

Employee Conduct Policy

Here are our Company Conduct policies, as a guideline for appropriate employee behavior, proper dress code, policies regarding computer and Internet usage as well as outline the procedures employers may utilize to discipline inappropriate behavior, including warnings or employee termination.

1) Employment and termination:

- a) Employment in company will be probationary for first 3/6 months. The candidate will be regularized after successful completion of the same. If the candidate is found unsuitable for company responsibilities, will be subjected to discontinuation.
- b) Employee will have to sign 1 year bond with the company in which either of two conditions have to be fulfilled. The security deposit can be received back only after successful completion of your bond period. Otherwise the documents and due salary may not be granted.
 - 1) Submitting your last attended collage/school mark sheet/degree.
 - 2) depositing Rs 20000/- blank cheque as security deposit.
- c) Termination policy and rights are fully reserved by the company.
- d) Company has right to terminate it's employee on the basis of poor performance and the employee has no rights/claims against this termination.

2) Dress Code:

Company employees must wear a uniform (Company T-shirt) to promote the company's brand and to provide easy recognition for customers.

T-shirts (2 No.s) will be provided by us once the security deposit for 1 year bond is made. It has to be used carefully and employee should not engage in any objectionable or abusive activity while wearing it. Otherwise it may lead to legal implications in regard to degrading company image. The dress code needs to be submitted back in case discontinuation of employee duties in form of resignation or termination. Due month salary can only be released after all company belongings are received in good condition at company office.

3) Employee Conduct:

- a) All Employees should strictly follow Company timings 11:00 AM to 8:00 PM. Employees may have to remain beyond company timings depending upon the work.

- b) All Employ's should maintain healthy work atmosphere with seniors as well as among themselves.
 - c) Any misbehavior (verbal/physical) noticed in office premises may lead to direct termination.
 - d) All Employees will have 12 CL (Casual Leave) in 1 year which can be applied as 1 CL /Month as well as Company announced local/Govt. Holidays. Application for leave must be submitted before time. Emergencies will be considered.
 - e) Company reserves all rights of work executed within company premises.
 - f) The probationary period {3/6} month is a time for the employee assessment and competency within a role. During this period the company reviews employee performance and at the end of this time ongoing permanent employment will be confirmed.
- 4) Internet Use The internet provided by the company is for business use. Limited private use is permitted if the private use does not interfere with a person's work and that inappropriate sites are not accessed e.g. pornographic, gambling etc. In serious cases, the penalty for an offence, or repetition of an offence, may include dismissal.
- 5) Professional Use of Social Media HP Software Technology Pvt. Ltd. expects its employees to maintain a certain standard of behaviour when using Social Media for work or personal purposes.
- This policy applies to all employees, who contribute to or perform duties such as:
- maintaining a Company profile page on any social or business networking site (including, but not limited to LinkedIn, Facebook, MySpace, Bebo, Friendster or Twitter);
 - making comments on such networking sites for and on company behalf .