



Quint Digital Media Limited

HR Policy Manual

October, 2020



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[WelcomeNote!](#)

Dear Colleague,

It gives me great pleasure to welcome you to Quint Digital Media Limited.

Quint Digital Media is an organisation with a strong focus on delivering solutions that are game changers. The company has a very eclectic mix of individuals who collaborate to create a very engaging work environment.

I am sure you will enjoy your stint with us and your contributions will be acknowledged by not only peers, but by the world at large.

Welcome aboard!

(Raghav Bahl)
FounderChairman



Joining Documentation

As stipulated in the offer letter, the following documents have to be submitted at the time of joining:

- Two passport size recent color photographs
- Copy of PAN Card
- Copy of Aadhar Card
- Copy of residential proof (Passport/Ration Card/Voter's ID Card/ Driving License etc.)
- Copy of Date of Birth proof (Passport/Driving License/Matriculation Certificate etc.)
- Copies of educational and experience certificates.
- Proof of last drawn salary and relieving letter from the last employer
- Nomination Forms (PF/ESI/Gratuity etc.) – wherever applicable.

A detailed Appointment Letter outlining the terms of your employment is provided to you at the time of your joining. You are advised to go through the same in detail and contact the HR representative in case of any queries.

Induction Process

We follow an induction system to acclimatise new joiners with the organisation. The induction comprises of the following:

- Issue of the company HR/Policy Manual to brief you on company rules/regulations and benefits
- A face-to-face induction with your supervisor who has the responsibility to introduce you to the organisation and the team members. Your
- Supervisor will take care of arrangements like seating, computer, Email, Login ID, etc. This session will also be used to set clear expectations
- from you and what you could expect from your supervisor and team members.
- A face-to-face session with the head of your department.
- Finally, anything else you would want to know, you are free to get in touch with the HR/Administration Team.



General Policies & Procedures

Salary Payment Cycle

The company follows the attendance cycle of 26th of the preceding month to 25th of the current month. You must open a salary account with a designated Bank (or provide your Bank Account details at the time of joining) so that your salary is credited directly to your bank account avoiding any unwanted delays.

The salaries are credited to your bank accounts on the 1st of every month.

Update of personal information

The HR Department maintains all your personal records like your Application Form, your Employment history and other details (like residential/permanent address, family details, qualifications, contact details, Bank A/c number etc.). Any change in your personal information should be promptly communicated in writing with relevant proof, wherever required.

The Company will not be responsible for any claim, monetary or otherwise, arising out of any liability of whatsoever nature in the event of team member's failure to update his relevant personal information.

Grievance Handling

Despite our best efforts to keep you happy whilst working with us, there may be times when you feel otherwise. At such times, do not keep your feeling to yourself. Take up the matter with your immediate superior. If you feel that your problems remain unresolved, you can write to the Human Resources function. The earlier you do so, the better. Please remember grievances if not brought out into the open will have a disastrous effect on both you and the organization.





General Policies & Procedures

Office Timings & Working Hours

The general office timings are from 10 a.m. to 7 p.m. from Monday to Friday and alternate Saturdays.

Your work profile / departmental functioning may require a different or extended time schedule. You are, therefore, advised to coordinate your schedule in consultation with your immediate supervisor. In fact, each department has been empowered to finalize and communicate its respective start and end timings.

Attendance Recording

Do remember to mark your attendance daily by registering your access card into the access cum attendance recording devices installed in the office premises at the time of both coming to office and leaving office for the day. In case of outdoor duties (ODs) and outstation traveling, you are requested to mark an email to HR Department with a copy to your immediate supervisor to regularize your attendance for the particular period/day.

Annual Assessment

At Quint, we strongly believe and practice that an individual designs his own career. Your performance will be under continuous appraisal especially – initiative, efficiency, and ability with which you produce results and your sense of responsibility, commitment and integrity. For someone showing these traits, as they say, the sky is the limit!

Formal performance appraisal cycle will be April – March with annual increments effective from 1st April. The year-end appraisal is processed to assess your overall performance during the year and to assess the potential for taking on higher responsibilities in addition to potential salary increments and promotions. Please note that our appraisals are not based on your stay with the company, but on performance, commitment and consistency on the job.



Local Travel

Individuals going out locally on official work shall be reimbursed on the basis of the following:

- In case of using self Car – Rs.8/- per km
- In case of using self two wheeler – Rs.3.00/- per km
- In case of using an Auto/Taxi/ Radio Cabs – On actual

The claim to be submitted to accounts department after filling up the required Travel Expense Form, duly approved by the HOD. No claim older than 30 days will be entertained by the accounts department.

Exit from the Company

In case you decide to move on in life, do submit your formal resignation letter to your supervisor / functional head, who, after accepting the same, will forward it to the HR Department. Please refer to your Letter of Appointment for the notice period that is applicable to you. During the notice period, you will not be entitled to take any earned leaves.

Kindly submit the "Clearance Certificate" to HR on or before your last day of work. Your final settlement will be done within 30 days of your exit.

Whistle Blower Policy

Quint Digital Media Limited is committed to strive for business excellence through highest standards of professionalism, integrity and ethics. In our endeavour to achieve this goal, we have a formal "Whistle Blower" Policy in place.

As part of The Quint family, you are encouraged to report to the Management any practice or incidence in the Company that may come to your notice which, you feel, is not in line of our professional values and ethics. You may report such concerns, practices or incidents at wb@thequint.com. You may alternatively call at **+91 9899692277** to speak with **Mr. Saurabh Saxena**.

Needless to say, such intimations are dealt with strict confidentiality and good faith while protecting the identity and professional interests of the whistleblowers.

In case you do not wish to disclose your identity, you can also report your concerns anonymously through any of the channels as mentioned above.

DressCode

The dress code of the company is Semi-Formals/ Smart Casuals". However, formal attire is compulsory when an employee is on official tour or is likely to come in direct contact with clients/ customers.

Use of Office Equipment & Resources

The company expects its team members to use office equipments and resources (Laptops, Tablets, Data-cards, Mobile Phones etc.) with utmost care and responsibility without compromising on productivity. All the team members are expected to use their rationality to ensure that the office equipment and resources are being utilized judiciously. In case you are authorized to use a personal Laptop, Tablet etc. for office work, you will be responsible to ensure the safety and confidentiality of the data, including taking regular back up of the same to avoid any data loss. At the time of leaving the employment, you will be required to hand over all the relevant data to the Company and delete the same from your Laptop, Tablet etc.

You shall observe and respect all Copyright and related laws including all laws of the land in respect of any computer, mobile and/or any other gadget related usage or application and desist from any violation or infringement of the Copyright Act or usage of any pirated software/stuff in any manner. A team member, while using internet, browsing a web or using a computer or any such machine/gadget, without following due process of law will be personally and solely responsible for any and all consequences under the law.

E-Mail Usage

- All official communication by the team members shall be done through their official E-mail ID only.
- EMail usage within the company premises is meant for official usage only. However a certain amount or minimal personal usage is accepted but should be confined to an absolute minimum and should be need based without violating any of the confidentiality, security norms and any other rule or policies. The Company however has the right to record, monitor and audit all such usage which the team members shall be duty bound to bring to the notice of the Company.
- Using in any manner or watching or exchange of obscene information or even personal details related to any fellow colleague/ superior / organization is strictly prohibited.
- Forward/ Chain Mails are prohibited over official email.

Media Relations

Teammembers shall refrain from speaking about or disclosing in any manner, any company matter/information to anyone or to the media except when authorized or designated to do so in writing. Any violation of this shall be considered as a gross misconduct and dealt with accordingly.

Client Relations

Each client detail shall be preserved by the concerned employee/or the team working with the client and stored in Company's data storage space only. All communications with the client shall only be on professional grounds, only via one's official email address and under no circumstance, usage of personal email address for official reasons shall be entertained.

Any dispute with the client shall immediately be reported to the respective HODs.

Gift Policy

No team member or any member of his/her immediate family will accept any form of gifts or favours from contractors, suppliers, clients/customers, or any other party having business dealings with the Company.

Gifts to be given to outsiders, i.e. clients, associates or any third party will be sourced centrally by the Company as they need to conform to company's brand guidelines. In case of exceptional circumstances where a gift (other than the ones provided by the Company) is to be given to a third party, team member(s) need to take prior approval from their HODs.

While gifting someone, employees should ensure that such gifts or favours are not extended for the purpose or with intention of:

- Influencing any present or future act of decision by that team member;
- Inducing such employees to perform or omit any act in violation of his/her proper duties and responsibilities; and

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- Inducing such team member to use or direct any other person to use his/her influence with a government, or any of its representatives, divisions or agencies to affect or influence any act or decision of any such government, representative, division or agency and in any or all of the above cases, for the purposes of expediting, benefiting, prejudicing or affecting in any way whatsoever whether directly or indirectly the business dealings or relationship of the gift receiver with the Company.

Editorial team members are advised to go through the relevant sections of **Editorial Code of Conduct** to know more details about the Gift Policy as applicable to them.

Working Environment

It is the duty of all of us to keep Company's premises tidy at all times. All of us should take collective responsibility for shared/common areas and act proactively to keep these areas tidy. All team members are expected to clear their desk of paper and other paraphernalia before they leave after the end of day. Appearing for work under the influence of alcohol, drugs or controlled substances violates Company's workplace guidelines. Possession, use or sale of controlled substances in Company's premises, during or after working hours will amount to gross misconduct and attract appropriate disciplinary action.

Relationships with Peers

The Company encourages its team members to have healthy professional relationships among themselves. However, any relationship beyond the professional scope must be reported promptly by the individual team members to their respective HODs. This is to avoid any integrity and/or conflict of interest related issues.

Colleagues, thus involved in personal relationships, shall be duty-bound to ensure professional conduct in the organization, including confidentiality, professional integrity and avoiding any conflict of interest.

The Company reserves the right to take such steps as necessary to ensure that any integrity and/or conflict of interest related issues (that may arise due to such personal relationship between two colleagues), are avoided.

Conflict of Interest

To avoid any potential conflict of interest, you are advised to :

- Avoid any conflict between your personal interest and interest of the company.
- Refrain from taking for yourselves opportunities discovered through your use of company assets or through your position with the company.
- Refrain from competing with the company in any manner, and
- Declare to your reporting managers any potential conflict of interest transaction, during the course of business. In the event the transaction is approved, the HOD shall ensure that you shall have no role or influence in the outcome.

HODs shall be required to report all such cases promptly to the HR Department.

Anti Sexual Harassment Policy

At The Quint, we are committed to providing a work environment that is free of discrimination and harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, region, age, religion, sexual orientation, marital status, disability etc. shall be taken as violation of company's employment policies and workplace guidelines.

"Sexual harassment" refers to unwelcome sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with an employee's work performance, or creates an intimidating, hostile or offensive work environment. "Sexual Harassment" will include any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely:

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- Physical Contact and advances
- A demand or request for sexual favours
- Making sexually coloured remarks
- Showing pornography
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

However, harassment can also take other less obvious forms, such as:

- Discussion of a person's physical characteristics or dress
- Unwelcome suggestions regarding, or invitations to, social events or activities
- Telling offensive jokes or sexually explicit stories
- Circulation or posting of offensive cartoons or pictures
- Use of offensive language or demeaning terms
- Any unwelcome advances

In accordance with the statutory laws on dealing with the complaints pertaining to harassment (including sexual harassment), the Company has constituted an Internal Complaints Committee (ICC) to ensure that the complaints of harassment, if any, are dealt with utmost compassion and confidentiality in accordance with the guidelines stipulated under the law. The contact details of the members of this committee and the detailed process of handling such complaints are available with the HR Department as well as on the HR portal / notice board of the Company's offices.

If a team member has been the victim of harassment, or knows of another team member who has been, he/ she can report it immediately in writing (by way of a typed / handwritten letter or an e-mail) to the following personnel:

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- Immediate Supervisor/ Manager
- Head of Department/ Regional Head
- Human Resources Department
- Member/s of the Internal Complaints Committee

If investigation proves an allegation of harassment, individuals shall be subjected to disciplinary action, up to and including dismissal from the employment.

Team members can also register a written complaint for any incident(s) of sexual harassment directly with ICC. They may submit the report in person, through post / courier or email addressed to ICC@thequint.com

The ICC would treat complaints regarding such incidents seriously and would do its best to deter, prevent and, when required, punish perpetrators. Please note that all the grievances, as a policy, will be handled by ICC maintaining utmost privacy and confidentiality.

Disciplinary Action

Any team member violating any service conditions as laid down in various policy documents, this HR Handbook and as agreed upon via letter of appointment, may invite disciplinary action. Procedure under the Disciplinary Action is designed to help and encourage all employees to achieve and maintain high standards of professional conduct. Disciplinary or corrective action is the process of communicating with the employee to improve unacceptable behaviour or performance. The primary purpose for taking disciplinary action is to guide the employee to improve performance or correct inappropriate behaviour.

While initiating disciplinary action against any employee, the Company will ensure that every step of such action provides the team member with the opportunity to correct the problem or inadequacy.

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Process of Disciplinary Action

As a process the following steps are involved in Disciplinary Action proceedings:

- Issue of a letter of charge by the HR Department to the employee calling upon him/her to submit an explanation.
- Consideration of explanation and merits of the case by the HR Department along with the Immediate Supervisor/ Department Head.
- Informing the employee of the penalty, if any, decided to be awarded to him.

Right to Appeal

A team member who wishes to appeal against a disciplinary decision must do so within three working days. The appeal should be made to The Management of the Company who shall hear all appeals and review the case before passing his judgment which shall be final.

Principles for Disciplinary Action

The following principles shall be observed in Disciplinary Action proceedings against any team member:

- Personal reconciliation/ Counseling shall be offered, where appropriate, to resolve problems (in case of minor offences).
- The “principle of natural justice” shall be observed in letter & in spirit by the Company and accordingly, fair opportunity shall be given to the team member to present his/her case.
- No disciplinary action shall be taken against an employee without complete investigation.
- At every stage in the procedure the team member shall be advised of the gravity of the complaint against him or her and shall be provided with the opportunity to state his or her case before any decision is made.
- At each stage of the procedure the employee shall have the right to be accompanied by a work colleague.
- No team member shall be dismissed for first time offence unless the case is of gross misconduct.
- Team member shall have the right to appeal against any penalty imposed.

Gross Misconduct

Quint Digital Media Limited is committed towards nurturing and encouraging a highly professional and people friendly work environment. The team members are, therefore, expected to conduct themselves in the most professional manner. The cases of gross misconduct shall be taken up very seriously by the Management, ensuring a swift action and closure of the matter.

The examples of Gross Misconduct are listed in [ANNEXURE-1](#) at the end of this policy document.

Unapproved Leave & Absenteeism

Any team member who remains absent or proceeds on leave without any proper authorization and without any valid reason for a period of up to 7 days shall be deemed to have abandoned his employment. Accordingly, his/her name shall be struck off from the rolls of the company. This will be done after the Company sends at least two formal communications (at the interval of minimum 5 days) to the absent team member on his/her residential address and personal e-mail address as available in the Company's records, asking him/her to join the duties within a specified period. Failure to respond to the official communication through an email or through post shall be deemed to be conveying the team member's abandonment of his/her employment.

If any team member extends any period of his/her sanctioned leave without formal consent from the management and fails to provide sufficient reasons for such unauthorized absence, such leave shall be classified as leave without pay. It shall also call for appropriate disciplinary action against the employee. It will be required of the Reporting authority to essentially inform Human Resources Department of any such absence within 2 working days.



Payroll & Other Benefits

Payment of Salary

You will receive your salary by the 1st day of every succeeding month for the previous month. The company provides the facility of direct electronic transfer to your bank. To avail this facility, you will need to open an account with the designated bank. Contact the corporate HR/Finance department for opening the salary account to get prompt and seamless salary credits.

The HR Department calculates your salary and benefits that you will receive and estimates the amount of tax that you will need to pay during the financial year. If you have been working with another organization before joining the company, please ensure you obtain a salary/TDS certificate mentioning the income that you have earned during the financial year and the tax which has been deducted.

We expect you to provide us with the investments that you will make during the year. On the basis of the information given by you, the payroll department will compute tax that you will pay during the financial year. You will be required to show proof of the said investments made by you to the admin department in the month of January/ February.

Salary Advance

Team members who have completed more than 6 months of service can avail of a salary advance (up to 100% of the net monthly salary). The advance is sanctioned only for emergencies/ exigencies upon approval by the HOD. The salary advance is recovered in a maximum of 3 installments starting the next payroll (if the advance was disbursed before 20th of a particular month) or 2nd next payroll (if the advance was disbursed after 20th of a particular month).

Any exception to the above guidelines needs to be sanctioned by the Management in writing.



The Provident Fund Scheme

The company is registered under the Provident Fund Scheme and all the team members are covered under the same. The team members are required to contribute 12% of their Basic Salary towards the said scheme. An equal contribution is also put in by the company on behalf of the team member. The scheme has three main benefits:

1. Provident Fund – Savings for the employee with a very attractive interest on contributions. The contribution and interest is also exempted under Sec 80C of Income Tax.
2. Pension – Governed by Employees Pension Scheme, 1995, providing for the pension to the retired members and to their dependents (after their demise), and
3. Life Insurance – Governed by Employees Deposit Linked Insurance (EDLI) Scheme, providing for the life insurance benefit to the members.

The Employee State Insurance (ESI) Scheme

The company is registered under the ESI Scheme and team members drawing a Gross Salary of up to 15,000/- per month are covered under the same. The team members are required to contribute 1.75% of their Gross Salary towards the said scheme. 4.75% of the Gross Salary is also put in by the company on behalf of the team member as the contribution. The scheme has following benefits for its members:

1. Medical Benefit
2. Sickness Benefit
3. Maternity Benefit
4. Disablement Benefit

The Gratuity Scheme

All the team members at Quint are eligible for the Gratuity benefit as specified by the Payment of Gratuity Act. Gratuity is the reward conferred by the employer to its employees for long service (exceeding 5 years).

To know more about the PF, ESI and Gratuity Schemes, do contact the HR Department.



Paid Leaves

You are entitled to the following leaves per calendar year on monthly accrual basis:

21 Days of earned/ privileged leave. The same will be credited to your account at the end of every calendar month starting from your date of joining. The unutilized leaves can be carried forward to a maximum of 45 days. Any leaves, in excess of 45 days shall lapse/ cease to accrue. Earned leaves can not be availed for more than 15 days unless specifically approved by the HOD as an exception. You can not avail earned leave within 45 days of availing it once (calculated from the date of resuming your duties).

15 Days of casual/ medical leave. The same will be credited to your account at the end of every calendar month starting from your date of joining. The unutilized leaves shall lapse at the end of the calendar year. Any leave for more than 3 days will be required to be supported by a medical certificate otherwise the same shall be adjusted from the earned leaves.

Please note the following points regarding the leave policy:

1. You should try and get the prior sanction of leave from your immediate supervisor to ensure smooth functioning and avoid last minute confusions. The leaves should be marked by way of an email to your immediate supervisor with a copy to the HOD and HR Department. In case of any unforeseen circumstances where the prior sanction of leave is not possible, the same should be communicated to the immediate supervisor by any possible mode of communication (sms/phone/email etc) and submit a formal leave application/ intimation immediately after resuming the duty.
2. Either a “prefix” or a “suffix” and intervening holidays shall be counted while calculating the total leave duration.
3. No leaves will be adjusted in lieu of notice period at the time of exit / separation from service. Any outstanding Earned Leaves shall be en-cashed @ basic salary at the time of exiting of a team member provided he/she has completed one year of service.
4. Leave entitlement is not a matter of “right”. The leaves shall be recommended by the supervisor / reporting manager of the employee taking into account work exigencies. The managers, however, shall take prudent judgments, taking into account the merits of individual cases.
5. No two types of leaves can be clubbed together. Any exceptions to this rule shall be approved by the Management considering the merits and circumstances of individual case.
6. No leave of any kind will be credited to an employee for the period for which he/she remains “without pay” thereby resulting in reduced number of “payable days” due to any reason.

Maternity Leave

All the female team members are entitled to paid maternity leave as per the provisions of Maternity Benefit Act, 1961. The benefit period herein shall be 26 weeks (including pre & post natal period). The maximum period entitled to maternity benefit by a female team member having two or more than two surviving children shall be twelve weeks of which not more than six weeks shall precede the date of her expected delivery.

In case a female team member legally adopts a child below the age of 3 months or the commissioning mother shall be entitled to maternity benefit for a period of 12 weeks from the date the child is handed over to the adopting mother or the commissioning mother, as the case may be. The leave is sanctioned upon submission of required documentation of child birth / adoption.

There are following leaves that can be availed additionally as per the new Maternity Benefits Act provisions:

- In the unfortunate case of miscarriage, a female team member shall, on production of a certificate from registered medical practitioner, be entitled to maternity benefit, for a period of six weeks immediately following the day of her miscarriage.
- In case of medical termination of pregnancy, a female team member shall, on production of a certificate from registered medical practitioner, be entitled to maternity benefit, for a period of six weeks immediately following the day of her medical termination of pregnancy.
- A female team member suffering from illness arising out of pregnancy, delivery, premature birth of child or miscarriage, medical termination of pregnancy or tubectomy operation shall, on production of a certificate from registered medical practitioner, be entitled to maternity benefit for a maximum period of one month.

Paternity Leave

All the male team members are entitled to paid paternity leave of 7 days. The same should be availed within 15 days of child birth / adoption. The leave is sanctioned upon submission of required documentation of child birth / adoption.

Marriage Leave

All the team members are entitled to paid leave of 7 days for their marriage. The leave is sanctioned upon submission of required Documentation.

Bereavement Leave

All the team members are entitled to paid leave of 7 days in the event of unfortunate demise of their family members (spouse/ parents/ children/ In-Laws in case of married females). The same should be availed within 15 days of the demise of the family member. The leave is sanctioned upon submission of required documentation.

Sabbatical Leave

You are entitled up to a maximum of 14 days of Sabbatical leave.

Please note the following points regarding the Sabbatical leave policy:

1. Sabbatical leaves are subject to the EL balance.
2. Total up to maximum of 14 leaves can be sanctioned in any circumstances in which 7 days will be adjusted against EL balance and rest 7 days will be approved by the Management considering the circumstances of individual case.
3. In case, If you do not have sufficient EL balance, only up to a maximum of 7 days will be sanctioned.
4. You are entitled to the sabbatical leave once in a year.
5. All leave request will be required to be supported by a relevant document.

Holidays

In addition to the paid leaves, the team members shall be entitled to 10 days of paid holidays per calendar year. A list of such holidays shall be notified by the HR Department at the beginning of each calendar year.



Mobile Phone Expenses Reimbursements

Team members whose job requires constant connectivity through emails/ mobile are entitled to reimbursement of their mobile phone expenses as per the designated entitlements. The following important points are to be noted as well in this context:

1. The Annexure of your Appointment Letter will contain your entitlement limit, if applicable.
2. The reimbursement will not be given against the pre-paid connection.
3. The mobile connection should be in your name only.
4. The reimbursement will be all inclusive of voice, data, rentals, taxes etc.
5. Bills should be submitted in original to Accounts Department in proper Reimbursement Claim Form, duly approved by the HOD.



Mediclaime Coverage

Teammembers and their respective families (including spouse, dependant parents and 2 children up to the age of 21 years) are covered under the group mediclaime policy. The policy provides for the reimbursement of hospitalization expenses/ cashless hospitalization as per individual coverage entitlement and policy terms & conditions.

Life & Accident Insurance

Teammembers are covered under the Group Term Life Insurance as well as Group Personal Accident policies which insure the individual against the unfortunate event of his/her demise and in the event of an accidental injury. The benefit /sum insured is as per team member's grade/ entitlement and policy terms & conditions.

You are advised to contact the HR Department to understand the provisions and individual entitlements of Mediclaime, Life and Accident Insurance in detail.



ANNEXURE – Gross Misconduct

Without prejudice to the generality of the term 'misconduct' the following acts of omission and commission shall be treated as gross misconduct :-

- Theft, fraud or dishonesty in connection with the business or property of the Company or any client of the Company.
- Taking or giving bribes or any illegal gratification, or demanding or offering bribes or illegal gratification.
- Possession of pecuniary resources or property disproportionate to the known sources of income by the employee or on his behalf by another person, which the employee cannot satisfactorily account for.
- Furnishing false information regarding name, age, father's name, qualifications, experience or previous service or any other matter germane to the employment at the time of employment or during the course of employment.
- Acting in a manner prejudicial to the interest of the Company.
- Wilful insubordination or disobedience, whether or not in combination with others, of any lawful and reasonable order of his superior.
- Unauthorized absence from duty. Habitual late or irregular attendance.
- Neglecting work or negligence in the performance of duty including malingering or slowing down of work.
- Causing damage to work in progress or to any property of the Company or client either wilfully or through negligence.
- Drunkenness or riotous or disorderly or indecent behaviour in the premises of the Company, client or outside such premises where such behaviour is related to or connected with the employment.
- Indulging in Sexual harassment of a co-employee.
- Gambling within the premises of the Company or the Client.
- Collection of any money or valuables without the permission of the competent Authority within the premises of the Company or that of the Client except as authorized and sanctioned by any law of the land for the time being in force.
- Commission of any act which amounts to a criminal offence involving moral turpitude.
- Absence from the appointed place of work without permission or sufficient cause.
- Commission of any act subversive of discipline or of good behaviour.
- Abetment of or attempt at abetment of any act which amounts to misconduct.

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- Canvassing in support of business or insurance Agency, Commission Agency, etc. owned or managed by the spouse or any other member of the family of the employee.
- Spreading rumours or giving false information which tends to bring into disrepute the Company or a Client or spreading panic among the employees.
- Refusal to accept a charge sheet or order or any other communication from the Company.
- Striking work alone or in combination with other employees, or inciting them to strike work in contravention of the provisions of any law or rules having the force of law.
- Giving performance or results not in accordance with outlined targets or not according to Company policy. Deliberate contravention of safety rules or failing to obey any instruction which could affect the safety of any employee and/or Client company property.
- Gross unprofessional conduct with respect to an employee or customer.
- Failing to report any chronic ailment or communicable diseases or deliberately endangering the health of any employee or customer.
- Tapping of telephone conversation, intercepting E-mail/fax messages.
- Failure or refusal to submit for medical examination when so required by the company.
- Failure or refusal to co-operate in any investigation/enquiry as regards safety/ accidents or incidents in the company premises.
- Publication or dissemination of information relating to the company either through the press or broadcast or speeches.
- Indulging in indecent behaviour, abusive jokes, passing filthy remarks against any other person within the Company.
- Wilful or deliberate or intentional or knowingly operating or attempting to operate company's computer Systems with other co-employee's password and user name.
- Committing any offence within the meaning of Indian Penal Code or any other law of the land within or outside the premises of the Company and committing any act of omission or commission within or outside the premises of the Company which would tend to result in impairing the reputation, public confidence, discipline or the prestige of the Company.
- Wilful falsification, defacement or destruction of any personal record of the Company.
- Obtaining leave or attempting to obtain leave on false pretence.
- Refusal to accept or obey an order of transfer of service.
- Unauthorized use of the company's name, address, telephone, e-mail, fax, website or other such description.
- Intimidating other employees by threats, pressures or other means, with a view to preventing them from carrying out their duties.
- Unauthorized removal from or affixing of notice on the notice boards or any other place in the company premises.



Important

The above instances of misconduct are illustrative in nature, and not exhaustive. The punishment for proved charges of misconduct shall depend upon the gravity of the offence and its consequential effect.

The terms and conditions of appointment as contained in the letter of appointment, general terms & conditions are in addition to these rules and will apply conjointly. In case of any conflict, the interpretation or decision of the Company shall be final and binding on the team members.

Disclaimer

This document does not create any rights, benefits or duties which are not set forth in government regulations, policies and procedures and it does not constitute a contract with the employees.

The Management reserves the right to change the policies / procedures / rules and regulations as mentioned in this document in the interest of the employees and business operations. Any changes made shall, however, be notified to the employees in writing and they shall be bound to be governed by the same.

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