



SUKHMAA
GROUP OF COMPANIES



HUMAN RESOURCES MANUAL

Human Resources



732/1 3-F, Lotus Plaza, MG Road, Sector-14, Gurugram, Haryana, 122011

Human Resources

Manual

Index:

This manual is divided into “3” major divisions:

1. Employee Handbook
2. Company H.R. Policies
3. Formats and References

Employee Handbook

1. Employee Handbook
 - 1.1. Employment Basics
 - 1.1.1. Employment Contract Types
 - 1.1.2. Equal Opportunity Employment
 - 1.1.3. Recruitment and Selection Process
 - 1.1.3.1. Background Checks
 - 1.1.3.2. Referrals
 - 1.1.4. Attendance
 2. Workplace Policies
 - 2.1. Confidentiality and data protection
 - 2.2. Harassment and violence
 - 2.2.1. Workplace harassment
 - 2.2.2. POSH
 - 2.2.3. Workplace violence
 - 2.3. Workplace safety and health
 - 2.3.1. Preventive actions
 - 2.3.2. Emergency management
 - 2.3.3. Smoking

2.3.4. Drug-free workplace

3. Employee Code of Conduct

3.1. Dress code

3.2. Cyber security and digital services

3.2.1. Internet usage

3.2.2. Cell phones

3.2.3. Corporate email

3.2.4. Social media

3.3. Conflict of Interest

3.4. Employee relationships

3.4.1. Fraternization

3.4.2. Employee of relatives

3.5. Workplace visitors

3.6. Solicitation and distribution

4. Compensation and Development

4.1. Compensation status

4.1.1. Overtime

4.2. Payroll

4.3. Performance management

4.3.1. How managers are to lead employees

4.4. Employee training and development

4.5. Employee Benefits and Perks

4.6. Employee conclusions policy revisions

4.7. Working Hours, PTO and Vacation

4.8. Employee Transfers, Resignation and Termination

5. Benefits & Perks

5.1. Employee health

5.2. Workers' compensation

5.3. Work from home

5.4. Employee expenses

5.5. Company car

- 5.6. Parking
- 5.7. Company-issued equipment
- 6. Time
 - 6.1. Working Hours
 - 6.2. Paid time off (PTO)
 - 6.3. Holidays
 - 6.4. Sick leave
 - 6.5. Bereavement leave
 - 6.6. Voting
 - 6.7. Parental & maternity leave
- 7. Exit from our organization
 - 7.1. Progressive discipline
 - 7.2. Resignation
 - 7.3. Termination
 - 7.4. References
- 8. Policy Revision

Introduction:

The purpose and intent of this manual is to provide all employees of Sukhmaa Group with a reference manual, and lay framework of actions, containing policies and procedures. The purpose of this HR Manual with policies is also to define, develop, and document the policies and procedures that govern the organization's goals, objectives, and practices and practices to retain, establish, service existing clients, Optimization of business model to enhance the reach of the organization.

Expected from this manual's implementation:

- General policies and SOP's for any personnel in the Business Development department, further increase of productivity in the organization and optimised results.
- The foundation for a system of control and continual improvement
- Criteria for making appropriate Sales and Marketing decisions
- Guidance for Sales and Marketing activities

A system of control and improvement provides checks and balances intended to identify inconsistencies and irregularities, prevent waste, and assist in resolving discrepancies that are accidentally introduced in the operation of the business. Consistent, measured, and improved practices will increase the overall effectiveness of the Sales and Marketing operations, and improve customer satisfaction.

When consistently applied throughout the Company, these policies and procedures assure that the Sales and Marketing efforts are aligned and operate in accordance with best practices. Operating efficiently and effectively assists in maximizing the return on the investment in Sales and Marketing activities.

All additional departmental or functional policies and procedures written should conform to and parallel the policies in this manual. All changes to policies and procedures are required to be reviewed to ensure that there are no conflicts with the policies stated in this Sales and Marketing Manual.

In the interest of brevity, an attempt has been made to include only that information which will be used under normal operating circumstances within the Companies. For special situations, it is recommended that the appropriate department be contacted.

The material in this manual ranges from focused Business Development and partial Human Resources policies and procedures, to Administrative policies and procedures, to Finance policies and procedures. Consequently, for some policies and procedures, it is difficult, if not impossible, to implement modifications or obtain approval for

exceptions. On the other hand, many of the policies and procedures are subject to internally initiated change. Additionally, exceptions to Administrative policies and procedures are allowable when the justification is documented and is processed for approval through the normal channels of the organizational unit, including approval from the department responsible for the policy or procedure, to the appropriate Vice President/CEO with notification to the provost[Director].

1. Employment basics

Explanation of employee contract types, definition of basic employment policies.

1.1 Employment Contract Types:

1.1.1 Full Time Employees:

1.1.1.1 Working hours at-least 48 Hours/Week or 192 Hours/Month on Average as per Government Guidelines of 26 working days/month.

1.1.2 Part-Time Employees:

1.1.2.1 Working hours less than 30 Hours/Week or less than 130 Hours/Month.

1.1.3 Management Trainees:

1.1.3.1 Trainees/New recruits for said department to serve mandate training period of 3 Months translating to 90 Days under supervision of supervisors translating to 90 Days. on Stipend.

1.1.4 Probationary Employees:

1.1.4.1 New joining Employees may be on a *Probation period* of 3 Months, translating to 90 Days as a mandate.

to verify with labour and employment laws in India for vetting information before finalization

Note: Full-time, Part-time employees, Management Trainees, Probationary Employees can have either temporary or indefinite duration contracts. Full-time employees under indefinite duration contract are entitled to our company's full benefits package.

1.2 Equal opportunity employment.

Sukhmaa Group of companies is an equal opportunity employer. We do not tolerate discrimination against protected characteristics [gender, age, sexual orientation, race, nationality, ethnicity, religion, disability, veteran status). We want all employers (including executives and H.R.) to treat others with respect and professionalism. In practice, this means,

- 1.2.1 That we abide by *Equal remuneration Act, 1976* which mandates non-discrimination for payment of wages to men and women.
- 1.2.2 That we hire and promote people based on skills, experience or potential and try to reduce bias in every process (example: through structured interviews).
- 1.2.3 That we make accommodations to help people with disabilities move about safely on our premises and use our products, services and equipment.
- 1.2.4 That we use inclusive, diversity-sensitive language in all official documents, signs and job ads and workplace.
- 1.2.5 That we conduct diversity and communication training.

Apart from the aforementioned actions, we commit to penalizing every discriminatory, offensive or inappropriate behaviour.

To do this properly, we ask you to report any discriminatory action against yourself or your colleagues to H.R. complaint cell. Our company will not retaliate against you if you file a complaint or discrimination lawsuit. Any employee who retaliates or discriminates will face discriminatory action.

1.3 Recruitment and selection process

Sukhmaa Group's hiring steps may vary across rolls. The aim is to focus on a process that is un-biased and effective for hiring great people.

If you are hiring for an open role, you are to take following steps into high consideration:

- 1.3.1 Identify the need for a new job opening.
- 1.3.2 Decision on weather external or internal hiring is to be taken.
- 1.3.3 Review of Job Description and following steps to post advertisements and references.
- 1.3.4 Getting necessary approvals for advertisements and postage of job opening from channels in place and finance department.
- 1.3.5 Selection of appropriate sources (external or internal) to post job opening.
- 1.3.6 Decision on hiring stages and possible timeframes.
- 1.3.7 Reviewing of resumes in our company database/ATS(Applicant Tracking System).
- 1.3.8 Sourcing of possible candidates.
- 1.3.9 Shortlisting applicants.
- 1.3.10 Screening and interviewing candidates.
- 1.3.11 Run background checks and verification through references.
- 1.3.12 Selection of most suitable candidate
- 1.3.13 Make an official offer.

Steps mentioned may overlap and be skipped when appropriate. Every member of hiring team may have varied roles and responsibilities [example: recruiters-source, hiring managers: interview candidates]

Throughout the process the aim to keep the candidates informed is quintessential, communicate well with each other and give everyone an equal opportunity to work with us. Ask our recruitment team for help as and when deemed fit to enhance candidate experience or write an inclusive Job Description.

➤ Background Checks:

- If background checks are to be run on candidates, H.R. is to be consulted for guidance and procedures. This process is to be considered sensitive and we must always abide by cyber laws and IPC and ensure candidates understand our intentions.
- As a general rule, commission a background check for finalists only.
- Ensure candidates permission for the same.
- Referrals:
 - If a known associate is considered fit for the Job profile at our company, reference should be put forward.
 - If the candidate is hired, you are eligible for ₹2500 (twenty five hundred rupees) referral bonus.
 - Our referral bonus/reward may be higher if the job profile is considered a “hard-to-fit” role.
 - Additional rules for rewards:
 - We guarantee that every reward will be paid out within 7 days from expiration of probation period of the hired employee.
 - There is no cap on the number of referrals an employee can make. All rewards will be remitted within the set guidelines.
 - If two or more employees refer the same candidate, only the first referrer will receive the referral incentive/reward.
 - Referrers are still eligible for rewards/incentives even if a candidate is hired at a later time or gets hired for another job profile.
 - Who can be referred?
 - Conditions which qualify you for our rewards/incentives. They should:
 - Have not applied to our company for at-least 1-year.
 - Be hired as a permanent, full-time, or part-time employee (N/a with temporary employees or contractors.)

Note: Our company may use an online form or a platform where employees may refer candidates. You can also reach out directly to our H.R./recruiters/TAM with referrals.

It is encouraged to check our open positions and consider your social networks and external networks as potential resources for referred candidates.

Rewards/incentives may be subject to taxation. Please contact H.R. or concerned department.

1.4 Attendance:

1.4.1 It is expected to report and be present at 0830 Hrs to the office premises or during your scheduled/approved working hours.

1.4.2 It is expected to punch-out when premises are left by reason of:

1.4.2.1 End of working shift.

1.4.2.2 Sales call, to be reported.

1.4.2.3 Field tasks such as for Operation department, Office errands and related work & other official tasks.

1.4.2.4 The same would be considered as attendance only with prior intimation.

1.4.2.5 Without prior intimation/approval, the same may be considered and marked as Half-day.

1.4.3 If you face an emergency that prevents you from being present, contact is to be made with reporting boss at the earliest.

1.4.4 The unreported absence will be excused in cases of serious accidents, acute medical emergencies.

Note: As a general rule, the management is to be intimated prior to your absence.

2. Workplace Policies

This section describes policies that applies to everyone at our organization: Employees (of every contract-type), Contractors, Volunteers, Vendors, and Stakeholders alike.

The aim of these policies is to build a productive, lawful and pleasant workplace.

2.1 Confidentiality and data protection

- 2.1.1 We must ensure that private information about our clients, employees, partners, and our company is well protected.
- 2.1.2 Documents relevant/similar to following categories are to be considered as sensitive and confidential in nature;
 - 2.1.2.1 Location/contact numbers/records of Directors/Related personnel/Stakeholders of the organizations
 - 2.1.2.2 Employee records.
 - 2.1.2.2.1 ID Proofs
 - 2.1.2.2.2 Contact details and addresses
 - 2.1.2.2.3 Remuneration & Compensation Packages and Perks
 - 2.1.2.2.4 Documents relevant [Marksheets, certificates, CV/Resume etc]
 - 2.1.2.2.5 Medical Records
 - 2.1.2.2.6 Any relevant documents
 - 2.1.2.3 Unpublished Financial information
 - 2.1.2.4 Data of Clients/Partners/Associate/Vendors
 - 2.1.2.5 Customer Lists (Existing and Prospective)
 - 2.1.2.6 Unpublished goals, forecasts, and initiatives marked as confidential.
- 2.1.3 Hiring process may include signage of non-compete & non-disclosure agreements [NDAs].
- 2.1.4 We commit to:
 - 2.1.4.1 Restrict and monitor access to sensitive data.
 - 2.1.4.2 Develop transparent data collection procedures.
 - 2.1.4.3 Train employees in online privacy and security measures.
 - 2.1.4.4 Build secure networks to protect online data from cyberattacks.
 - 2.1.4.5 Establish data protection practices:
 - 2.1.4.5.1 Internal & External Audits
 - 2.1.4.5.2 Secure locking
 - 2.1.4.5.3 Encryption of Data
 - 2.1.4.5.4 Frequent backups

2.1.4.5.5 Access control

2.1.5 It is expected by you to always act responsibly while handling confidential information:

2.1.5.1 Must always lock or secure confidential information at all times.

2.1.5.2 Cross-Shred confidential documents when they're no longer needed.

2.1.5.3 Make sure to view any such documents on secure devices and networks.

2.1.5.4 Only disclose information to other employees after authorization and need-to-know basis.

2.1.5.5 Always keep any such documents within premises of the office unless absolutely necessary to move or relocate.

2.1.5.6 To not use confidential information for your personal benefit or profit.

2.1.5.7 To never disclose confidential information to anyone outside of our company.

2.1.5.8 To never replicate confidential document and files and store them on insecure devices.

Note:

This policy is important for Sukhmaa group's legality and reputation. Any employee found in breach of this policy and confidential guidelines or NDAs qualifies for immediate termination and prosecution if used for personal profit.

Disciplinary action may be taken followed by de-briefing in case of unintentional breach of this policy depending on its frequency and seriousness. We may terminate employees who repeatedly disregard this policy, in case of sensitivity of disclosure or retentiveness under unintentional circumstances.

2.2 Harassment and Violence

To build a happy and productive workplace, it is important to ensure anyone and everyone is treated with utmost respect and to help everyone feel safe. Each one of us should do our part to prevent harassment and workplace violence.

2.2.1 Workplace Harassment:

2.2.1.1 Harassment may include seemingly harmless actions, like workplace gossip. It is not feasible to list down every such possible action as it may differ. Intention is to be accommodating of belief of others and creating a hospitable environment and not to breach ethical boundaries to cause distress.

2.2.1.1.1 Examples:

2.2.1.1.1.1 Sabotaging someone's work on purpose.

2.2.1.1.1.2 Engaging in frequent or unwanted advances of any nature.

2.2.1.1.1.3 Commenting derogatorily/demeaning on a person's ethnic heritage or religious beliefs.

2.2.1.1.1.4 Starting/spreading rumours about a person's personal life.

2.2.1.1.1.5 Ridiculing someone in front of others or singling them out to perform tasks unrelated to their job (example: Bringing coffee, pulling rank for menial tasks) against their will.

2.2.2 Sexual Harassment:

2.2.2.1 It is illegal to sexually harass any person and serious actions, investigation and prosecution will be initiated against any such complaint to the committee of our *POSH* policy or reported to any person in the organization seeming comfortable.

2.2.2.2 Any employee found guilty will be immediately terminated and prosecution proceeding will be initiated by legal counsel of the organization or any legal aid preferred by you.

2.2.2.3 Confidentiality will be maintained to the highest order in any such cases.

2.2.2.4 In case of any such occurrence, conducted by a colleague, customer, vendor etc, you may talk to any of the following officers:

2.2.2.4.1 Offenders: If you suspect that an offender doesn't realize they are guilty of harassment, you could talk to them directly in an effort to resolve the harassment. This tactic is appropriate for minor harassment (example: inappropriate jokes between colleagues). Avoid using this approach with customers or stakeholders.

2.2.2.4.2 Committee of *POSH*: In case your Customers, managers, vendors stakeholders or team members are involved in your claim, you may reach out to the board on the Committee of POSH Policy of the organization and the Asst./Addl. DC if not resolved. H.R. will be involved for investigation and to assess the situation.

2.2.3 Workplace violence

2.2.3.1 Including physical violence, sexual assault, destruction of property, threats to harm a person or property and verbal & psychological abuse.

2.2.3.2 Avoidance of the above is the priority yet the following responses are to be followed in case of breach,

2.2.3.2.1 Actively report to H.R. if you know or suspect any form of violence. Your report will be kept confidential and the investigation will be conducted discretely.

2.2.3.2.2 Call to building security if serious act of violence is witnessed.

2.2.3.3 Employees who verbally threaten others will be treated as high risk and will be penalised for this conduct.

2.2.3.4 H.R. may terminate an employee in breach of this policy.

2.2.3.5 Destruction of property will lead to compensation for damage and will be solely responsible for paying for the same.

2.2.3.6 Criminal charges may be pressed against act of violence.

2.2.3.7 Support to be rendered to the victims:

2.2.3.7.1 Through expense of Medical bills

2.2.3.7.2 Expense of mental health treatment

2.2.3.7.3 Providing Legal Aid

2.2.3.8 We advise to seek help early on to mitigate conflicts,

2.2.3.8.1 Attend conflict resolution seminars and exercises.

2.2.4 Workplace Health & Safety

2.2.4.1 Sukhmaa group is committed to create a hazard free workplace.

To this end, we will ensure workplace safety through preventative action and emergency management.

2.2.4.2 Preventative actions:

2.2.4.2.1 Actions in the course of avoiding injuries or illness related to the workplace. Periodic risk assessments and job hazard analysis will be conducted by us to uncover health risks to the employees; accordingly, preventive measures will be taken.

2.2.4.2.2 At minimum,

2.2.4.2.2.1 Hold employee training sessions on safety and standards and procedures.

2.2.4.2.2.2 Ensure employees who work in dangerous locations are safe.

2.2.4.2.2.3 Provide protective gear such as safety shoes, gloves, masks, goggles, etc.

2.2.4.2.2.4 Infrastructure and safety gear be evaluated regularly

2.2.4.2.3 It is expected from you to take safety seriously and always use protective equipment and follow standards whenever necessary, if you deliberately disregard our guidelines, the organization may terminate you for yours and other's safety.

2.2.4.2.4 Emergency Management:

2.2.4.2.4.1 Plant to deal with situations of natural calamities and other threatening attacks or situations of emergency.

2.2.4.2.4.2 Functional smoke alarms and sprinklers that are regularly inspected.

2.2.4.2.4.3 Technicians (external or internal) available to repair leakages, damages and blackouts quickly.

2.2.4.2.4.4 Fire extinguishers and other fire protection equipment that are easily accessible

2.2.4.2.4.5 An evacuation plan posted on each floor and online,

2.2.4.2.4.6 Fire escapes and safety exits that are clearly indicated.

2.2.4.2.5 Smoking:

2.2.4.2.5.1 Sukhmaa Group is a smoking-free workplace. You can smoke in [designated smoking areas, gardens etc.]

Any other area in our workplace (like restroom, lobby, offices, staircase, warehouses) is strictly smoke-free to protect non-smokers.

2.2.4.2.5.2 It is advised to:

2.2.4.2.5.2.1 Extinguish your cigarettes and discard them in [Outdoor ashtrays, cigarette urns]

2.2.4.2.5.2.2 Avoid smoking when you have scheduled meetings with clients/vendors.

2.2.4.2.5.2.3 Avoid smoking near flammable objects and areas.

2.2.4.2.5.3 Setting off fire alarm and causing fires by smoking are serious offenses. If you are found responsible, you are liable to face disciplinary action/fine/ up to and including termination or prosecution.

2.2.4.2.6 Drug-Free Workplace

2.2.4.2.6.1 Sukhmaa Group is a drug free workplace. Whether you are an employee, contractor, or visitor, you must not bring, use, give away or sell any drugs on company premises. If you are caught with illegal drugs or show that you are under the influence of substances, you will face disciplinary action up to and including termination.

2.2.4.2.6.2 A list of prohibited drugs and substances includes, but is not limited to:

2.2.4.2.6.2.1 Heroin, Cocaine, methamphetamine in any form

2.2.4.2.6.2.2 Marijuana

2.2.4.2.7 Alcohol

2.2.4.2.7.1 It is prohibited for employees from consuming alcohol during working hours, but they may consume alcoholic drinks in moderation at company events.

2.2.4.2.7.2 If any employee is found under the influence of alcohol, serious disciplinary action will be initiated leading up to termination.

2.2.4.2.8 Prescription Drugs

2.2.4.2.8.1 If a prescribed drug (example: anxiety medication) has an overwhelming effect on your immediate senses, motor movements, thinking processes, ask

for the rest of the day off. If your manager suspects substance abuse, you may face disciplinary action.

2.2.4.2.8.2 You must not use medical marijuana in our workplace, we have the right to terminate you if your off-duty use of medical marijuana makes you unable to complete your job duties correctly.

2.2.4.2.8.3 It is expected from the employees to who hold safety-sensitive jobs (example: drivers, personal security officer) to be fully alert and capable of performing their duties at all times.

2.2.4.2.8.4 You are liable for termination if it is concluded that your prescription drug use creates severe safety risks. If it is needed by you to use prescription medication for a limited time, and you think they may impair your abilities, use your PTO or Sick Leave.

2.2.4.2.8.5 We may make reasonable accommodations for safety if prescription drug use is within reason.

2.2.4.2.9 Dealing with addiction:

2.2.4.2.9.1 Being sober is a prerequisite to thriving at our company and we want to support as much as possible. If you feel relevant problem, please reach out to our counsellor or any committee head.

2.2.4.2.9.2 We won't tolerate substance addiction that results in violence, offensive or inappropriate behaviour.

3. Employee Code of Conduct

As an employee, all aforementioned company policies apply to you. We have some additional expectations and guidelines about workplace behaviour and conduct, which is outlined herein.

Covering every aspect and case of conduct is not feasible, but we do trust you to always use your best judgement.

Reach out to your manager or the H.R. if you face any issues or have any questions.

3.1 Dress Code:

- 3.1.1 Sukhmaa group's official dress code is: Business Formals, Business casuals, Smart Casuals and Smart Indian attire for Women, This may include business suits, loafers, boots, denims, etc.
- 3.1.2 An Employee position may also determine dress code. If you frequently meet the clients or prospects, conform to a more formal dress code. We expect you to be clean when coming to work and avoid wearing clothes that are unprofessional (example: gym-wear etc.)
- 3.1.3 As long as the guidelines mentioned above are conformed with, we don't have specific expectations about what type of clothes or accessories you should wear.
- 3.1.4 We also respect and permit grooming styles, clothing and accessories that are dictated by religious beliefs, ethnicity or disability.
- 3.1.5 Conclusively being presentable at the workplace is a prerequisite.

3.2 Cyber Security and digital devices

This section deals with all things digital at work. Strict guidelines concerning usage of computers, phones, our internet connection and social media to ensure security and protect our assets.

3.2.1 Internet usage

- 3.2.1.1 Our corporate internet connection is primarily for business. But, you can occasionally use our connection for personal purposes as long as they don't interfere with your job responsibilities. We

expect you to temporarily halt personal activities that slow down our internet connection (example: uploading pictures, social media, video streaming) if you're asked to or realized on your own.

3.2.1.2 You must NOT use the internet connection to:

3.2.1.2.1 Download or upload obscene, offensive, or illegal material.

3.2.1.2.2 Send confidential information to unauthorised recipients.

3.2.1.2.3 Invade another person's privacy and gain access to sensitive information.

3.2.1.2.4 Download or upload pirated movies, music, material or software.

3.2.1.2.5 Visit potentially dangerous websites that can compromise our network and computer's safety.

3.2.1.2.6 Perform unauthorised or illegal actions, like hacking, fraud or buying/selling illegal contrabands/goods.

3.2.2 Cell phones

3.2.2.1 We allow use of cell phones at work. But, we also want to ensure that your devices won't distract you from your work or disrupt or tamper workplace discipline. We ask you to follow a few simple rules:

3.2.2.1.1 Use your cell phone in a manner that benefits your work [Business calls, productivity apps, calendars]

3.2.2.1.2 Key personal calls brief and use an empty meeting room or common areas so as not to disturb your colleagues.

3.2.2.1.3 Avoid playing games on your phone or texting excessively.

3.2.2.1.4 You must not use your phone for any reason while driving a company vehicle.

3.2.2.1.5 You must not use your phone to record confidential information, calls, documents, meeting. As it a punishable offence.

3.2.2.1.6 Don't download or upload inappropriate, illegal, or obscene material using our corporate internet connection.

3.2.2.2 You must not use your phone in areas where cell phone use is explicitly prohibited (example: conference room, video call/meetings/Director office)

3.2.3 Corporate Email:

3.2.3.1 Email is essential and a key element of our work. You must use your company Email primarily for work, but we allow some uses of your company email for personal reasons:

3.2.3.1.1 Work related use:

You can use your corporate email for work-related purposes and tasks without limitation. We recommend use balanced with relevance and well documentations/reporting of incidences etc. [example: you may sign up for newsletters and online services that will help you in your job or professional growth)

3.2.3.1.2 Personal use:

You may use your email for personal reasons as long as you keep it safe and avoid spamming and disclosing confidential information. [example: you may send emails to friends, family and download e-books, guides and other safe content for your personal use]

3.2.3.2 Other general expectations

3.2.3.2.1 We expect you to avoid:

3.2.3.2.1.1 Signing up for illegal, unreliable, disreputable, or suspect websites and services.

3.2.3.2.1.2 Sending unauthorised marketing content or emails.

3.2.3.2.1.3 Registering for a competitor’s services, unless authorised.

3.2.3.2.1.4 Sending insulting or discriminatory messages and content.

3.2.3.2.1.5 Intentionally spamming other people’s emails, including your co-workers.

3.2.3.2.2 Usage of strong passwords and being vigilant in catching emails that carry malware or phishing attempts. If you are not sure that an email you received is safe, ask our Security Specialists.

3.2.4 Social Media

3.2.4.1 We want to provide practical advice to prevent careless use of social media in our workplace. We address two types of social media uses: Using personal social media at work. Representing our company through social media.

3.2.4.2 Using personal Social Media

3.2.4.2.1 You are permitted to access your personal account at work. It is expected from you to act responsibly, according to our policies and ensure that you stay productive. Specifically, we ask you to:

3.2.4.2.1.1 Discipline yourself: Avoid getting side-tracked by your social media platforms.

3.2.4.2.1.2 Ensure others know that your personal account or statements don’t represent our company. [example: Use a disclaimer such as, ” Opinions are my own”]

3.2.4.2.1.3 Avoid sharing intellectual property [example: trademarks or logos] or confidential information; Ask your manager or PR first before you share company news that is not officially announced.

3.2.4.2.1.4 Avoid any defamatory, offensive, or derogatory content; You risk violating our organization's anti-harassment policy if you direct any such content towards colleagues, clients or partners.

3.2.4.3 Representing our company through social media

3.2.4.3.1 If you handle our social media accounts or speak on our organization's behalf, it is expected out of you to protect our organization's image and reputation. Specifically, you must:

3.2.4.3.1.1 Be respectful, polite and patient.

3.2.4.3.1.2 Avoid speaking on matters outside your field of expertise when possible.

3.2.4.3.1.3 Follow our confidentiality and data protection policies and observe laws governing copyrights, trademarks, plagiarism and fair use.

3.2.4.3.1.4 Coordinate with our Business Development/PR/Marketing department when you are about to share any major-impact content.

3.2.4.3.1.5 Avoid deleting or ignoring comments for no reason.

3.2.4.3.1.6 Correct or remove any misleading or false content as quickly as possible.

3.3 Conflict of Interest

3.3.1 When you are experiencing a conflict of interest, your personal goals are no longer aligned with your responsibilities towards Sukhmaa Group. Example: Accepting a bribe may benefit you financially, but it is illegal and against our business code of ethics. If we become aware of any such behaviour, you will lose your job and may face legal trouble. for this reason, conflicts of interest are a serious issue for all of us. We expect you to be vigilant to spot circumstances that create conflicts of interest, either to yourself or for your direct reports.

Follow our policies and always act in Sukhmaa Group's best interests.

Whenever possible, do not let personal or financial interests get in the way of your job. In the case of you experiencing an ethical dilemma, talk to your manager or H.R. and we will try to resolve the same.

3.4 Employee Relationships

3.4.1 It is our objective to ensure that relationships between employees are appropriate and harmonious. We outline our guidance and we ask you to always behave professionally.

3.4.2 Fraternalization:

3.4.2.1 Fraternalization refers to dating or being friends with your colleagues. In this policy, "dating" equals consensual romantic relationships. Non-consensual relationships constitute as sexual violence and we prohibit them explicitly.

3.4.2.1.1 Dating colleagues:

If you start dating a colleague, we expect you to maintain professionalism and keep personal discussions outside of our workplace. You are also obliged to respect your colleagues who date each other. We do not tolerate sexual jokes, malicious gossip, and improper comments. If you witness this kind of behaviour, please report it to H.R.

3.4.2.1.2 Dating manners:

To avoid accusations of favouritism, abuse of authority and sexual harassment, supervisors must not date their direct reports. This restriction extends to every manager above an employee. Also, if you act as a hiring manager, you are not allowed to hire your partner to your team. You may refer them for

employment to other teams or departments where you don't have any managerial or hiring authority.

3.4.2.1.3 Friendships at work:
Employees who work together may naturally form friendships either in or outside of the workplace. We encourage these relationships between peers, as it can help you communicate and collaborate. But it is expected out of you to focus on your work and keep personal disputes and discussions outside our premises/workplace.

3.4.3 Employment of relatives

3.4.3.1 Everyone in Sukhmaa Group must be hired, recognised or promoted because of their skills, character and work ethic. We do not encourage or tolerate the phenomena of nepotism, favouritism or conflicts of interest, so we will place some restrictions on hiring employees' relatives. To Sukhmaa group, a relative is someone who is related by blood, or marriage within the third degree to an employee. This includes parents, grandparents, in-laws, spouses or domestic partners, children, grandchildren, siblings, uncles, aunts, nieces, nephews, stepparents, stepchildren and adopted children.

3.4.3.2 As an employee, you may refer your relatives to work with our organization. Following the guidelines herewith:

3.4.3.2.1 You must not be involved in a supervisory/reporting relationship with a relative.

3.4.3.2.2 You cannot be transferred, promoted, or hired inside a reporting relationship with a relative.

3.4.3.2.3 You cannot be a part of a hiring committee, when your relative is interviewed for the said position.

3.4.3.3 If you become related to a manager or direct report after you both become employed by our company, we may have to transfer either one of you.

3.5 Workplace visitor:

3.5.1 If you wish to invite a visitor to our office, please seek authorisation from the H.R. Manager/Security Officer/Admin Manager/Reporting boss first.

Inform our reception of your visitor prior to the arrival. They will receive passes/entries made in visitor register along with Identification shown. Passes are to be signed by you and returned at the reception while they exit/visit is complete.

3.5.2 Following responsibilities are to be regarded when you have office visitors:

3.5.2.1 Always tend to your visitors [especially when they are underage]

3.5.2.2 Keep your visitors away from areas the prohibited areas [example: director cabin], confidential records or sensitive equipment, IT servers and equipment etc.

3.5.2.3 Prevent your visitors from proselytizing your colleagues, gathering donations, or requesting participation in activities while on our premises.

3.5.2.4 Anyone who delivers orders, packages, mail etc. for employees should remain at our building's reception or gate. If you are expecting a delivery, front office staff will notify you so you may collect it.

3.6 Solicitation and distribution

3.6.1 Solicitation is any form of requesting money, support, or participation for products, groups, organization or cause which are unrelatable to our company (example: Religious proselytise, seeking petition signatures)

Distribution means disseminating literature or material for commercial or political purposes.

3.6.2 Sukhmaa Group does not allow solicitation and distribution by non-employees at our workplace. As an employee, you may solicit from your colleagues only when you want to:

3.6.2.1 Ask colleagues to help organize events for another employee [example: adoption/birth of a child/promotion, retiring]

3.6.2.2 Seek support for a cause, charity, or fundraising event sponsored, funded, organized, or authorised by our company.

3.6.2.3 Invite colleagues to employee activities for an authorized non-business purpose [recreation, volunteering, etc]

3.6.2.4 Ask colleagues to participate in employment-related activities or group protected by law [example: trade unions.]

3.6.3 In all cases, we recommend that you do not disturb or distract colleagues from their work.

4. Compensation and Development

4.1 In this section, we outline Sukhmaa Group's guidelines for compensating employees according to their employment status. Performance management and employee development policies are also described herein.

4.2 Compensation status

4.2.1 Under the following employment statuses:

4.2.2 Workmen: Who are covered by *Minimum wage act 1948*.

4.2.3 Non-Workmen: Executives/managerial, administrative personnel.

Note: To consult directors for compensation policies.

4.3 Overtime

4.3.1 Occasionally, you may be needed to work out of the purview of your working hours and more than the working hours.

4.3.2 Overtime will be remitted per “hour” basis and calculation on your remuneration slab.

4.3.3 State and federal laws to be considered in the calculation of overtime.

4.4 Payroll

4.4.1 Your wage and salary will be remitted before 10th of Each following month through bank transfer/cheque/cash.

4.5 Performance management

4.5.1 Sukhmaa group has built our performance management practice to:

4.5.1.1 Ensure you understand your job responsibilities and have specific goals to meet.

4.5.1.2 Provide you with actionable and timely feedback on your work.

4.5.1.3 Invest in development opportunities that help you grow professionally.

4.5.1.4 Recognize and reward your work in financial or non-financial ways [example: employee reward]

4.5.2 To meet these objectives, we have:

4.5.2.1 Established [annual/bi-annual/quarterly] performance reviews. During these reviews, your manager will fill out your performance evaluation report and arrange a meeting with you to discuss it. Through these discussions, managers aim to determine employees who excel at their jobs, identify areas of improvements, and discuss career moves.

Pay increases or bonuses are not guaranteed. Nevertheless, managers are encouraged to recommend rewards for their team members as and when they deserve them. There won't be any forced ranking or other comparisons between employees, as our goal is to help all employees improve and develop their careers.

4.5.2.2 Instructed all managers to meet with their team members once per [week] to provide feedback and talk about their work and motivations.

This way you can receive feedback in a timely manner and avoid surprises during your [annual/bi-annual/quarterly] performance review.

4.5.3 How managers are expected to lead employees

4.5.3.1 A team leader is responsible for team members' performance.

To conduct effective regular meetings and performance evaluations, we expect you to:

4.5.3.1.1 Set Clear Objectives.

Your team members should know what you expect of them. When you first hire someone to your team, ensure they understand their job duties. Set specific goals for each team member (and team-wide if applicable) Revisit those goals during [annual/bi-annual/quarterly] performance reviews.

4.5.3.1.2 Provide useful feedback.

During scheduled meetings with your team members, give them both guidance and praise, as appropriate. Be fair and specific to help them understand and implement your feedback.

4.5.3.1.3 Keep your team members involved.

These should be two-way communication between you and your team. Make your expectations clear, but always take your team members' motivations and aspirations into

account. Discuss training and development opportunities that may interest your team members.

4.5.3.1.4 Keep logs with important incidents about each one of your team members. These logs help you evaluate your team, but may also prove useful when rewarding, promoting or terminating your team members.

4.6 Employee training and development

4.6.1 We owe our success to our employees. To show our gratitude, we will invest in our employee's professional development. We want employees to feel confident about improving their efficiency and productivity. We also want to help our employees achieve personal growth and success.

4.6.2 Each employee has [₹] annually to spend on educational activities or material. Subscriptions and books are included in this budget, unless they are necessary for you to complete your everyday duties. Send your expenses to H.R. [by email/expenses/software].

4.6.2.1 Apart from online courses, we offer these training opportunities:

4.6.2.1.1 Formal training sessions

4.6.2.1.2 Employee coaching and mentoring

4.6.2.1.3 Seating at industry conferences

4.6.2.1.4 On-the-job training

4.6.2.1.5 Job shadowing

4.6.2.1.6 Job rotation

4.6.2.2 Development is a collective process. Team members and managers should regularly discuss learning needs and opportunities. It is H.R.'s responsibilities to facilitate any development activities and processes.

5. Benefits and perks

5.1 In this section we describe what we offer to our employees. We provide information on our health insurance plans and benefits like work from home options and company issued equipment.

5.2 Employee Health

5.2.1 Employee health is important to us. We do not discriminate against people with disabilities or health conditions, but we want to do everything possible to help employees stay healthy. At a minimum, we provide [group health insurance?] to all eligible employees. For more information on our insurance package, contact H.R.

5.2.2 We have also established non-smoking and substance abuse policies to protect employee health. We will create a workplace with minimal noise and good lighting and offer. [free healthy snack, wellness programs].

5.3 Workers' compensation

5.3.1 We strive to keep you safe, but accidents may happen occasionally. Employees who are injured at work (by accident or disease) can receive wage replacement, medical care, and rehabilitation benefits according to workers' compensation law, when appropriate. Please inform us of your injury as soon as possible. Ask H.R. for forms that you need to file a claim or contact your state agency for workers' compensation.

5.4 Work from home

5.4.1 If your job does not require you to be present at our premises, you can occasionally work from home (WFH). We normally allow one day per week. If you need to telecommute for more days per week, talk to your manager.

5.4.2 In case of pandemic or emergency your WFH reporting is to be done through online tracking and checking in with reporting bosses.

5.4.3 Please inform your manager that you want to work from home at least 3 days in advance. Recurring WFH may be set in special cases. In case of a rare emergency, you may work from home without

having received prior approval, but call or email your manager as soon as possible or contact H.R.

5.4.4 When working from home, please use an internet connection and devices that are fast and secure. Choose a place without loud noises or distractions. And, check-in with your team frequently to make collaboration easier.

5.4.5 If there is inclement weather, please check your email to see if office is officially closed. If you judge that your commute during inclement weather is dangerous, inform reporting boss and H.R. You will not be forced to come to work if your safety is at stake or if there is an official travel warning in the said zone.

5.4.6 Remote working

5.4.6.1 Remote working refers to working from a non-office location on temporary or permanent basis.

5.4.6.2 If you are an office-based employee, you may work remotely for a maximum of One weeks per year. You may arrange this if you are a parent or suffer from a short-term disability. If you have another reason, talk to your manager. Submit your remote working requests at least one week prior.

5.4.6.3 If you work remotely permanently, we ask you that you adhere to our security, confidentiality, and equal opportunity policies just like your office-based colleagues.

5.5 Employee expenses

5.5.1 There are some expenses that we will pay directly on your behalf [example: hotel room for work related travel].

5.5.2 Nevertheless, we ask you to keep track and report on those reimbursable expenses that you pay yourself.

We reimburse employee expenses that are related to:

5.5.2.1 Business travel

5.5.2.2 Relocation

5.5.2.3 Education and training

5.5.2.4 Upon approval, outing, with business partners or colleagues

5.5.3 Not all travel expenses are reimbursable. for example, we will pay for your transportation to an airport for work related travel, but not to a museum for a personal visit. Before traveling for business kindly consult H.R. to clarify which expense and expense cap according to salary/designation slab are reimbursable within your particular trip.

5.5.4 Please keep receipts for all your reimbursement and fill out expense format provided by Finance department. You can submit it to your manager, reporting boss, or finance team after approval, within three months after the date of each expense. If your manager approves your expense, you will receive reimbursement within 7 days.

Wage remuneration	Hotel Tariff Cap	Travel Tariff/mode Cap
₹20000<	₹500-₹700/Night	Bus/Train

5.6 Company Car

5.6.1 You may drive a company car if you:

5.6.1.1 Need it as an indispensable part of your job (example: fleet driver, manager, etc).

5.6.1.2 Receive it as a benefit attached to your job.

5.6.2 Your company car will always belong to your organization. You may use your company vehicle for personal reasons till the extent our policy permits. You will get reimbursed only for approved, business related expenses.

5.6.3 To get a company car, you must have a valid driver's license and a clean driving record for at-least two years. Drive safe and sober and respect traffic laws and fellow motorist.

5.6.4 Your company car is your responsibility to maintain, to ensure regularly for fuel, tire pressure, service, all car fluids to be at an appropriate level. Car maintenance and kms log to be maintained.

5.6.5 We expect you to not:

5.6.5.1 Smoke in your company car.

5.6.5.2 Leasing, selling, or lending a company car.

5.6.5.3 Using a company car to teach someone to drive.

5.6.5.4 Leaving your company car unlocked, unattended or parked in dangerous areas.

5.6.5.5 Allowing unauthorized people to drive a company car, unless an emergency mandate.

5.6.5.6 On our part, we will ensure that our cars are safe and in good condition as well as appropriately insured.

5.6.6 Accidents

5.6.6.1 If you are involved in an accident with a company car, contact our HR department immediately, for further contact with insurer.

5.6.6.2 Should never accept liability/responsibility or agree to pay on the company's behalf.

5.6.6.3 Follow this policy's guidelines to avoid disciplinary action. For minor offenses, like allowing unauthorized people to drive a company car, we will reprimand you or reclaim your car. But for more serious offenses, like causing an accident while intoxicated, we may terminate you.

5.6.7 Parking

5.6.7.1 Space outside the premises would be provided, in front of the Building.

5.6.7.2 It is expected out of you to keep the lot clean, and to behave responsibly, not to block anyone's way. We will not assume responsibility for any theft, vandalism, fire or damage regarding employee's vehicle in our parking lot.

5.7 Organization Issued Equipment

- 5.7.1 As an employee, you may receive company cell phone, laptop or other device, furniture, etc. Unless otherwise mentioned in your contract, any equipment we offer belongs to our company and you may not sell it or give it away.
- 5.7.2 You are also responsible for keeping our equipment safe and in as good condition as possible. If your equipment breaks or malfunctions, let us know so we can arrange to get it repaired.
- 5.7.3 If you are part of our corporate cell phone plan, please use your phone within our plan's restraints. You may have to pay any extra charges yourself.
- 5.7.4 Theft and damage of company equipment.
 - 5.7.4.1 Our equipment is insured for theft and damage. We ask you to inform us within [24 hours] if your equipment is stolen or damaged. We might be able to trace stolen laptops and cell phones. Please also file a theft statement (affidavit) with the police and submit a copy to us.
- 5.7.5 Security of company issued devices
 - 5.7.5.1 We advise you to keep your company-issued computer, tablet, and cell phone secure. You can do this if you:
 - 5.7.5.2 Keep all devices password protected.
 - 5.7.5.3 Ensure you do not leave your devices unattended.
 - 5.7.5.4 Install security updates for browsers and other systems as soon as updates are available.
 - 5.7.5.5 Log into company accounts and systems through secure and private networks only.
 - 5.7.5.6 Follow all instructions for disk encryption, anti-malware protection and password management that you received along with your equipment

6. Time

6.1 In this section, we explain our provisions for your working hours and time off. We have included five types of leaves and holidays

6.2 Working hours:

6.2.1 Our company operates between [a.m. to p.m. on weekdays.]
You may come to work at any time between [9 a.m. and 11 a.m.], depending on your team's needs.

6.2.2 Half-day may be registered if punch-in time is beyond cut-off limit in your team.

6.2.3 Some departments may work after hours, too [example: Operations team, Finance Team (during closing) etc.]

6.2.3.1 If you work in these departments, you will follow a shift schedule as needed.

6.3 Paid time off (PTO)

6.3.1 Employees receive 20 days of Paid Time Off (PTO) per year. You PTO accrual begins the day you join our company and you receive 1.7 days per month. You can take your PTO at any time after your probationary period ends,

6.3.2 Usage of time 'off' you have not accrued yet is not applicable in our organization.

6.3.3 You will earn one additional day per year after your first year with our company, with a cap at 25 days overall.

6.3.4 If you want to use PTO, send a request to H.R. If your manager or HR approves, you are permitted to take your leave. You do not have to specify a reason for requesting PTO.

6.3.5 You can transfer 50% of your remaining PTO to the next year. We encourage you to use your time off throughout the year.

6.3.6 If you leave our company, we may compensate accrued PTO with your final pay-check according to the immediate local law. When the law does not have provisions, we will compensate accrued leave to employees who were not terminated for cause.

6.4 Holidays

6.4.1 Our company observes the following holidays [2020]:

6.4.1.1 Contact H.R. for your calendar if email not received.

6.4.1.2 If a holiday falls on a day when our company does not operate (e.g. Sunday), we will observe that holiday on that particular day and the holiday will not be shifted.

6.4.1.3 Our company offers a floating day, which you can take as a holiday any day you choose. If you want to observe a religious holiday that is not included in our list, we may allow you to take unpaid time off for that day. Or, you may use your PTO.

6.4.2 Holiday pay

6.4.2.1 Exempt & Probationary employees are entitled to their normal compensation without any deductions.

6.4.2.2 Permanent non-exempt employees receive holiday pay as a benefit after they have worked with us for more than three months.

6.4.3 Working on a holiday,

6.4.3.1 These holidays are considered “off-days” for most employees. If you need a team member to work on a holiday, inform them at least two days in advance.

6.4.3.2 If you are a non-exempt employee, you will receive your regular hourly rate with a premium for working on a holiday.

6.4.3.3 If you are an exempt employee, we will grant you an additional day of PTO that you must take within 3 months thereafter.

6.4.3.4 Your clocked hours will be counted of the holiday to decide whether you are entitled to overtime pay.

6.5 Sick leave

6.5.1 We offer 3 Days of ‘paid’ sick leave. In states or countries where employees are entitled to a greater number of sick leave days by law, we will follow that law. You can take sick leave to recover from short-term illness, injuries, mental issues, and other indisposition. If

you have the flu or other contagious disease, please use your sick days.

6.5.2 If you become sick, inform your manager/reporting boss, and send a sick leave request through Email. You may take a partial day off or work from home, but we advise you to rest and recuperate for a day before returning to work.

6.5.3 Use your PTO or arrange for a flexible work schedule if you want to attend routine health care (example: Therapy sessions, doctor's appointments)

6.5.4 Occasionally, we may ask you to submit a physician's note or other medical certification and/or complete a sick leave form. We will do this for insurance purposes if you are absent for more than three days of sick leave.

6.6 Bereavement leave

6.6.1 Losing a loved one is traumatizing. If this happens to you while you work with us, we want to support you and give you time to cope and mourn.

6.6.2 For this reason, we offer [three days] of paid bereavement leave. You may take your bereavement leave on [consecutive/non-consecutive] days to:

6.6.2.1 Arrange a funeral.

6.6.2.2 Resolve matters of inheritance.

6.6.2.3 Fulfil other family obligations.

6.6.2.4 Mourn.

6.6.3 If you have to travel long-distance for a funeral, you may take two additional unpaid days off. If you require more time, please use your PTO.

6.7 Voting

6.7.1 On election day, you can take half-day off to vote. If your trip lasts more days, please use your PTO.

6.7.2 To keep good records, we ask you to bring us a copy/proof of voting.

6.8 Parental leave

6.8.1 Following act: *Indian Maternity benefit (Amended) Act, 2017*.

6.8.2 We support new mothers and fathers in their months of parenthood with paternity and maternity leave in accordance with the law stated above. Afterwards, we will continue to support parents with [flexible work options and childcare.]

6.8.3 Act provides eligible employees with 26-weeks of paid, job-protected leave for the birth of a child. You are eligible for this type of leave if you have worked for us for more than 80 days before your leave begins. Contact HR for more information when needed. And Refer to the ***Indian Maternity Benefit (Amendments) Act, 2017***.

6.8.4 Returning to work after parental leave

6.8.4.1 We are committed to helping new parents' transition back to work after their leave ends. We offer:

6.8.4.1.1 Remote working/ Flexible hours.

6.8.4.1.2 Onsite/ External paid day care.

6.8.4.1.3 Lactation rooms.

7. Leaving our company

7.1 In this section, we describe our procedures regarding resignation and termination of our employees. We also refer to our progressive discipline process that may sometimes result in termination.

7.2 Progressive discipline

7.2.1 Here we outline steps we will take to address employee misconduct. We want to give employees a chance to correct their behaviour when possible and assist them in doing so. We also want to ensure that we thoroughly investigate and handle serious offenses.

7.2.2 Our progressive discipline process has six steps of increasing severity,

7.2.2.1 Verbal warning

7.2.2.2 Informal meeting with supervisor

7.2.2.3 Formal reprimand

7.2.2.4 Formal disciplinary meeting

7.2.2.5 Penalties

7.2.2.6 Termination

7.2.3 Different offenses correspond to different steps in our disciplinary process. For example, minor, one-time offenses (e.g. breach of our dress code policy) will trigger Step 1. More severe violations (e.g. sexual harassment) will trigger step 5.

7.2.4 If you manage employees, inform them when you launch a progressive discipline process. Pointing out a performance issue is not necessarily a verbal warning and may be part of your regular feedback. If you judge that progressive discipline is appropriate, let your team member know and ask HR to help you explain our full procedure.

7.2.5 Managers may skip or repeat steps at their discretion. Our company may treat circumstances differently from that described in this policy. But we are always obliged to act fairly and lawfully and document every stage of our progressive discipline process.

7.2.6 Keep in mind that our organization is not obliged to follow the steps of our progressive discipline process. We may terminate you directly without launching a progressive discipline process. For serious offenses (e.g. sexual harassment), we may terminate you without warning.

7.3 Resignation

7.3.1 You resign when you voluntarily inform HR or your manager that you will stop working for our organization and file resignation papers under the company format and procedures

7.3.2 We consider you as “resigned” if you do not report to work for seven consecutive days without notice.

7.3.3 You are obliged to give us an advance notice of 30 Days before resigning. And serve notice period without absence for the release of your pay and relieving letter & other documents from the company.

7.3.4 If you hold a highly specialized or executive position, you are obligated to serve a notice period of 90 days and provide OJT to your replacement.

7.3.5 We accept resignations in a set company format of filing your resignation papers. Annexed in “Format section”

7.3.6 We will reply with an acceptance of resignation letter within two days. HR will apprise your manager/reporting boss.

7.4 Tuition or relocation reimbursement

7.4.1 If you have relocated or studied at our company’s expense, you are bound by your contract to remain with us for at least three years. If you resign before that period, you may have to reimburse us for part or all the said expenses.

7.5 Forced resignation

7.5.1 You can resign anytime at your own free will and your resignation should not be influenced by any factor involving anybody. Forcing someone into resigning (directly or indirectly) is constructive dismissal and will not be tolerated.

7.5.2 We prohibit employees from:

7.5.2.1 Creating a hostile or unpleasant environment.

7.5.2.2 Demanding or coaxing an employee to resign.

7.5.2.3 Victimizing, harassing, or retaliating against an employee.

7.5.2.4 Forcing an employee to resign by taking unofficial adverse actions (e.g. demotions, increased workload).

7.6 Termination

7.6.1 Terminating an employee is always unpleasant but sometimes necessary. If that happens, we want to ensure we act lawfully and respectfully.

7.6.2 We may terminate an employee either for cause or without cause.

7.6.2.1 For cause termination is justified when an employee breaches their contract, engages in illegal activities (e.g. embezzlement), disrupts our workplace (e.g. harasses colleagues), performs below acceptable standards or causes damage or financial loss to our company.

7.6.2.2 Without cause termination refers to redundancies or layoffs that may be necessary if we cease some of our operations or re-assign job duties within teams. We will follow applicable laws regarding notice and pay-outs.

7.6.3 We may also help employees who were terminated without cause to find work elsewhere, as and when possible.

7.6.4 We may also compensate accrued vacation and sick leave upon termination, depending on immediate local law. Whenever local law does not have relevant stipulations, we will pay accrued leave only to those who were not terminated for cause.

7.6.5 If you manage team members, avoid wrongful dismissal. When you terminate an employee for cause, it is expected out of you to be certain you made the right choice and to maintain and file accurate performance and/or disciplinary records and reports to support your decision.

7.7 References

7.7.1 Employees exiting Sukhmaa group through termination may be provided with references, applicable to those who leave in good standing. Under category: "Termination without a cause".

7.7.2 If you are laid off, you may receive references. Please ask your manager.

7.7.3 If you resign, you may ask for references and your manager has a right to oblige or refuse.

8. Policy revision

8.1 We will always strive for fairness and equal opportunity and penalize offensive and illegal behaviours. But, as laws and our environment change, we may revise and modify some of our policies.

8.2 We have established an annual revision of our handbook to bring it up to date with legislation and employment trends.

8.3 We also ask you to contact HR if you spot any inconsistencies or mistakes. And, if you have any ideas about how to improve our workplace, we are happy to hear them.

9. Employee acknowledgement Please sign to acknowledge that you've read this handbook and that you are committed to following our policies. If you need any clarifications, feel free to ask HR.

Date: .../.../...

.....

Other Company Policies

1. Company policies

1.1 Breastfeeding Policy in workplace

1.1.1 Why do we have a workplace breastfeeding policy?

1.1.1.1 Our breastfeeding policy is part of our program for supporting mothers in completing their parental duties and bonding with their babies.

1.1.2 Scope

1.1.2.1 This policy applies to all new mothers in our company regardless of rank, status and position.

1.1.3 Policy elements

1.1.3.1 New mothers can pump/express milk or breastfeed their babies in the workplace. They can take reasonable unpaid breaks whenever there's need. A general provision for these breaks is 15 minutes. But, employees are allowed to take as much additional time as they need.

1.1.3.2 For this purpose, we have also planned for a lactation room. This room will be:

1.1.3.2.1 Separate from bathrooms and meeting rooms

1.1.3.2.2 Shielded from view by the public and co-workers

1.1.3.2.3 Equipped with comfortable chairs, electric plugs, a table, and a sink

1.1.3.2.4 Cleaned and sanitized regularly

1.1.3.2.5 The room will lock from the inside. The company can also install a fridge where employees can store their milk.

1.1.3.3 In general, we will be ready to take more steps to make breastfeeding mothers feel more comfortable. The HR department will accept and consider requests for improving the lactation room. For example, we can add music, pictures or other improvements upon request.

1.1.3.4 We should note that employees will be compensated as usual if they are summoned for an emergency or occupied with urgent job-related issues during their lactation breaks. However, we encourage employees to use these breaks as expected.

1.1.3.5 General rules

1.1.3.5.1 Employees can use this policy's provisions for one year after their child's birth.

1.1.3.5.2 Breastfeeding employees should not be disturbed with work issues when using the lactation room.

1.1.3.5.3 If employees use their paid breaks to pump/express milk, they will be compensated as usual. Employees can use their lunch breaks for this purpose too.

1.1.3.5.4 Employees should inform their supervisors when they want to use the lactation room to avoid confusion.

1.1.3.5.5 Supervisors are not to be allowed to prohibit employees to use break time for breastfeeding and

pumping/expressing milk. Doing so could result in disciplinary action.

1.1.3.5.6 Employees should not take break time when it is not needed or be consistently late to return. Doing so might violate our attendance policy.

1.1.3.5.7 Supervisors and the HR department are obliged to communicate this policy to employees.

1.1.3.5.8 At a time when infants are very young and breastfeeding is frequent, it'd be best for new mothers to use their maternity leaves.

1.1.3.5.9 All employees should support new mothers. We will not tolerate comments, disturbance, or victimization of our employees.

1.1.3.6

Procedure

1.1.3.6.1 To make sure that this policy works well, we require employees to record their lactation breaks. They can do this through a timekeeping system (if one exists) or through communication with their manager. In this case, both manager and employee are

responsible for recording break times.

- 1.2.1.1.1 Employees who have complaints about the process, the room or their co-worker's behaviour can use our grievance procedure to let us know. All legitimate complaints will be investigated and resolved.

1.2 Child labour policy

1.2.2 In accordance with the

1.2.2.1 *National Policy of Child Labour Declared in August 1987.*

1.2.2.2 *Child Labour Prohibition & Regulation Act, 1986*

1.2.1.2.1

1.2.1.2.2 <https://labour.gov.in/sites/default/files/PolicyofGovernmentontheissueofChildLabour.pdf>

1.2.1.2.3 The aforementioned Hyperlink to be studied and attached, present In hard-copy with H.R. at all times.

1.3 Company credit card policy

1.3.1 A credit card policy is part of a company's accounting policies. It clarifies the terms of use of a company card issued in employees' names. These policies also aim to protect the company from inappropriate use and to make sure the repercussions are clear.

1.3.2 Company credit cards may be given to:

1.3.2.1 *Executives of the VP-level and above*

1.3.2.2 *Employee ____*

1.3.2.3 *Field salespeople*

1.3.3 Employees who do not hold a company credit card need to pay for large business-related expenses (example: plane tickets for work travel). In these cases, please ask your manager for approval and ask *Finance or your office manager* to pay with the company credit card on your behalf. Alternatively, you can pay for the charge yourself and expense it via expense format. If it meets our requirement, the expense will be reimbursed by *the end of the next pay period*.

1.3.4 We have the right to withdraw a company credit card from an employee at any point.

1.3.5 Expenses allowed:

1.3.5.1 You can use a company card to pay for work-related expenses only. This includes:

1.3.5.1.1 *Expenses involved in meeting with clients (example: dinner, printed material)*

1.3.5.1.2 *Accommodation during work-related travel*

1.3.5.1.3 *Legal document expenses (example: Court fee, Registration fee, etc.)*

1.3.5.1.4 *Air, train, or other transportation fares including the company car*

1.3.5.1.5 *Necessary medical expenses (example: vaccinations)*

1.3.5.1.6 *Local transportation during trips (taxi fares, rental cars etc.)*

1.3.5.1.7 *Other minor or per diem expenses that have been approved by your*

manager (example: meals, business material)

1.3.5.1.8 *Training and educational material approved by your manager*

1.3.5.2 You must not use the company credit card for non-authorized or personal expenses. Never withdraw cash using the company credit card. You are also not allowed to purchase large amounts of alcohol, or any drugs, weapons, pornography or incur charges for other adult entertainment.

1.3.6 Limit of Company Card:

1.3.6.1 The card limits depend on your seniority level, your department and the frequency or type of the expenses you incur. You'll usually see your card's limits on the employee agreement, but, as a general rule, the monthly limits are:

1.3.6.1.1 [Amount] in cards used for regular work-related expenses (example: home office expenses for remote employees).

1.3.6.1.2 [Amount] in cards used for client-related expenses (example: dinners).

1.3.6.1.3 [Amount] in cards used by executives.

1.3.6.1.4 There's also a [Amount] transaction limit on most of our credit cards. For an exception, talk to [your manager/ finance/ department head/ etc.]

1.3.6.1.5 We may adjust these limits based on your job's specific needs. If you are not sure about the limits of your company credit card, ask our accounting department.

1.3.6.2 Violating this policy

1.3.6.2.1 You will be liable to pay for unauthorized expenses.

1.3.6.2.2 Lost of a receipt, you will need to inform accounts department and statements need to be attested

1.3.6.2.3 Purchase of illegal/banned goods and transactions can lead to prosecution and termination

1.3.6.2.4 The company can block credit card if unauthorised transactions are being made.

1.4 COVID Guidelines and policy

1.4.1 Guidelines on preventive measures to contain spread of COVID-19 in workplace settings

1.4.1.1 <https://www.mohfw.gov.in/pdf/GuidelinesonpreventivemeasuresstocontainspreadofCOVID19inworkplacesettings.pdf>

1.4.1.2 The aforementioned Hyperlink to be studied and attached, present in hard-copy with H.R. and strictly followed by all departments.

1.5 Corporate Social Responsibility (CSR)

1.5.1 Corporate Social Responsibility (CSR) is the way and mean through which corporate can repay the obligations

made by the Society by contributing the resources in its various forms as required for the efficient operation of the Business. Corporate Social Responsibility is strongly connected with the principles of sustainability.

1.5.1.1 In accordance with the Section 135 of the Companies Act 2013.

1.5.1.2 This Policy shall apply to all the CSR programs and activities undertaken by Company at various locations for the benefits of diverse sectors of the society

1.5.2 Objective and Purpose

1.5.2.1 Outline the development areas in which the Company shall get involved in.

Define governance structure for CSR management within the Company.

Serve as a guiding document aiding in identification, execution and monitoring the CSR projects.

Describe the treatment of surpluses from CSR activities.

1.5.3 Scope of CSR Policy

1.5.3.1 This Policy applies to all CSR projects that will be undertaken by company and shall fulfil all the requirements of Section 135 of the Companies Act, 2013. Company shall ensure all these activities are over and above the normal course of business and are in line with Schedule VII of the Companies Act, 2013. This Policy will be periodically reviewed and updated in line with the relevant codes of

legislation and best practices that can be adopted by company.

1.5.4 Amendments to the CSR Policy

1.5.4.1 The Board of Directors of the Company shall have the powers to revise/modify/amend this Policy from time to time, as the Board may think fit, based on the recommendations to be made by the CSR Committee to confirm to the revision/amendment, if any, to be made to the CSR Rules by the MCA, under the Act.

1.6 Employee classification policy

1.6.1 Purpose

1.6.1.1 This policy outlines the different categories of employment in our company. It states the different types and statuses that an employee may acquire once they are hired by the company. This is rendered important for the administration of benefits and the application of policies as well as disciplinary procedures.

1.6.2 Scope & Policy Elements

1.6.2.1 This policy applies to all employees of the company as well as any parties that represent the company or undertake tasks on its behalf.

1.6.2.2 Employees are being divided into categories — typically “exempt employee” or “non-exempt employee” — with different criteria.

1.6.3 Company Job Classifications

1.6.3.1 Regular full-time employees are not in a temporary status and are regularly scheduled to work the company's full-time schedule. Generally, they are eligible for the full benefits package, subject to the terms, conditions and limitations of each benefit program.

1.6.3.2 Regular part-time employees are not in a temporary status and are regularly scheduled to work less than the full-time schedule but at least [insert number of hours] each week. Regular part-time employees are eligible for some of the benefits offered by the company, subject to the terms, conditions and limitations of each benefit program.

1.6.3.3 Temporary full-time employees are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and are temporarily scheduled to work the company's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

1.6.3.4 Temporary part-time employees are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and are temporarily scheduled to work less than the company's full-time schedule for a limited duration. Employment beyond any

initially stated period does not in any way imply a change in employment status.

1.7 Employee exit interview policy

Anti-Bribery Policy

Adherence to good Corporate Governance and managing its affairs in a fair, honest, ethical, transparent and legal manner is an integral part of the philosophy of Sukhmaa Group, (the Company). Furtherance to its philosophy the Company formulates this Anti Bribery Policy to ensure that no employee of the Company indulges in and associate with any act of bribery, extortion or corruption with any government officials or any person for or on behalf of the Company. This Anti-Bribery Policy is based on the law of Prevention of Corruption Act, 1988 of India and other similar applicable Anti Bribery and anti-corruption Laws of India and the World.

(2) Applicability and Purpose

This policy applies to all officers, directors, managers, employees (hereinafter referred as to the “employees”) of the Company (including employees temporarily transferred to affiliates and vendors), agents, representatives, and joint-venture partners, or anyone else doing business in the name of or with the Company, including the suppliers, contractors, or subcontractors (collectively referred to herein as "Covered Parties"). The Company has a zero-tolerance approach to acts of bribery and corruption, by employees or anyone acting on behalf of the Company. Any breach of this policy will be regarded as a serious matter by the Company of which is likely to result in disciplinary action.

(3) Policy

This Policy reflects the business practices and principles of behaviour that support this commitment to a zero-tolerance approach to acts of Bribery and corruption,.

(i) GeneralPrincipals

No bribes of any sort shall be paid or accepted from customers, suppliers, politicians, government / public officials, public advisors or representatives' private persons or Companies for or on behalf of the Company for or in respect of any business or official matters or transactions of the Company. Bribery is committed when an inducement or reward is provided, in order to gain any commercial, contractual, regulatory or personal advantage for the Company or another party.

(ii) Business Meals and Gifts

1

All of the following conditions should be satisfied when offering business meals or gifts to Public Officials:

1. (a) Business meals or gifts offered to Public Officials should be within the range of normal social courtesies;
2. (b) There must be no circumstances that could give rise to any misunderstanding that such meal or gift is being offered with the intention of gaining any improper business advantage;
3. (c) Offering a meal or a gift should not violate the Anti-bribery Laws of the country which the Public Official works for; and
4. (d) The expense of the meal and/or gift should be accurately and properly recorded in the appropriate accounting books.

5. (e) This policy does not prohibit the practices of providing any customary gifts in a particular market, provided such gifts are appropriate and of reasonable nature in comparison to the general market practice and are properly recorded. Please refer to our code of conduct policy for further information.

(4) Prohibited Activities

1. (a) The Company Staff/covered parties should not offer and/or provide any pecuniary or other benefits to Public Officials either directly or indirectly (i.e. through a third party). Furthermore, if there is a possibility that any Business Entertainment could give rise to a misunderstanding that the Company has conducted Business Entertainment with the intention of gaining an improper business advantage (irrespective of its genuine intention), the Company Staff should not offer the Business Entertainment in such situation.
2. (b) Offering any cash (including, but not limited to, bills/notes, Cheques, every kind of cash voucher, stock certificates and securities;
3. (c) Any entertainment at the hostess, strip or similar adult entertainment clubs; and
4. (d) Any business meal or gift if the expense is not properly recorded in the appropriate accounting books and not as per the Code of Conduct Policy of the Company.

(5) Policy on Invitations

All of the following conditions must be satisfied in the case of any invitations made to Public Officials:

2

1. (a) There must be a legitimate purpose for the invitation of the Public Official, and there must be no circumstances giving rise to any misunderstanding that such invitation has been made with the intention of gaining any improper business advantage;
2. (b) Any expense for the invitation borne by the Company should be limited to a reasonable amount of actual expenditure;
3. (c) Any money to be paid by the Company shall not (in any way) provide any personal benefit to a Public Official;
4. (d) Such invitation must not violate the Anti-bribery Laws of the relevant country which the Public Official works for;
5. (e) The expenses for the invitation should be accurately and properly recorded in the relevant accounting books.

(6) Consultation Service

If it is difficult to judge whether the planned Business Entertainment is permissible from a review of this Policy, such cases may be referred to the Managing Director, who will with the help of the legal department decide whether such expense is within the permitted or not under this policy.

(7) Reporting incidents of Bribery and Corruption

If any member of the Company Staff discovers any intentional or accidental violation of this Policy, such member of the Company Staff should report such discovery to his/her superior or to the Managing Director.

Formats and References

Exit Interview Form

Name	Employment Date
Department	Termination Date
Position	Reporting Person

What prompted you to seek alternative employment?

- | | |
|---|---|
| <input type="checkbox"/> Type of Work | <input type="checkbox"/> Quality of Supervision |
| <input type="checkbox"/> Compensation | <input type="checkbox"/> Work Conditions |
| <input type="checkbox"/> Lack of Recognition | <input type="checkbox"/> Family Circumstances |
| <input type="checkbox"/> Company Culture | <input type="checkbox"/> Career Advancement Opportunity |
| <input type="checkbox"/> Business/Product Direction | <input type="checkbox"/> Other |

Before making your decision to leave, did you investigate other options that would enable you to stay?

- Yes No

If "yes", describe

What did you think of your supervision in regards to the following?

	Almost Always	Sometimes	Never	Comment
Demonstrated fair and equal treatment				
Provided recognition on the job				
Developed cooperation and				

teamwork				
Encouraged/listened to suggestions				
Resolved complaints and problems				
Followed policies and practices				

How would you rate the following in relation to your job?

	Almost Always	Sometimes	Never	Comment
Cooperation within your department				
Cooperation with other departments				
Communications in your department				
Communications within the company as a whole				
Communications between you and your manager				
Morale in your department				
Job Satisfaction				
Training you received				
Growth Potential				

Was your workload usually:

- Too great
- Varied, but all right
- About right
- Too light

How did you feel about your salary and the employee benefits?

Are there any other benefits you feel should have been offered?

- Yes No

If "Yes", what?

How frequently did you get performance feedback? _____

What were your feelings about the performance review process? _____

How frequently did you have discussions with your manager about your career goals? _____

What did you like most about your job and/or this company? _____

What did you like least about your job and/or this company? _____

What does your new job offer that your job with this company does not? _____

Why is the new job/company better? _____

Do you have any suggestions for improvement? Have you raised them in the past? _____

Would you recommend this company to a friend as a place to work?

Yes, without reservations

Yes, with reservations

No

Additional comments about your job or this company

1.8 Employee performance review policy template

FEEDBACK/PERFORMANCE REVIEW FORM					
EMPLOYEE NAME		DEPARTMENT			
EMPLOYEE ID		REVIEWER NAME			
POSITION HELD		REVIEWER TITLE			
LAST REVIEW DATE			TODAY'S DATE		
CHARACTERISTICS					
QUALITY	UNSATISFACTORY	SATISFACTORY	GOOD	EXCELLENT	
Works to Full Potential					
Quality of Work					
Work Consistency					
Communication					
Independent Work					
Takes Initiative					
Group Work					
Productivity					
Creativity					
Honesty					
Integrity					
Coworker Relations					
Client Relations					
Technical Skills					
Dependability					
Punctuality					
Attendance					
GOALS					
ACHIEVED GOALS SET IN PREVIOUS REVIEW?					
GOALS FOR NEXT REVIEW PERIOD					
COMMENTS AND APPROVAL					
COMMENTS					
EMPLOYEE SIGNATURE			REVIEWER SIGNATURE		

OFFER LETTER

Date / /

Name

Address

Sub – Offer Letter

Dear Mr.

Subsequent to your successful interview with [Company Name]; we are pleased to offer you the position as “**Designation**” in our organization. We take pleasure to inform you that your **CTC** will be INR **per annum** (Fixed Salary Component Rs. /- per annum, Variable Component Rs /- per annum (Performance Based).

Mobile, Internet and Local Conveyance shall be paid out as per the company policy (only if applicable) after considering the role and nature of work.

You are requested to join us on or before **dd-mm-yy**, failing which this employment offer will stand rescinded. **You are requested to carry the below-mentioned documents at the time of joining:**

1. All Educational certificates (photocopies).
2. Relieving Letter from the last company.
3. Salary Certificate/ Salary slips/ Bank Statement x last 3 months.
4. Experience certificate(s) of last 3 companies.
5. Passport size photographs x 4 copies
6. Documents of proof of residence (Permanent & Current)
7. Pan Card & Passport copy.
8. Form 16 (Income Tax) from the previous employer (If applicable)

The formal letter of appointment containing details of the terms and conditions of the employment will be issued to you within a week/15 days of your joining us. Please note this offer is conditional to successful completion of third-party BGV (Background Verification) failing which the offer shall stand cancelled.

Please sign and return the duplicate copy of this letter as a token of your acceptance to this offer.

Yours sincerely
[Name]
Human Resource Manager
[Company Name]

I agreed and accept the above terms and conditions of service.

Signature :

Name :

Date :

Appraisal Letter

To,

Name _____
Designation _____
Department _____
Date _____

From,

Name _____
Designation _____
Department _____

Sub : Appraisal Letter

Dear Mr. _____,

After reviewing your performance and contribution to the organization during the appraisal period 20____ to 20____, management has decided to offer you an increment of _____ (amount) which will be effective from _____ (date). This letter serves as your final appraisal.

Your increment will be valid from the 7th of next month and the copy of the same is being sent to the payroll department for further proceedings.

It is a pride for us to have an employee like you who has taken the organization's success to greater heights. We hope that you will continue to work with the same dedication in the future also. If you have any doubts regarding your increment, please feel free to contact me or visit me personally.

Yours sincerely
[Name]
Human Resource Manager
[Company Name]

Termination Letter

Date

[Employee Name],

[Designation],

[Department],

This letter is to inform you that your employment with [company name] will end as of [date termination is effective].

You have been terminated for the following reason(s):

[Reason for termination]

This decision is not reversible.

You will receive: [List compensation including pay for unused leave, salary owed, etc].

You are requested to return [list all company property to be returned].

Also, please keep in mind that you have signed [list any agreements employee has signed, such as a confidentiality policy or agreement].

If you have questions about policies you have signed, your compensation, benefits, or returning company property, please contact the concerned person of HR department.

Yours sincerely
[Name]
Human Resource Manager
[Company Name]

SHOW CAUSE NOTICE

Date

[Employee Name],

[Designation],

[Department],

Sub: Show Cause Notice

Dear **Mr.**

This is with reference to several complaints about your alleged misconducts reported to management. Our organization believes in observing high ethical values in all respect and expects the same from all its employees leading to a healthy organizational environment.

Below-mentioned is the narration of incidents reported to us by your superiors and other staff members that are treated as misconduct from your side:

Management has taken a serious note of the same and hereby condemns the same and issues this show cause notice to allow you to put forth your part / explanation. Your misconduct has aroused or is capable of arising severe consequences which can be harmful to our reputation and overall business leading us to monetary and other severe losses.

You are hereby asked to submit a written explanation of your conduct and provide us a valid cause why disciplinary action should not be taken against you. It should reach to _____ by _____.

We anticipate your positive and constructive approach ahead.

Yours sincerely
[Name]

Human Resource Manager
[Company Name]

RESIGNATION LETTER

Date
[Employee Name],
[Designation],
[Department],

To,

[Company Name]
[Concerned Person]
[Concerned Department]

Dear [Name],

Please accept this letter as my formal resignation from my position as [Position Name] at [Company Name], effective from _____ [Date].

I appreciate the opportunities for growth and development you have provided during my tenure. Thank you for your guidance and support.

Please let me know how I can be of help during the transition period. I wish you and the company the very best going forward.

Sincerely,

[Employee Signature]
[Employee Name]
[Designation]
[Department]

RELIEVING LETTER

To,

Date

[Employee Name],

[Designation],

[Department],

Sub: Relieving Letter

Dear _____,

This has reference to your letter of resignation dated _____ (date), wherein you have requested to be relieved from the services of the company on _____ (date)

We would like to inform you that your resignation is hereby accepted and you are being relieved from the services of the company after serving ____ months of notice period, with effect from closing office hours of _____ (date).

We also certify that your full and final settlement of account has been cleared from this organization. Your contributions to our organization will always be appreciated.

We wish you all the best in your future endeavours.

Yours sincerely

[Name]

Human Resource Manager

[Company Name]

TRANSFER LETTER

To,

Name
Designation
Department
Date

Sub – Transfer Letter

Dear Mr. _____

- As per Management directives, your services are being transferred w.e.f. _____(date), due to reason _____
- Your new place of posting is “_____”.
- Your new employee code will be _____”(if it is going to change)”.
- You will take charge at new site on or before_____.
- You will report to Mr. _____(Name of reporting authority) for day to day work.
- You will get Rs. _____/. as “Allowance (Type of Allowance, if applicable)”
- You will not be entitled to any other benefits, other than as mentioned in your appointment letter issued to you.
- Company's other rules and regulations, applicable to you remain unchanged.

Yours sincerely
[Name]
Human Resource Manager
[Company Name]

Disclaimer: No part of this production may be reproduced, stored in a retrieval system or transmitted in any form or by any means, mechanical, electronic, photocopying, recording, or otherwise without the prior written permission of the published. For information, address: Sukhmaa Group, 732/4 3-F, Lotus Plaza, M.G. Road, Sector-14, Gurugram, Haryana, 122011.

Published by, Sukhmaa Group.

First Printing

Designed by Vidur Shandilya