

DEEP TRUST

HR POLICY

Working Days: 06 Days a week (Monday to Saturday). Currently 01st & 03rd Saturdays are Holidays.

2. Timings: 09:00 am to 05:30 pm, extendable as per needs. It is important that all Staff are in work places by 09:00 am.

3. General Holidays – 10 Days

- The list of General Holidays for the year shall be declared before the start of the calendar year and will be displayed on the notice boards of the respective Offices of the Organization.

(a) Leave rules:

- Leave shall be categorized into the following:
 - a. CL – Casual Leave (10 Days / per annum)
 - b. EL – Earned Leave (15 Days / per annum)
- * On the completion of every quarter of the year, Earned Leave shall be credited to the employees' account as follows, 3.5 days on 30th June, 4 days on 30th September, 3.5 days on 31st December and 4 days on 31st March.

The employee shall ensure that the sanctioned Leave Application is submitted to the HR Department prior to the period of leave for relevant accounting of the same.

(b) Attendance Details:

- Biometric System - BMS / Access Control (Attendance Recording System)
 - All employees of the Company shall record their attendance (entry) through the Biometric System - BMS / Access Control (Attendance Recording System). Likewise, it is mandatory for employees to record their exit.
 - Employees need to submit 'Regularization Form' in case they fail to register their attendance.

4. (c) Employee ID Cards:

- It gives individual identity.
- It inculcates & regulates discipline and provides sense of belonging.

- As we grow larger, identifying individuals not closely associated with us will be difficult, thus ID card will help.
- Will be easier to gain access through security without answering embarrassing questions.

5. Different Types of Forms:

- **Example:** Leave Form, Regularization Form, Conveyance Form, etc.
- Conveyance & Re-imbusement bills should be submitted from 21st to 24th of every month.

6. Circulars

- Circulars will be displayed on all notice boards and will be available for future reference with the Admin / HR Department of the respective Offices.

STATUTORY OBLIGAT

EMPLOYEE PROVIDENT FUND SCHEME (EPF):

- **Objective:**

To provide employees with a form of social security in order to meet social obligations.

- **Applicability:**

a) All eligible employees are covered under this scheme with immediate effect.

b) The normal rate of contribution to the provident fund by the employees as well as the company is 12% of basic salary respectively.

EMPLOYEE STATE INSURANCE :

- * **Objective:**

To give the employee a form of social security provided by the government, for providing the employees & their families medical related benefits.

- **Applicability:**

The policy is applicable to all eligible employees with immediate effect - whose wage (Basic + HRA + Special Allowance + Conveyance Allowance) is less than Rs. 15,000/- per month (subject to revision by the Government).

- **Contribution :**

- a) Employer's Contribution ~ 4.75% of the wage payable to the employee.
- b) Employee's Contribution ~ 1.75% of the wage payable to the employee

GRATUITY SCHEME:

- * Eligibility:

All permanent employees of the company are covered under the Terms of Payment of Gratuity Act, 1972. Under this act, Gratuity shall be payable to an employee on the cessation of his / her employment after he / she has rendered continuous service of not less than five years:

- On his / her superannuation, or
- On his / her voluntary retirement or resignation.

In case of death of the employee, gratuity payable to him/her shall be paid to his/her nominee, or if no nomination has been made, to his/her Legal heirs

EMPLOYEE WELFARE BENEFITS

HEALTH INSURANCE / MEDICLAIM POLICY

- All permanent employees of Alpha and their dependents are covered under Group Health Insurance Scheme.
- Cashless Hospitalization / Re – imbursement of claims.
- 24 hrs hospitalization is a must.

2. LEAVE ENCASHMENT SCHEME

- Employees are permitted to accumulate the Earned Leave at his / her credit, subject to a maximum of 300 days. The Company has availed a policy with Life Insurance Corporation of India for an Employees Group Leave Encashment – cum - Life Assurance Scheme. Employees may refer to the Company policy on Leave Encashment to avail the benefits as specified in the Scheme.
- Encashment of earned leave is permissible only on the cessation of the services of the employee.
- **EDLI:** Employees Deposit Linked Insurance Scheme
- The Employees' Deposit Linked Insurance policy with the Life Insurance Corporation of India ensures a uniform coverage of Rs.6,02,000/- for each employee.

- The Sum Assured shall be payable to the Nominee in the event of death of the employee whilst in service.

- **Maternity Leave:** All female employees on confirmed employment and have completed twelve (12) months of continuous service are eligible for Maternity leave and related benefits. The maximum period for which any employee is entitled to maternity leave shall be Ninety (90) days, of which not more than forty five (45) days shall precede the date of her expected delivery. Eligibility of leave / benefits is restricted to two surviving children only.

- **5. Paternity Leave:** All male employees on confirmed employment and have completed twelve (12 months) of continuous service are eligible for Paternity Leave. The maximum period for which an employee is eligible for Paternity Leave shall be five (5) days, to be availed either immediately preceding / during the confinement of his wife or immediately after child birth and is restricted to two surviving children only. Eligibility of Paternity leave / medical benefits is restricted to two surviving children only.