



TECHNIKO CONSULTANCY SERVICES PVT. LTD.

HR & COMPANY POLICY MANUAL

**TECHNIKO CONSULTANCY SERVICES PVT LTD
(Earlier Known as LMA Engineering Consultants Pvt Ltd)**

Office No. 302-303, E-57A, Sector 63, Noida- 201301
Uttar Pradesh, INDIA

1. Preface	
2. Employment
a. Appointment
b. Probation
c. Permanent Employee
d. Salary increase
e. Trainees
f. Other Employment
g. Resignation.....
h. Termination.....
i. Retirement
3. Working Hours, Holidays & Leaves
1. Working Hours
2. Lunch Break
3. Weekly Off
4. Compensatory Off
5. Attendance Muster.....
6. Leave Policy
7. Casual Leave / Sick Leave
8. Annual Leave (AL)
9. Maternity Leave (ML)
10. Paternity Leave
11. Leave Approving Authority
4. Personal Accountability Policy
1. Acts of Misconduct
2. Penalties for Misconduct
3. Procedure for Dealing with Cases of Misconduct
4. Acts of Misconduct
5. Rules for Dealing with Cases of Misconduct
6. Prevention & Prohibition of Sexual Harassment at Workplace

1. Preface

The purpose of this HR Policy Manual is to help the employees to understand policies, rules, benefits, and conditions of employment, which apply to all personnel working with the Company. This policy replaces all earlier policies / practices on covered topics

Note: The terminology, which will be frequently used throughout this manual, has been explained below for the purpose of consistency.

➤ Company means Techniko Consultancy Services Pvt Ltd.

An employee means a person in employment of the Company - in India/outside India. This includes permanent employee as well as trainee or probationer serving his or her period of training or probation. This does not include any temporary / contractual / defined employment staff, casual workers, domestic servants or apprentice.

➤ Customer means any individuals, corporate, or institutions serviced by the Company.

➤ Manual refers to the Human Resources Policy Manual.

Unless stated otherwise, the words imparting the masculine gender include feminine and words in singular include plural.

➤ The use of the word office implies the registered office, corporate office, and Marketing and branch offices of the Company.

➤ Family means spouse & children.

➤ The board implies the board of directors of the Company.

• These service conditions apply to all employees including probationers and trainees working for the Company.

• Any deviation or change or alteration or modification to the policy manual will be at the discretion of the

Management Committee as formed by board members from time to time.



2. Employment

a. Appointment

The Management Committee or any competent authority as decided by the Board Members has the authority to appoint employees in all career levels of the Company. The eligibility criteria and procedure for appointments shall be as determined, from time to time, by the Management Committee.

b. Probation

The normal period of probation is 6 months for regular employees where applicable.

Probation is meant to assess the ability of an employee to do the assigned job effectively. After the satisfactory completion of probation period, the probationer is confirmed. If the performance during the probation period is not found satisfactory, either the probation period is extended or the services are terminated.

In case of unsatisfactory performance, the probation period may be extended once by a period not exceeding 3 months. If the probation is extended, the employee is informed in writing and counseled by the Assessing Authority.

The probation period for Management Trainees shall be 6 months. On satisfactory completion of probation period, their employment is confirmed in suitable career level at the sole discretion of the Company.

During probation period, services of an employee can be terminated at any time without assigning any reason whatsoever.

c. Employee

Employee is one whose appointment has been made permanent by confirmation of his services on satisfactory completion of the probationary period.

d. Salary increase

Techniko will follow a policy of granting annual increments (based on an appraisal process) at the commencement of the financial year. The management, however, reserves right to give increments during the year to exceptional cases. Trainees completing their training period successfully may be placed at a suitable level and paid salaries commensurate to the fitment level within the company.

e. Trainees

The Company has a policy of hiring fresh talent from various colleges and depending on their qualifications places them as:

Mgt. Trainee- Management Trainees will be recruited and will be on probation and training for six months. On satisfactory completion of probation and training, the trainees will be confirmed in the services of the Company at its sole discretion, at suitable career level.



g. Resignation

All other employees would be required to give 30 days' notice while resigning from the services of the company. There would be no notice period in case of Termination of such employees. The company at its sole discretion may relieve an employee before the expiry of the notice period by accepting from him salary for the shortfall in notice period.

- Full & Final settlement in financial terms for any employees/consultant shall be made within 45 days from the date of resignation.

h. Absconding / Un- Authorized Absence: An Employee who are in un-authorized absence without notifying the reporting HR/TL/Management in writing, will be treated as potential absconding and will be liable for following action from the company.

- Any un-authorized absence of 3 or more days has to be reported by RM to the HR. as soon as the HR is intimated about an absconding employee, HR will try to establish the contact with the employee through 2 emails and subsequently he/she does not respond till 7th calendar day of absence, HR will initiate absconding termination in the system.
- First warning letter will be sent on the date of absconding initiation with a period of 3rd working days to join back.
- Second warning letter will be released after 5th working days of the release of first warning letter with a period of 7th working days to join back.
- In absence of any response/action from Employee within the defined timelines, Auto Termination will be released for the employee by Email.
- Management will not entertain such employees for any dues.

i. Termination

During the course of employment, if the Company finds that the particulars provided by the employee at the time of appointment were false / incorrect, or if any material or relevant information has been suppressed or concealed, the appointment shall be considered ineffective and irregular and the employee would be liable to be terminated by the Company immediately without notice.

After confirmation, your services can be terminated by giving one month's written notice from either side or, at the sole discretion of the Company, by payment of compensation amount equivalent to salary in lieu thereof. Accrued leave or comp time cannot be surrendered towards the compensation for such notice. Also this appointment will cease immediately if and when any of those statements made or particulars furnished by you are found to be nonfactual or incorrect and any terminal benefits that may have accrued to your account will be additionally forfeited. In case you sever your association with the Company without giving the requisite notice as stipulated under this clause, you will automatically forfeit all and any terminal benefits including encashment of leave, bonus etc. Further, indiscipline of any kind including not following company directives will attract immediate termination without any terminal benefits.

- Full & Final settlement in financial terms for any employees/consultant shall be made within 45 days from the date of termination.



J. Retirement

Retirement age for all employees will be 60 years. An employee will retire at the end of the month in which he attains 60 years of age. However, the work / performance of any employee shall be reviewed at the age of 59 years, and specific recommendation for extension of employment contract will have to be taken from the Group Head.

Post superannuation employee can be reengaged on mutually agreed terms and conditions.



3. Working Hours, Holiday & Leaves

1. Working Hours

Timing: 9:30 am to 5:30 pm (as may be prescribed from time to time for different offices)

The start times would apply strictly to all Support lines staff and Business lines that operate from dealing rooms

2. Lunch Break

Lunch - 30 Minutes can be availed during the day. Employees across all functions are expected to break for lunch on a staggered basis so as to ensure that customer service - both internal & external - is not affected.

3. Weekly Off

All TECHNIKO employees will avail one weekly off which shall be Sundays.

6. Leave Policy

1 Employees will be entitled for the following types of leaves -

Casual Leave (CL) / Sick Leave (SL)	12 days in a year.
Annual Leave (AL)	15 days in a year
Maternity Leave (ML)	182 days
Paternity Leave (PL)	3 days

2 Leaves will accrue on the basis of the financial year.

3 An executive will avail of leave, only after the leave has been sanctioned by the competent authority

4 Leaves applied for may be declined without assigning any reason whatsoever.

5 **An executive, who is absent from duty without authorized leave, will not be entitled to pay for the period of such absence. No leave will accrue for the period for which an executive is not entitled to pay.**

6 An employee who overstays his leave, except in circumstances beyond his control, shall not be entitled to any salary or allowance for the period of his absence without leave.

7 Trainees will be eligible for leave on the same basis as the regular employees.

8 Proper leave records will be maintained in the case of each executive.

9 Leave application must be submitted on the prescribed form which should be completed with balance portion before approval by the competent authority/Management.

11. These leave rules may be amended at any time as deemed fit by the Company.



7. Casual Leave / Sick Leave

- 1 CL / SL combined should not exceed 12 days on full emoluments in a year.
- 2 Employees on Probation / Trainees will be entitled for CL / SL on a pro-rata basis as stated above.
- 3 However, CL shall be deducted from accrued AL if accumulated CL balance is nil.
- 4 Holidays and weekends may be prefixed and / or suffixed but total absence should not exceed 4 days. Intervening weekly off or Holiday will not be counted as a leave.
- 5 Casual Leaves cannot be availed after submitting resignation / while serving the notice period. Casual leaves cannot be adjusted against any shortfall in notice period.

8. Annual Leave (AL)

- 1 15 days of AL on full emoluments accrue annually on the basis of financial year or 1.25 days for each month of service.
- 2 All holidays / weekly offs occurring within the period of AL would not be reckoned as part of the AL.
- 3 AL can be clubbed with any other type of leave.
- 4 AL can be accumulated for a maximum period of 45 days. The company does not provide leave encashment in general.
- 5 While AL will accrue from the date of joining service, an employee will be allowed to avail of AL only after confirmation in the services of the Company. The AL/PL will be credited to employees account in the seventh month of service.
- 6 All employees should plan their leave programme in consultation with their HOD & HQ.

9. Maternity Leave (ML)

- 1 Full emoluments will be paid for the period of ML.
- 2 ML shall be restricted to two pregnancies and it cannot be clubbed with any other kind of leave except AL.
- 3 All female employees who have worked with the Company for a period of not less than 80 days in the 12 months immediately preceding the expected date of delivery are entitled for maternity leave.
- 4 The maximum period for which any female employee shall be entitled to maternity benefit shall be 26 weeks of which not more than 8 weeks shall precede the date of expected delivery.
- 5 Leave Application duly approved by reporting head needs to be submitted to HR along with the certificate of doctor mentioning expected date of delivery before proceeding for Maternity Leave.
- 6 Any exception must be recommended by Functional Head & approved by Head HR.



10. Paternity Leave

- 1 All married male employees would be eligible to avail 3 days of paternity leave.
- 2 Paternity leave has to be availed within 3 months from the birth of the child.
- 3 3 Days Paternity Leaves should be availed in a one go.
- 4 All holidays occurring within the period of paternity leave would be reckoned as part of the paternity leave.
- 5 This leave can be availed only for the birth of first 2 children.
- 6 Leave Application duly approved by reporting head needs to be submitted to HR along with the discharge summary.

11. Leave Approving

Authority

Leave Application

Forms:

Form shall be circulated on email. Approvals from Business Head can be sent to the executive. All incidences of employee leave unsupported by approved leave application form shall be marked as absent & the equal number of days shall be deducted from next month's salary.

- Casual Leave (CL) / Sick Leave (SL) / Paternity Leave (PL)

The recommending and approving authority shall be the employee's Vertical Head.

- Annual Leave (AL) / Maternity Leave (ML)

The recommending authority shall be the employee's immediate supervisor while the approving authority shall be the Vertical head.

All senior functionaries are required to communicate their planned leave before departure to all other senior functionaries in AGICL by sending out the following draft message...

"I will be proceeding on leave w.e.f. (date) and would return back to work w.e.f. (date)." This message will go out by email as soon as itinerary is finalized and would be addressed to hr@techniko.co.in and CC to md@techniko.co.in from where it will be automatically routed to all senior functionaries in the organization.



4. Personal Accountability Policy

1. Definitions

Company: means Techniko Consultancy Services Pvt Ltd and its Board of Directors and includes in relation to the exercise of powers, any Committee / Sub - Committee of the Board or any Officer of the Company to whom the Board has delegated these powers.

Employee: means a person who holds a post under the Company.

Management Committee: means the Management Committee of Techniko Consultancy Services Pvt Ltd. Or any other officer authorized to act in his place or to discharge the duties of Managing Committee to whom any of his powers are delegated.

Disciplinary committee: Means the committee appointed by the Management Committee under the Personal Accountability Policy. This policy consists of three parts:

- 1 What qualifies as acts of misconduct
- 2 Procedure to be followed in case of such misconducts and power to award punishment.
- 3 Procedure to be followed in case of such misconducts and power to award punishment.

2. Acts of Misconduct

Without prejudice to the general meaning of the term 'Misconduct', the enclosed Annexure I lay down certain acts and omissions of an employee, which shall be treated as misconduct.

3. Penalties for Misconduct

- a. Censure / warning
- b. Making good the loss in full or part
- c. Stoppage of Increments(s) / Bonus / ESOP eligibility for a certain number of years & Other benefits
- d. Demotion to a lower grade
- e. Removal and termination from Service which does not disqualify for future employment
- f. Dismissal from service which disqualifies for future employment
- g. Any other punishment deemed appropriate other than dismissal.
- h. financial recovery of loss
- i. Pecuniary penalties/ monetary fines imposed



Offence	Punishment
<p>1. Minor Misconduct</p> <ul style="list-style-type: none"> ‡ Acts of omission / commission without gross negligence / malafide ‡ General disciplinary issues linked to employee conduct, behavior and performance 	<ul style="list-style-type: none"> • Punishment based on amount involved and probability of loss • Pecuniary penalties/ monetary fines imposed
<p>2. Major Misconduct</p> <ul style="list-style-type: none"> ‡ Acts of omission / commission due to gross or willful negligence resulting in significant and / or potential pecuniary loss to the Company ‡ Committing of minor misconducts more than 3 times ‡ Cause of undue loss to Company and / or a concomitant gain to an individual / group ‡ Offences involving moral turpitude 	<ul style="list-style-type: none"> • Punishment based on amount involved and probability of loss. The punishment may be as specified in the Minor offences (no. 2 below) and / or in the points d,e,f, g, h and i. • Pecuniary penalties/ monetary fines imposed
<p>3. Malafide acts of omission / commission</p> <p>Frauds directly committed or through abetment by acts of commission, bribe or omission / misrepresentation, suppression of material information, defaming company and its key personals etc.</p>	<p>Punishment could be Defined in points e,f, g, h, i or Legal (civil / criminal) action against the employee, besides dismissal from service, lifetime barred from other respective organization & council .</p>

4. Procedure for Dealing with Cases of Misconduct

A. The exercise of staff accountability shall commence immediately on the happening / detection of any of the above misconducts. There could be two issues with regard to employee accountability

a. General disciplinary issues linked to employee conduct, behavior, performance, frauds, & integrity, wherein the Human Resources Dept. will initiate action.



b. Accountability issues arising out of business decisions & resultant losses, wherein the business head / functional head will initiate action.

Both the Business Heads and Human Resources Dept. will seek appropriate technical & domain knowledge support either internally or externally if necessary, and will be responsible for preliminary investigation and enquiries in the appropriate matter.

Annexure I

5. Acts of Misconduct:

- 1) Acts of Omission / Commission causing significant or major loss to the Company either, pecuniary, reputation or regulatory.**
- 2) General Acts of indiscipline or integrity linked to employee conduct & behavior, willful insubordination & moral turpitude.
- 3) Offences committed with malafide and fraudulent intent.
- 4) Breach of rules and regulations, instructions, practices, conventions, methods and procedures etc., applicable to the Company for regulating work, safeguarding Company's interests, safety of the personnel, discipline, good conduct, cleanliness, avoidance of waste of time or materials or for proper running of the Company or individual departments / sections or breach of any other rules and regulations of the Company including Exercise of discretion without or in excess of powers.

Annexure II

6. Rules for Dealing with Cases of Misconduct

- a. Where an employee is charged with serious misconduct, indiscipline, fraud etc., and it is not considered desirable that he / she should remain on duty, he may, be suspended from duty. Order of suspension should be given in writing. During the period of suspension an employee shall not enter the Company's premises except with prior permission of the Management, nor shall he / she leave the station without prior permission.
- b. If, after inquiry, an employee is adjudged guilty of the misconduct alleged against him or some other misconduct brought out in the course of the inquiry and punishment is awarded, the employee shall not be entitled to any remuneration for such period, other than the subsistence allowance already paid to him. If a penalty other than dismissal or removal is imposed on him, the appropriate authority shall, by order, decide as to how the period of suspension shall be treated.
- c. Subject to the provisions contained above, the Company reserves the right to suspend an employee accused in a court of Law of any criminal offence involving moral turpitude until the disposal of the inquiry.



7. Prevention & Prohibition of Sexual Harassment at Workplace

In compliance with the guidelines issued by the Honourable Supreme Court of India, the Company aims to prohibit and proactively target prevention of sexual harassment at the work place by ensuring an effective redressal mechanism.

A Complaint Committee shall consist of 3 members - 1 chairperson and 2 members. The chairperson will have to be a female employee.

Any employee who believes herself to be a target or victim of sexual harassment can complain (either in writing or verbally) to any of the members of the committee. Alternatively, a complaint can be made to the immediate supervisor or functional head or Head HR.

The complaint can then be referred to the committee who will investigate and submit a report to the Human Resources department, in as less a time as possible.

All disciplinary decisions / actions will then be taken by the Head HR in consultation with the Management Committee. All such complaints of sexual harassment will be investigated promptly and in as impartial and confidential manner by the Committee.



