

# DevSoft Company Policy

(Effective from 1<sup>st</sup> Jan 2020.)

## Introduction

This document outlines the practices, benefits, rules, and responsibilities that all of us share as employees DevSoft. This handbook is a living document. New policies will be written inevitably and old ones revised or discarded. While we reserve the right to make changes to our policies and procedures at any time, we will make every effort to keep you informed of the changes as they occur.

## DevSoft Values

At DevSoft, we subscribe to the following values. It is incumbent upon us to pass along these traditions as the company grows. By adhering to these values, we believe that we will enjoy sustained profitability and a rewarding and satisfying work environment.

At DevSoft, we value:

- **Autonomy, Expertise and Good Judgment** - We expect individuals to be experts at their jobs and we trust their professional judgment. We provide the appropriate resources to enable them to work effectively.
- **Quality and Excellence** - Quality is everyone's responsibility. We set high standards and do not compromise standards for expediency. We take pride in our work and products.
- **Clear, Candid and Constructive Communication** - We are candid when delivering good and bad news. We confront issues early, openly and constructively. When differences arise, focus is on the issue and not on the person.
- **Aggressive Goals, Clear Direction and Measured Performance** - We set strategy before tactics and challenge ourselves by setting high but achievable goals. We measure our performance based on goal attainment. Decisions are made in a timely fashion, not only reactively but proactively, anticipating what is needed.
- **Personal Involvement and Individual Responsibility** - We maintain a proper balance between teamwork and individual responsibility. Each person is responsible for working towards the achievement of common company goals. Each person contributes fully, making and meeting their/our commitments. When someone discovers a problem, that person owns it until its rightful owner accepts it.

## Open Communication

The purpose of the Open Door Communication Policy is to implement the philosophy of DevSoft that employees are encouraged to raise their work-related concerns informally with their managers or with any other manager of their choice. DevSoft will attempt to keep such expressions of concern, their investigation, and the term of their resolution confidential, recognizing, however, that in the course of investigating and resolving the concerns, some dissemination of information to others may be appropriate.

If there are some work related issues, you are encouraged to discuss it with your manager. If you have any issues with the said manager, then discuss the issue with his/her manager. If things are still not resolved, you can further discuss it with the HR manager.

Also, it is a good practice to call the person before dropping into his/her cabin/desk to make sure the person is free. (and his/her work is not disturbed at that point of time.)

## **Work Culture**

At DevSoft, we strive to provide our employees a positive and rewarding work environment - an environment that will attract, motivate and retain the best and brightest people.

DevSoft provides equal opportunities for growth and development, encouragement to succeed, reviews based on performance, a competitive compensation and benefits package. In return, DevSoft employees are expected to be individually accountable, to contribute to the team effort, to perform to the best of their abilities and help in making DevSoft a great place to work at.

## **Equal Employment Opportunity**

It is the policy of DevSoft to provide equal employment opportunity for all applicants and employees. DevSoft does not unlawfully discriminate on the basis of race, color, religion, gender, sex, sexual orientation, national origin, ancestry, age, medical condition, disability, pregnancy and marital status. This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, and benefits. It is the responsibility of every manager and employee to conscientiously follow this policy.

## **Employee Rights and Responsibilities**

Following are the rights and responsibilities of an DevSoft employee:

- DevSoft will provide equal employment opportunity for all applicants and employees. DevSoft does not unlawfully discriminate on the basis of race, color, religion, gender, sex, sexual orientation, national origin, ancestry, age, medical condition, disability, pregnancy, and marital status.
- During the course of your employment, you are free to leave DevSoft at any time for any reason by providing a 30 day notice period. DevSoft reserves a similar right.
- Following list describes conduct that is unacceptable at DevSoft
  - Theft - removing or attempting to remove company, customer, co-worker property without authorization
  - Misusing or destroying DevSoft property or the property of another employee
  - Unauthorized use of DevSoft property
  - Inappropriate use of DevSoft property including Internet, phone and email facility
  - Violating '*conflict of interest*' rules, as defined in the Non-Disclosure Agreement, signed at the time of joining (if any)
  - Falsifying or altering DevSoft records, including the application for employment. This includes providing misleading or false information in your resume or any other documents that you provide at the time
  - Interfering with the work performance of others.
  - Harassing, including sexually harassing, employees or customers
  - Unauthorized access to emails and computers of another employee
  - Intoxication or use of drugs or narcotics in company premises
  - Being convicted of a crime that indicates unfitness for the job or raises a threat to the safety or well-being of DevSoft, its employees, customers, or property
  - Failing to report to DevSoft, within five working days, any conviction under any criminal/drug

statute for a violation occurring at the workplace

- Dual employment, i.e. taking up employment in another organization or other capacity, while in employment with DevSoft
- Taking any projects or freelance work from outside and doing it in office premises or in office hours.
- Getting your official work done from somebody outside the company or outsourcing any kind of information (related to websites, emails or DevSoft property) to help you complete your work

## **Smoking, Drug And Alcohol Policy**

Company prohibits use of tobacco and tobacco products by employees in its premises. They include cigarettes, beedis, cigars, chewing tobacco, gutka, pipe tobacco etc. While paan without tobacco and chewing gum not do qualify as tobacco products, it is expected of employees to not chew paan or gum while at work.

DevSoft prohibits the manufacture, possession, use, sale, consumption or transfer of illegal drugs and alcohol in company premises. It also prohibits attending work under the influence of alcohol and/or any illegal drugs.

DevSoft will not prohibit the use of alcohol at social or business functions sponsored by the company where alcohol is served or while entertaining customers. DevSoft is not liable for any damages incurred as a result of the consumption of alcohol at such functions.

It is imperative that all employees come to work/conduct the business of the company, at all times in a condition that enables them to perform their duties satisfactorily.

## **Performance Counseling**

DevSoft may place an employee on corrective action when his/her performance is unsatisfactory, or he/she is absent for long or his/her tardiness is excessive, or when the employee's attitude or other conduct related job performance has a detrimental effect on DevSoft, other employees, customers, or its goals. Depending upon the facts and circumstances, DevSoft management may choose to initiate whatever action it deems appropriate, up to and including immediate termination:

- **Verbal Discussion** - Once a problem has been identified, your manager may discuss the problem with you, set performance objectives, and document the discussion. Any other details your manager deems necessary may be included in the documentation.
- **Written Plan** - If the problem is still not corrected after verbal discussions, your manager may prepare a written memo to be reviewed by Human Resources. It may include a description of the problem, previous discussions or documentation, work areas still below company standard, how to correct the problem, time frame, and ramifications of failure to correct problem (e.g., further performance plan/ termination).

## **Job Termination**

- **Voluntary Termination by Employee**

While we hope that your employment relationship with DevSoft will be a satisfying one, we recognize that there are circumstances that cause the employees to leave the company. Employees

are required to give a minimum of 30 days notice so an orderly transition can take place. DevSoft will consider an employee to have voluntarily terminated his or her employment if an employee does any of the following:

- Elects to resign from DevSoft
- Fails to return from an approved leave of absence for 7 calendar days (or 5 working days) after the approved date
- Fails to report to work without notice for 7 consecutive calendar days (or 5 working days)
- **Involuntary Termination of Employee**

An employee may be terminated involuntarily for reasons that may include poor performance, misconduct, or other reasons. Notwithstanding the above reasons and rules, DevSoft reserves the right to discharge employees for any reason, with or without cause by giving a notice of 30 days or equivalent salary payment in lieu thereof, along with encashment of all earned leaves accrued but not utilized.

Termination for violations of DevSoft's Code of Conduct or policies will not need any notice period from the company. Any such violations will mean immediate termination without any compensation. Such violations include plagiarism/copied-content and conflict-of-interest.

- **Attendance during Notice Period**

In case of any termination, the employee cannot avail of any leaves during the notice period without the prior written confirmed approval of the manager. Leave during notice period will be granted only in genuine cases, and not for using up available, non-reimbursable leave. Attendance is mandatory on the last day to work in order to complete all legal and accounts related formalities.

## **Performance Reviews And Career Development**

The performance review process has been designed to encourage discussions about performance, career goals, expectations and perceptions. Along with performance, your experience, education and strengths, as well as areas requiring further development, specific training needs will be assessed and discussed in terms of company expectations and your manager's observation of your work. A comprehensive review process is implemented where the employee is given an opportunity to perform a self-appraisal, appraisal of the immediate manager(s), and provide feedback about the company.

DevSoft employees are currently on a focal Review System, whereby employees receive a formal performance review twice a year, while promotions and salary revisions are typically done on an annual basis.

Specific dates for promotions and salary revisions, and employee eligibility criteria, are as decided by Corporate. Performance reviews are conducted in the month of January and July, but these months may be changed if required for any reason. Salary revisions will be in the month of January.

Salaries are determined based on industry trends, company's expected growth, company's current growth and company's ability to pay.

## **Performance Review, Salary Revision & Performance Incentives**

Please note that performance review, salary revision and performance incentives are three different things.

**Performance Review** - Performance reviews are conducted twice a year, typically in the month of January (based on performance of July to December) and July (based on performance of January to June)

**Salary Revision** - Based on the two performance reviews conducted, the salary revision is done once a year only (typically in the months of January). The first salary revision date would be written on the offer letter. If the offer letter does not have the first salary revision date, then you are eligible for the salary revision if you have completed twelve (12) months in the company.

**Performance Incentives** - Performance incentives are provided to good performing employees only. It is given once a year in the month of January for the performance of employees from January to December of previous year. If the company has not performed well in that year, there may not be any performance incentives. All employees who have completed a minimum of 12 months on 1st January are eligible for performance incentives.

## Salary Payment

All employees are paid once per month. Payments are done on or before 7th of the next month, for work performed through the previous month. If payday falls on a weekend or on a company holiday, paychecks will be delivered the day just after the weekend or holiday.

## Security

Please take note of the following security policies

- All users will have passwords assigned to their personal user accounts. Passwords shall be changed at least once every 6 months.
- Internal DevSoft emails, which have any data or information of a confidential nature, cannot be forwarded to external (non- DevSoft) email accounts, either explicitly or by placing a .forward in your DevSoft user account. Even emails which are not of a confidential nature but pertain to generic chain mails/forwards (and other non-work-related data) may not be sent to non-DevSoft email IDs FROM your official DevSoft email ID unless they deal with recruitment and/or communication for placement and/or permission from their team leader/immediate reporting authority.
- Employees cannot take home any DevSoft specific material like source code, software, CDROMs, floppies, written material or any such other things.

## Benefits

DevSoft offers a competitive benefits program that will continue to evolve as we grow and as the needs of our employees and their families change.

### **Paid Time Off (PTO)**

DevSoft has combined all three types of leaves (namely sick leave, casual leave and earned leave) into one leave format, called, and paid time off (PTO). All full time employees are eligible for PTO benefits. DevSoft provides all employees Five (5) sick leave and Five (5) casual leave.

Employees are asked to schedule their PTO leaves with their manager well in advance (except for

health reasons) of the planned time off to allow for coverage while they are gone. Every effort will be made to accommodate a vacation request, but it is up to the manager to determine whether or not the leave can be granted.

All leaves of more than 1 day must be approved before hand. Just sending an email/SMS giving information about a leave is not sufficient. You must get an approval for the same.

If all the PTOs are exhausted then no leaves would be granted for that year. Leaves of more than 2 days must be approved at least 7 days in advance.

## **Holidays**

DevSoft provides all employees ten (10) paid holidays. Please see the list of holidays.

## **Company Travel Facility**

Although, the company does not provide any travel facility, it pays a fixed amount to all the employees who avail the travel facility, which is managed by the employees themselves. This service is provided when there are enough employees for a specific route.

## **Office Timings**

Office timings are from 9:00 AM to 6:00 PM, 2nd and 4th Saturday is working & Sunday is holiday.

## **Lunch Break**

Lunch timings are strictly from 1:00 PM to 2:00 PM. You can take any 20 minute break in this lunch break. A person should not be absent from his/her seat for more than half an hour for the lunch break.

**Coffee/Tea Break** - There are two coffee/tea breaks allowed. None of them should exceed 10 minutes.

## **Overtime and Compensatory Off**

No overtime will be paid to any employee except the Office Assistant and the Office Boy. The company does not advise granting compensatory time off in lieu of extra time spent on projects.

## **Working from Home**

DevSoft does not allow working from home (unless its mentioned in your offer letter).

## **Internet Use**

The Internet is to be used solely for work related purposes. Following uses of the Internet are strictly prohibited:

- Chatting
- Use of any P2P software like torrents
- Playing online games
- Viewing any illegal or pornographic sites
- Downloading any software, packages and/or other material not required for official use
- Doing any activity online which consumes high bandwidth or takes up continuous bandwidth. All employees are informed that the Internet administrator monitors all the 'website visiting behaviors' of all the employees. All communication on devsoft.in domain is also tracked. We have installed software/hardware for the same.

**Phone Use**

The office phone is to be used for official purposes only, but employees may use the office telephone to make personal local calls. They are advised discretion about the length and number of such calls.

Employees are required to inform the local admin about the phone number and the approximate time of the STD/ISD calls for personal use through email. DevSoft, at its option, may inform the employee and deduct the charges for such STD/ISD calls from any payments due to the employee. All calls going outside the city of Pune will be considered STD calls.

Cell Phone Use - All cell phones in the working area must either be in vibration/mute mode or should be at very low volume. Your ringing phone must not create any trouble for other employees working in your area.

Avoid longer talks on your phones (including cell phones). Leaving your seat for attending your calls is neither recommended nor appreciated.

**Data Privacy**

No employee is allowed to bring any writable or removable devices (including, but not limited to writable CDs, external hard drives, DVDs, pen drives etc.) No employee is allowed to upload, send in email, or by any other means, any material/content/software of the websites of the company. Any such event can even be reported to the cyber crime branch of the police. It will be considered as a very serious cyber crime

**Office Infrastructure**

**Office Equipments** - None of the office equipments can be taken home for any reason.

**Damage** - Any damage to office property will be recovered from the salary of the employee.

**Visitors**

No personal visitors are allowed inside the working area of the office. Employees are expected to meet their visitors either in the reception area or in the discussion room (which has an entrance at the reception). For any official reasons, if a visitor needs to visit the working area, he or she is expected to wear a visitor's badge at all times.

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## Acknowledge

I, \_\_\_\_\_, acknowledge that I have read, understood and accept this offer and the terms and conditions contained in the attached Schedule(s), and agree to be bound by the terms and conditions of employment as outlined therein.

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Signature

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Date & Place