you are in the office premises of iFocus Systec. It is also mandatory to swipe your access control card every time you enter or leave the office premises. These are required from security point of view and also to adhere to certain government regulations. In the event you have failed to bring your identity card or access card, you are required to obtain permission from your manager for obtaining temporary cards for a day and make an entry at the Register kept with the Security.

### **6.4. Safety**

Safety is given primary importance in every aspect of planning and performing all iFocus Systec's activities. Please report all injuries to your manager immediately, as well as anything that needs repair or is a safety hazard.

### **6.5. Virus Protection Compliance**

iFocus Systec institutes various measures to protect our environment from the introduction and spread of computer viruses. Computer viruses represent a significant threat to our business as well as all of our constituencies. Consequently, you must:

- Not remove or otherwise disable virus protection software from any computer equipment used for company business.
- Ensure the virus protection software maintained in accordance with instructions and information made available by the IT Staff/specified contractor.
- Comply with all instructions provided by the Management.

### **6.6. Smoking**

To fulfil the responsibility to provide a workplace free of exposure to hazardous substances as per law, the iFocus Systec facility is established as a smoke-free workplace. You are expected to abide by this policy.

### **6.7. Discipline**

If your performance is unsatisfactory due to lack of ability, failure to abide by iFocus Systec's rules or failure to fulfil the requirements of your job, you will be notified of the problem. If satisfactory change does not occur, you may be dismissed. Some incidents may result in immediate dismissal.

### **6.8. Dress Code**

Please understand that you are expected to dress and groom yourself in accordance with accepted social and business standards, particularly if your job involves dealing with customers or visitors in person. Each manager or department head is responsible for establishing a reasonable dress code appropriate to the job you perform.

A neat appearance contributes to the positive impression you make on our customers. You are expected to be suitably attired and groomed during working hours or when representing iFocus Systec. When working at a customer's site, please follow the customer's Dress Code requirements.

All Employee are expected to be in **Business Formals** from **Monday to Thursday** (Tie or blazer is not needed).

Business Casuals can be worn on Fridays (can be Jeans, collar T shirt).

#### 6.9. Whom to Contact for further information

If you have questions or require further information regarding the application of the above policies, or any other actions or circumstances that could cause litigation and/or embarrassment to the Company, you should communicate with the Management of iFocus Systec.

It is essential that all of us avoid conflicts of interest. A conflict of interest arises when you take action or enter into relationships that oppose the interests of the company or that interfere with the Employee's performance or independent judgment when carrying out your duties. You may not exploit your position or relationship with iFocus Systec for personal gain.

#### 6.10. Contact Details

Matters related to	Contact Person	Email ID	Mobile Number
Employee Grievance, issues / concerns at client places / Joining Formalities, HR related matters	Kalyani N.S.V Megha Ranjini Arulsakthiraj	<a href="mailto:hr.support@ifocussystec.com">hr.support@ifocussystec.com</a>	+91 88611 55211 +91 78998 26062 +91 96006 93118
Office Administration, Facilities, etc.	Maniyarasan	<a href="mailto:admin@ifocussystec.com">admin@ifocussystec.com</a>	+91 99000 79084
Timesheets	Anasuya B.E	<a href="mailto:timesheets@ifocussystec.com">timesheets@ifocussystec.com</a>	+91 70222 83013
Accounts, Payroll, Pay Slip, Reimbursement, IT, etc.	Krishnaraja Varna	<a href="mailto:accounts@ifocussystec.com">accounts@ifocussystec.com</a>	+91 97406 61486
IT Support	Kumar R	<a href="mailto:it.support@ifocussystec.com">it.support@ifocussystec.com</a>	+91 80 4960 5938
Escalations	Neetu Singh	<a href="mailto:neetu.singh@ifocussystec.com">neetu.singh@ifocussystec.com</a>	+91 78996 80920

### 6.11. Change History

Date	Version	Changes Made	Prepared By	Approved By
April 1, 2014	1.0	Nil	Vasanth Kumar	iFocus Systec Management
June 18, 2014	1.1	1. Spot Awards 2. Leave Encashment Calculation 3. Inclusion of Marriage Leaves 4. Inclusion of Maternity Leaves 5. Contact Details	HR	iFocus Systec Management
October 1, 2014	1.2	1. Inclusion of POSH 2. Inclusion of Paternity Leave 3. Retirement 4. Holiday List 5. Contact Details	HR	iFocus Systec Management
February 17, 2015	1.3	1. Leave Policy 2. Referral Program 3. Business Opportunity Creation 4. Medical Insurance 5. Referral Mail ID 6. New Holiday List 7. Contact Details 8. Management Team	HR	Head – HR & Finance
July 3, 2015	1.4	1. Medical Leave 2. Maternity Leave 3. Resignation 4. Contact Details 5. Management Team	HR	Head – HR & Finance
September 7, 2015	1.5	1. Inclusion of Anti-slavery & Human Trafficking Policy 2. Resignation	HR	iFocus Systec Management
March 15, 2016	1.6	1. Leave Policy 2. Holiday List 3. Resignation 4. Contact Details	HR	iFocus Systec Management
December 14, 2016	1.7	1. Employee Referral Program 2. Holiday List 3. Contact Details 5. Management Team	HR	iFocus Systec Management
March 9, 2017	1.8	1. Constructive Leave	HR	iFocus Systec Management
May 30, 2017	1.9	1. Maternity Leave 2. Contact Details	HR	iFocus Systec Management
December 12, 2017	2.0	1. Work Days & Work Hours 2. Weekly Offs 3. Compensation Review 4. Leave Types 5. Carryover & Encashment 6. Employee Referral Program 7. Reward for long-term association	HR	Head – HR & Finance

March 30, 2019	2.1	1. Carryover & Encashment 2. Travel Policy 3. Training Policy 4. Awards and Recognition 5. Employee Referral Program 6. Contact Details	HR	iFocus System Management
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