



EMPLOYEE HANDBOOK



Maximizing Value

Worldwide

A New Champ's Guide to Maxval

*With heads held high and humble heart,
We strive to work hard and smart.
With Values our life and Quality our strength,
We play with passion to any length.
With Customer as God and Team so dear,
We seek your blessings in every sphere.
With a spirit to play fair and win,
We resolve to be champions within*

*-The MaxVal Anthem...Champ's Resolve
Scripted by Sharbani Samanta*

Maxval Employee Handbook

Welcome to Maxval Technologies!

Dear Champ,

We are proud to have you with us. As you start your journey towards success, we at Maxval wish you all the very best for your new adventures with us!

You are now part of an organization that works towards creating value for everyone involved with it; including Clients, Partners, Team Members, Stake holders, Vendors and the Global Community. We keenly look forward to your contribution of fresh ideas, expertise, skills and energy to fuel mutual success and growth.

To help make your first days with us a little easier, and this transition a lot smoother, we have prepared this special employee handbook for you. In this handbook, you will find all that you need to know about your new company. Whether it's the leave policy, organizational hierarchy or work culture, you will find it all explained in here.

That said, please note that the Human Resources department is here to support your transition so, you can count on the Human Resources Team to assist you if you have any questions or seek any further information about your new company.

We are looking forward to celebrating your success at Maxval!

Sincerely,

The Human Resources Team

Maxval Employee Handbook

Employee Handbook

Version No.2

Approved By

Managing Director

Signatures:

Prepared By

Human Resource Department

Signatures:

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1. GENERAL EMPLOYMENT RULES

1.1. Purpose

To maintain a harmonious working culture that will enable the employees to understand the MAXVAL values and culture thereby streamlining the processes within the departments to ensure that employee satisfaction is inclined with goals of MAXVAL TECHNOLOGIES.

1.2. Scope

This policy applies to recruitment and placement, promotion, training, transfer, retention, rate of pay and all other details and conditions of employment.

1.3. Coverage

This policy is applicable to all the employees of MAXVAL TECHNOLOGIES PVT. LTD.

1.4. Introduction

This employee handbook is designed to provide every employee with policies and procedures of Maxval and to get acquainted with its culture. These policies explain the working conditions, benefits, and policies affecting your employment. The information contained in this Handbook applies to all employees of MAXVAL TECHNOLOGIES PRIVATE LIMITED. The Handbook is a summary of our policies, which are presented here only as a matter of information and not as a promise of employment or as a contract between the Company and any of its employees. The employee is held responsible for reading, understanding and complying with the provisions of this handbook. It supersedes all previous employee handbooks that may have been issued from time to time on topics covered in this handbook. These policies are subject to change at any given point of time at the whole discretion of the Management and intimation of the same will be done as and when the changes are made.

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1.5. Equal Opportunity

MAXVAL TECHNOLOGIES Private Limited is committed to a policy of equal employment and advancement opportunities for all qualified individuals without regard to race, color, religion, sex, age, marital status, national origin or handicap. This is to ensure that equal consideration is extended to all staff and applicants. All decisions with respect to recruitment and promotions are made solely on the basis of qualifications, viewed in relation to the requirements of the position. All managers and functional heads are directly responsible for the application of this policy and for ensuring that everyone in their department understands and adheres to this policy. Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of their manager. Employees can raise concerns and make reports without fear of reprisal.

1.6. Terms of Employment

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

1.7. Confidentiality

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

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

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

Anyone found to be not complying with the terms of employment will be subject to disciplinary action, including termination of employment.

1.8. Work Days

All employees at MAXVAL TECHNOLOGIES will be required to work from Monday to Friday, except holidays. Holiday list for the calendar year will be prepared at the end of the year and is intimated before January 15th. The Holiday list consists of 10 Holidays in a year including National Holidays. However, only in emergency we expect our employees to co-operate in meeting the business requirements, even if it means working beyond office hours or on off days.

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

1.9. Hours of Work

Standard workday should consist of 9hours 15minutes (i.e. Nine hours Fifteen minutes including Lunch & Tea breaks) working hours in a day. You shall enjoy a lunch break of half an hour on all working days. You may be required to work different work hours under special circumstances. Your immediate/ reporting manager is to be consulted if there are any questions about work hours or if any variation is

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required. If at client's site, their working hours should be adhered to. To qualify for half day's leave, employee has to be present in office for a minimum of four and half hours. In case of breach of working hours, the matter is to be reported to the HRM.

1.10. Food & Beverages at Work Stations

You are advised not to consume food and beverages at your work station. We seek your cooperation to keep your work areas as neat as possible. Employees are allowed a half an hour lunch breaks. Lunch breaks generally are taken between the hours of 1.00 pm to 2.30 pm on a staggered schedule so that your absence does not create a problem for co-workers or clients. Employees can avail a tea break for a maximum of 15 minutes twice a day. If employees have unexpected personal business to take care of, they must notify their direct supervisor to discuss time away from work and make provisions as necessary. Personal business should be conducted on the employee's own time. Employees who do not adhere to the break policy will be subjected to disciplinary action, including termination.

1.11. Visitors at Workplace

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

1.12. Accountability

A senior person cannot pass the buck to his juniors for the failure of work or delay. He has to have his control systems for jobs he gets done from his juniors and also make them accountable to himself.

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Their failure, so far as his seniors are concerned, is his own failure and HOD should accept his normal responsibility.

2. OFFICE EQUIPMENT AND USAGE POLICY

2.1. Purpose

The main objective behind this policy is to control the internal cost or wastage by using the internal communication devices (Internet and telephone) and Office Equipment (scanner, printer and photocopier). The purpose of this policy is to protect the information assets of MAXVAL TECHNOLOGIES.

2.2. Scope

This policy provides guidance on the use of mobile and desk telephones, the circumstances and conditions for the usage and the criteria for the provision of Mobile Reimbursement to the employees

2.3. Coverage

This policy applies to all the employees of MAXVAL TECHNOLOGIES who make use of the technical resources of the company.

2.4. Personal Telephone Calls

Telephones are intended for the use of serving our customers and in conducting the Company's business. Personal usage during business hours is discouraged except for emergencies. All personal telephone calls should be kept brief to avoid congestion on the telephone line. It is advised to all the employees to ensure that the mobile phones are kept on silent/vibrate mode.

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2.5. Internet Usage

Company provided systems, computer files, the e-mail system, Internet access and the software furnished to employees are company property and are to be used for company business only, and not for personal use to communicate with friends or family or to access the Internet for personal purposes. (or: While use of the computer, e-mail and Internet is intended for job-related activities, incidental and occasional brief personal use is permitted within reasonable limits, so long as it does not interfere with the employee's work.) Electronic mail sent from the company should be treated the same as any other communication that is sent.

All communications represent MAXVAL TECHNOLOGIES as a whole, and as such, should be written in a professional and appropriate manner. MAXVAL TECHNOLOGIES prohibits the use of Internet access and the e-mail system in ways that are disruptive, offensive to others or harmful to morale, including sexually explicit messages, images and cartoons, ethnic slurs, racial comments, off-color jokes or anything that could be construed as harassment or shows disrespect for others, defames or slanders others, or otherwise harms another person or business.

Employees may access the Internet for studying and update knowledge to either complete their certifications or to retrieve the information that is useful for the individual growth and also for the growth of the company. Every employee is restricted from attempting to elicit information which is not relevant and is not eligible for its access. If any employee is found to do the same then it is considered violation of the policy.

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

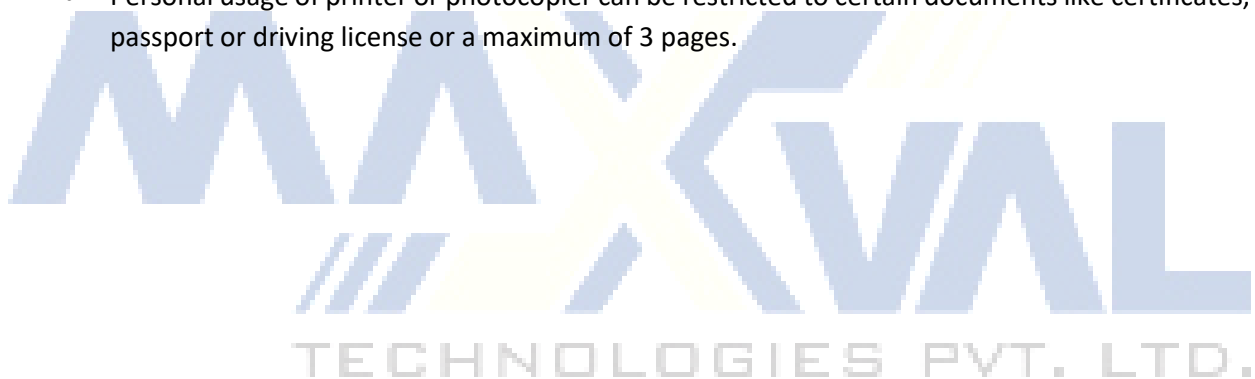
2.6. Printer and Photocopier Usage

All the employees should understand the importance of using the office equipment economically. Letter Heads to be used with the permission of the HOD only. Letter Heads are to be utilized for official purposes only and not to be left around work stations unattended. Also, when not in use, Letter Heads to be kept under Lock and Key.

Please follow ethics while using printers and photocopier:

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- Allow others to use these machines at times of emergency provided the stationery (papers) are brought by self
- Do not disturb or enforce the print dept. to take print while they are amidst of important task or while they are taking the prints
- Ensure there are no letter heads placed in the printer while taking a print if it is not required to take on the same
- Handle the machines smoothly as rough handling may cause to spoil the system.
- In case of cartridge shortage or any other trouble please inform the personnel concerned about the same
- For rough usage or for informal usage, photocopy or print can be taken on one sided papers too
- Personal usage of printer or photocopier can be restricted to certain documents like certificates, passport or driving license or a maximum of 3 pages.



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3. HUMAN RESOURCE POLICIES

3.1. Purpose

The main purpose of these policies is to set guidelines for manpower planning, maintenance and accuracy of personnel records, employee occurrence, absence and tardiness.

3.2. Scope

The HR policies are implemented across the locations irrespective of the levels as mentioned accordingly in the policies. This creates a systematic process in the organization without any chaos.

3.3. Coverage

This policy applies to all the employees of MAXVAL TECHNOLOGIES

3.4. Buddy Referral Policy

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

The employee needs to inform HR about candidates that match the position before he/she appears for the interview.

3.5. Personnel Records & Privacy

Every employee is bound to submit their documents either on the day of joining or within a week of joining. Personnel files are the property of MAXVAL TECHNOLOGIES and access to the information is restricted.

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

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

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

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

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

3.6. Employee Orientation

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

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

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3.7. Attendance and Punctuality

Please mark the attendance every day, failing which you will be marked absent.

Habitual late coming is serious breach of discipline.

- If on a direct client call (OD), the same has to be informed to the branch coordinator/Sales Coordinator and HR so that HR makes a note of it and does not treat it as late coming. But a prior intimation of OD has to be given to the reporting head.
- If delayed due to unforeseen circumstances, please ensure that information is given to reporting Manager at least one-hour advance before duty commences.
- In case of support staff, meeting to the client, staff should inform their HOD respective at least a day before the meeting.

Excessive Absenteeism

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

Absconding

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

3.8. Probationary Period

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

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

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

4. COMPENSATION AND BENEFIT POLICY

4.1. Purpose

This policy is made to enlighten the employee about the benefits that MAXVAL TECHNOLOGIES is providing to them. This policy also ensures equal pay for equal work.

4.2. Scope

MAXVAL TECHNOLOGIES understands the effort of its employees and ensures to pay equally and accordingly.

4.3. Coverage

All the employees of MAXVAL TECHNOLOGIES are applicable for this policy except for Trainees

4.4. Pay Day

Our salary cycle is from first day of the current month to last day of the same month. Salary for the preceding month shall be paid out on or before 7th of every month.

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4.5. Salary Advances

An employee may be eligible for Salary advance only for the purpose of Fees or any expenses related to education purpose for self or children only, or as decided by the Management.

4.6. Tax Compliance

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

4.7. Group Mediclaim Insurance Scheme

The Mediclaim policy covers reimbursement of Hospitalization expenses for illness / diseases or injury sustained for self only. To become eligible for reimbursement of Hospitalization, the insured must have been admitted in a hospital for a minimum period of 24 hours. This facility may not be extended to all the employees.

However, this time limit is not applied to specific treatment i.e. Dialysis, Chemotherapy, Radiotherapy, eye surgery, dental surgery etc. where the insured is discharged on the same day. Please carry your Mediclaim card with you all the time.

4.8. Provident Fund

The employee Provident Fund is optional for employees.

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4.9. GTL

Group Term Life Insurance is the mainstay of our employee benefit platform. This is one-year renewable term insurance plan. There is no savings benefit attached to this group policy.

4.10. Leave Policy

Introduction

This is a summary of leave offered by MAXVAL TECHNOLOGIES PVT. LTD. These policies will be reviewed and modified periodically. When using this Policy, please remember that while we have attempted to make it as comprehensive as possible, there might arise situations which are not dwelt upon and hence you might need to seek assistance from your supervisor or Human Resources Manager. Maxval reserves the right to modify this policy as per business requirements.

Scheduling

It is necessary that leave/s are scheduled in advance and in a manner, that balances both the individual's desires and Maxval's need for appropriate coverage on teams and projects.

Employees on projects should schedule leave/s with the prior approval of their Group Head.

Please notify your Group head immediately of any change in leave plans.

Leave/s should be formally included in Project Estimates and Timelines.

Employees are required to report on duty after the completion of the sanctioned leave positively. In case of emergency, if leave is to be extended then the employee should communicate it immediately through phone to the Head of Department

Leave cannot be claimed as a right. It is not necessary that leave will be sanctioned compulsorily to an employee, although he is having leave in balance. Sanction / Refusal of leave will depend on the discretion of H.O.D keeping in view the project status.

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HODS are to stagger the leave so that number of people on leave during the month of Nov/Dec is regulated and work continues as normal.

Rules and procedure of Leave

- Saturdays and Sundays will be observed as weekly holidays.
- Champs need to apply leave online
- No Compensatory offs to be availed.
- Champs can avail all the leave during any time of the year.
- Employees, who work from home would only be entitled to EL and Declared leave.
- Two weekly offs' can be conjoint in between your leave on two different occasions. They cannot be taken on a single occasion. Eg:- If an employee take a leave on Thursday and comes to work on the following Tuesday his Sat & Sun would not be counted as leave on two different occasions in a year.
 - Eg(2):-If you take an off on Friday and come on Monday second half it is considered as continual leave and we consider Saturday, Sunday leave in this situation.
 - Privilege of Two weekly offs cannot be combined with maternity/ paternity leave.

Earned Leave

Eligibility

Allowed to be accumulated. 01 (One) day Earned Leave (EL) will be granted after confirmation for every 1 month spent in the organization.

Earned Leave for the respective month only comes into existence after 15th of every month.

Accumulation/ Carry forward / Encashment:

All are advised to complete their leaves as per the projected leave forecast. Encashment of leaves will be only on case to case basis subject to Management Approval.

Casual Leave

Eligibility

All regular, full- time employees at Maxval are eligible for Casual Leave.

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Casual Leave is calculated annually for the calendar year (January-December)

If you have joined during the middle of the year, your casual leave will be pro-rated from the date you start employment through December 31 of that calendar year.

Accumulation/ Carry forward / Encashment

Casual Leave shall be credited to the employees account at the beginning of the calendar year. New employees are eligible to use Casual Leave immediately upon hire.

There is no accumulation or carry forward of Casual Leave and cannot be encashed or adjusted against notice pay at the time of separation.

Process of Leave deduction

CL and EL would be deducted in equal ratio.

Case Study: Mr. Ram has applied four days leaves; first two CL would be deducted then 2 EL would be deducted.

Declared Leave

The List of Holidays shall be mailed to all the employees by the HR department at the beginning of every year.

Maternity Leave

Eligibility

Maternity leave is a statutory leave. All women employees who have at least worked in the organization for not less than 80 days in the twelve months immediately preceding the date of her expected delivery will be entitled to maternity benefits as per the provisions of the Maternity Benefit Act, 1961 and the prevailing State rules.

Maternity leave is restricted to twice during the service with the company

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The maximum period for which any woman shall be entitled to maternity benefit shall be Twenty-six weeks, this could be availed for a period extending up to 8 weeks up to and including the day of her delivery and remaining 18 weeks can be availed post childbirth.

Process

The employee should give at least one month's notice prior to the date of commencement of leave

If you are proceeding on leave beyond the stipulated time, you need to get approval of the management.

Paternity Leave

Eligibility

Permanent male employees are entitled to a maximum of 7 days' paid paternity leave that can be availed within 3 months of childbirth, not more than twice during their stint with Maxval.

Process

The employee must avail the leave within 3 months of child birth.

Leave without Pay {Subject to approval}

Sick Leave

Only in case of local hospitalization, leave will be reviewed on case to case basis if no leave is balance.

Note

If Earned Leave and Casual Leave are due, then this leave would be set off against Sick.

The company will have the right to terminate your service, if absent for fifteen days at a stretch without leave.

Adjustment against notice period

Balance earned leaves cannot be adjusted against the notice period during termination of services.

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Current leave balance and utilized leave will be reflected in the salary slip on a month on month basis.

The objective of this policy is to explain the leave entitlement and procedure for availing leave. You are eligible to the following leave benefits.

4.11. Performance Appraisal Policy

Please refer to the Appraisal policy document

4.12. Separation Policy

Retirement

The normal retirement age is 58 years.

Resignation

Refer to appointment letter

Clearance Procedure

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

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

Employee should begin this procedure about 1 day in advance to his last date in the organization and send it to HR for generation of relieving documents.

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

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Exit Interview

An exit interview will be conducted by HR and/or the HOD/ Group Head (depending on circumstances), before the employee leaves the company. The exit interview will provide us with information on the continuation or cessation of your benefits. It will also provide the company with information, which may form the basis for improving the work environment. Except in cases of business necessity, the anonymity of the source of information obtained during an exit interview will remain strictly confidential.

Full & Final Settlements of Individual Accounts

Full & Final settlements will be done only through cheque from Finance Department. The full and final settlements will be done within 2 working days of the employee leaving the organization.

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

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5. PROFESSIONAL APPEARANCE POLICY

5.1 Purpose

The purpose of this policy is to inform all employees that they are to project a clean and professional personal appearance. MAXVAL TECHNOLOGIES recognizes application of this policy may be necessary for customer contact, nature of work and other safety issues.

5.2 Scope

Employees are expected to maintain high standards of personal cleanliness and to present a neat, professional appearance at all times.

5.3 Coverage

Applicable to all the employees of MAXVAL TECHNOLOGIES

5.4 Dress Code

MAXVAL TECHNOLOGIES has adopted a “Smart casuals” dress code. Employees belonging to the direct force team should exercise discretion and caution keeping in mind with all appointments with company customers, clients, suppliers and vendors.

REMEMBER HOW WE LOOK IS HOW OUTSIDERS WILL PERCEIVE MAXVAL TECHNOLOGIES.

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6. CONDUCT AND DISCIPLINE PROCEDURES

6.1 Purpose

MAXVAL TECHNOLOGIES is committed to the highest standards of business ethics and personal integrity. As a staff member of MAXVAL TECHNOLOGIES, each one of us play an important role in influencing our image through conduct and dealings with others. Therefore, it is very necessary for everyone to understand and implement this policy.

6.2 Scope

Accordingly, it is important that all of us are aware of our responsibility towards the company and also towards our fellow colleagues. This policy will help to create a professional environment in the company.

6.3 Coverage

This policy is applicable to all at MAXVAL TECHNOLOGIES PVT. LTD.

6.4 Violation of Company Policy

It is important that all our employees conduct themselves in a professional, mature and responsible manner. If behavior continues to fall below expectations after informal and/or formal counseling, then termination of employee may result. MAXVAL TECHNOLOGIES may also immediately terminate the employment of an employee without progressive discipline if deemed necessary in the judgment of management, including but not limited to the following:

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- Engaging in fraud, embezzlement, defalcations, or other dishonest practices
- Records Falsification
- Company policies and/or laws Violated
- Threatening, intimidating or insubordinate behavior or physical violence
- Removing or destroying company records or property, releasing confidential or proprietary information without appropriate approval
- Engaging in use, possession, or sale of intoxicating substance or illegal drugs in Company premises
- Possessing weapons or firearms or gambling
- Engaging in other acts, this would be contrary to the best interest of the Company
- Improper use of Company equipment and systems
- Violations of government laws and regulations of our Industry type
- Breach of Customer and/ or Company confidentiality

Conduct similar to but not limited to the following may result in disciplinary proceedings up to and including termination:

- Gambling/ consuming alcohol on company premises
- Sexual Harassment
- Dishonesty
- Taking drugs / smoking marijuana (any harmful intoxicating substances) in the premises or coming in to work under the influence of substances
- Theft
- Failure to meet performance goals
- Excessive absenteeism

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- Violation of safety rules
- Excessive tardiness
- Inappropriate dress
- Unauthorized absence
- Excessive unauthorized personal phone calls
- Unkempt work area
- Profanity in the work place
- Discrimination based on caste, creed, color, religion etc.
- Driving without concern for safety of self and others (Including driving a two-wheeler without helmet)

Termination decisions will be made in consideration of all the facts in consultation with HR and all such incidents will be placed in the employee's personnel file.

6.5 Individual Responsibility

All Employees are responsible for performing at a level that is consistent with expectations and adhering to the work rules/procedures, and complying with all laws. If an employee is unclear about any of these procedures, it is the employee's responsibility to consult a manager/process owner or HR. An employee noticing any behavior inconsistent with expectations or the needs of the organization must bring it to the attention of the appropriate person (i.e., individual team, Manager, HR)

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6.6 Conflict of Interest

Due to the demands and the competitive nature of the business, we have a special concern with regard to potential conflict of interest that arises out of additional employment. The company expects you to devote your full working time and best efforts to our situation.

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

6.7 Confidential & Proprietary Information

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

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

6.8 Use of Company's Logos, Trademarks & Stationery

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

6.9 Company's Assets/Services

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You are accountable for all assets/services allocated to you. The following set of guidelines will govern the usage of various assets:

Laptop

This facility may be available to some employees. This is not an entitlement and is dependent on the nature of the job assigned by the management. In case of loss of laptop, you are expected to register FIR with the police; complete the necessary insurance formalities and follow-up on the same. A copy of the FIR should be handed over to the HR Department. In such case, where the cost of the laptop is more than the cost of the insurance receivable, the difference amount will be deducted from the employee's salary. If the allotted laptop is damaged and the circumstances/sequence of events displays malafide intentions, the cost of the damage/replacement may be recovered from the employee's salary.

You are expected to return the laptop in good condition on cessation of your service. The company reserves the right to make deductions from your salary for any damages based on the evaluation rate determined by the Finance Department.

Software

You are not allowed to load any pirated/unlicensed software on the laptops/ desktop.

6.10 Smoking in the Office

In response to the preference of our staff and with regard to health concerns, our office premises are designated as Non-smoking areas. We seek your cooperation in refraining from smoking in any of our offices.

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6.11 Receipt and Giving of Gifts

The receipt of any inappropriate gifts or excessive entertainment from any company with which MAXVAL TECHNOLOGIES has (or will have) business dealings are against the business principles and prohibited.

6.12 Disciplinary Procedure

In the event of misconduct by an employee and/or other such circumstances, the Management can decide on suitable disciplinary action up to and including termination of employment. As a result, we have developed system referred to as the “Disciplinary System”, which enables us to deal effectively and consistently with these issues in a fair and just manner, as they may arise. The policy has been established so that you understand what course of action may be taken to assist you if your job related performance/ behavior falls below Management expectations.

The following is intended to be a guideline and is not intended to be all-inclusive, as circumstances and incidents vary. This guideline is not intended to limit the right of MAXVAL TECHNOLOGIES to discipline or terminate employees at any time, at its sole discretion. MAXVAL TECHNOLOGIES reserves the right to change or modify the terms set forth below at its discretion and without prior notice to the employee. This policy is not intended to, and does not constitute contract of employment. Employment with MAXVAL TECHNOLOGIES is on an “at will” basis. MAXVAL TECHNOLOGIES may terminate an employee’s services with, or without cause at any time.

6.13 Disciplinary Situations

Situations requiring some form of disciplinary action shall be classified as:

- Attendance Punctuality or Working Hours
- Violation of a company policy i.e., gross misconduct, abysmal failure to adhere to schedule, inappropriate behavior in the workplace, inordinate/frequent absenteeism, falsification/suppression of records, insubordination, theft, fraud and the like.

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When a disciplinary situation exists, Managers must take prompt action that is fair and consistent and takes into account the performance history of the employee.

The leave system is designed to provide sufficient time off during the year to cover contingencies such as sickness or for planning holidays. In the event that you are forced to be absent or late due to illness, accident or any other personal reasons or circumstances an employee must notify the reporting Manager no later than 3 hours before the scheduled shift starting time.

A Manager may request verification of absence. Failure to provide proper notification, verification of updates may result in disciplinary action including termination of employment. An unreported, unplanned absence from work for more than 2 days is considered a serious offence and can invoke disciplinary action.

6.14 Standards of Conduct

The work rules and standards of conduct for MAXVAL TECHNOLOGIES are important, and the Company regards them seriously.

All employees are urged to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards faithfully in doing their own jobs and conducting the Company's business.

Please note that any employee who deviates from these rules and standards will be subject to corrective action, up to and including termination of employment

6.15 Corrective Action

MAXVAL TECHNOLOGIES holds each of its employees to certain work rules and standards of conduct. When an employee deviates from these rules and standards, MAXVAL TECHNOLOGIES expects the employee's reporting manager to take corrective action.

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Corrective action at MAXVAL TECHNOLOGIES is progressive. That is, the action taken in response to a rule infraction or violation of standards typically follows a pattern increasing in seriousness until the infraction or violation is corrected.

The usual sequence of corrective actions includes an oral warning, a written warning and finally termination of employment. In deciding which initial corrective action would be appropriate, a supervisor will consider the seriousness of the infraction, the circumstances surrounding the matter, and the employee's previous record. Though committed to a progressive approach to corrective action, MAXVAL TECHNOLOGIES considers certain rule infractions and violations of standards as grounds for immediate termination of employment.

These include but are not limited to: theft in any form, insubordinate behavior, vandalism or destruction of company property, being on company property during non-business hours, the use of company equipment and/or company vehicles without prior authorization by Administration Staff, untruthfulness about personal work history, skills, or training, divulging Company business practices, and misrepresentations of MAXVAL TECHNOLOGIES to customer, a prospective customer, the general public, or an employee.

While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that may result in disciplinary action, including termination of employment:

- Sexual or other unlawful or unwelcome harassment
- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Unauthorized disclosure of business "secrets" or confidential information
- Violation of personnel policies
- Unauthorized use of telephones, or other company-owned equipment
- Smoking in the workplace
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace

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Unscheduled Absenteeism

Unscheduled short Absenteeism of up to 4 days will be dealt with in the following manner: -

- 1st Unscheduled Absenteeism (Initial Warning by Reporting Manager/HR, Verbal or written)
- 2nd Unscheduled Absenteeism (Second Warning – written by HR)
- 3rd Unscheduled Absenteeism (Review to terminate employment)

Failure to follow this instruction will result in disciplinary action up to and including termination of employment. Disciplinary action, up to and including termination of employment, may be administered depending on following:

- Nature of absences, number of incidents and absence patterns (how often, on which days, monthly/yearly number of absences)
- Length of service.
- Previous informal counseling, adherence to action plans and previous allowances given to the employee.
- Employee initiative to address and correct absence patterns.
- Overall performance and any additional formal/ informal counseling.

6.16 Employee Grievance Procedure

MAXVAL TECHNOLOGIES seeks to foster a quality work environment for all its employees and encourages a high level of individual and team contribution in support of business goals. Inevitably, however from, time to time you may have some questions, concerns or problems. If you encounter such difficulties, you are encouraged to discuss them with your immediate manager. If for, some reason, this is not feasible or appropriate, the issue(s) should be raised with Human Resources at hrindia@maxval.net

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7. SEXUAL HARRASSMENT POLICY

7.1 Purpose

We believe that a positive work environment centered on our values is of utmost importance to individual and company success. Accordingly, MAXVAL TECHNOLOGIES has a “Zero tolerance” approach to the harassment of employees.

7.2 Scope

Harassment includes bad or undesirable conduct and unreasonable interference with another employee’s employment or creates an intimidating, hostile or offensive working environment. Employee has every right to genuinely raise voice against this and a right action will be taken against the accused.

7.3 Coverage

This policy covers all the Maxval Technologists irrespective of level or gender. This also includes Management.

7.4 Definition

The policy states that:

- Sexual harassment will not be tolerated. Individuals who engage in such behavior will be subject to disciplinary action up to and including termination.

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- Sexual harassment is prohibited whether it occurs at the workplace or elsewhere in the course of employment responsibilities or working relationships.
- Management is responsible for ensuring that the work environment is free from sexual harassment.

All sexual harassment complaints and responses are confidential subject to the requirements of this policy.

What is Sexual Harassment?

Sexual harassment is defined as:

- Objectionable, coercive or lewd comment of a sexual nature to a person or persons, that is known or ought reasonably to be known as unwelcome.
- Actions or communications with a sexual connotation that create an intimidating, demeaning, or offensive work environment.
- Unwanted sexual request or advance, inappropriate touching, or sexual assault.
- An implied or expressed reprisal or threat of reprisal or denial of opportunity for refusing to comply with asexual request.
- Any implied or expressed reward for complying with a sexually oriented advance or request
- Displaying pornographic, offensive or derogatory pictures or text.
- Reprisal or threat of reprisal against an individual for any action they take following this policy and its procedures.

What is NOT Sexual Harassment?

Sexual harassment does not refer to normal conversation that all parties affected find acceptable. It does not refer to office relationships that are freely entered into without intimidation or coercion.

What Can Employees Do If They Think They Are Being Sexually Harassed?

- Talk to their Manager or Dept. of HR
- Maintain Records: Employees who feel they have been harassed must maintain records of incidents, including dates, Times, places, witnesses, responses of the alleged harassed and harasser, and any other relevant information

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- Informal Resolution
 - Talk to the harasser
 - Employees should indicate clearly and directly that the behavior is not acceptable and must stop
 - If employees communicate by letter or memo, they must keep a copy
 - Employees may discuss the situation with their immediate supervisor or with another person in a position of authority
- Formal Complaint: If the informal measures do not resolve the situation, formal complaint option is also available:

Formal Complaint Procedure

The complaint procedure applies to all employees:

- Formal complaints must be filed in writing and signed by the complainant.
- The complainant must be sent to the Senior Manager of Human Resources, marked "**Confidential.**"
- The alleged offender will be advised and provided with a copy of the complaint. The manager(s) of both parties will also be advised that a complaint has been filed.
- The investigation will be delegated to the Dept. of Human Resources and they would follow their process to resolve this issue
- The CEO will determine what action, including appropriate disciplinary action if any, is to be taken.
- This decision and the rationale for the decision shall be communicated in writing to both parties and the Dept. of Human Resources.

All managers and supervisors have an obligation to provide a work environment free from sexual harassment and to take corrective action.

What Rights Does an Alleged Offender Have?

Alleged offenders have the right:

- To be informed that a complaint has been filed.
- To have a copy of the complaint, stating the allegation(s) and the name of the complainant.

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- To respond to the allegation(s).
- To be informed in writing of the CEO's decision on what action, if any, will be taken and the reasons for that decision.
- To discuss the matter with Dept. of HR

What Are the Responsibilities of a Manager or Supervisor?

Managers and supervisors are responsible for ensuring that the workplace is free from sexual harassment.

- Managers/HR are required to discuss the policy at staff meetings and make sure that all employees and supervisory staff are aware of what action to take if harassment occurs. Managers/HR must also set the appropriate standard of conduct through their own behavior.
- When approached by an employee with a complaint Managers/HR must be supportive and explain what options are available and the process if the complainant wishes to do so. Managers/HR should also find out how the employee prefers to deal With the situation and address any concerns the employee may have about filing a formal complaint Finally, managers/HR must keep a confidential record of all pertinent information.
- If the employee files a formal complaint Managers must provide assistance as required and be available to discuss any concerns that the employee may have Cooperation with the Department of HR is also required.
- If the employee chooses not to file a formal complaint Managers/HR must explain to the employee that they are required under the policy to take action even in the absence of a formal complaint.

If the allegation is a very minor form of sexual harassment, it may be appropriate to resolve the situation informally. Before proceeding, managers must confirm their assessment by consulting with Department of Human Resources

If the allegation is sexual harassment, a formal investigation must be undertaken. Before proceeding, managers must contact Human Resources for advice and assistance.

Once a course of action is decided upon, managers are required to inform the employee about what action will be taken and address any concerns that she or he may have.

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Approved and Implemented by

Prepared by

Retd. Cdr. U.C Mehta

Lazarus Dsouza

General Manager

Human Resource Manager

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