



Quint Digital Limited

(Formerly Quint Digital Media Limited)

HR Policy Manual

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Approved on :



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Welcome Note

Dear Colleague,

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

Quint Digital is an organization with a strong focus on delivering solutions that are gamechangers. 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!

Ritu Kapur
Managing Director and CEO



General Policies and Procedures

Onboarding

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

- Two recent passport size photographs
- Copy of PAN card
- Copy of AADHAR card
- Copy of residential proof
- Copy of Date of Birth proof
- Copies of educational and experience certificates
- Proof of last drawn salary and relieving letter from last employer
- Nomination forms (PF/ESI/Gratuity etc) - wherever applicable

You will receive a comprehensive Appointment Letter upon joining, detailing the terms of your employment. We encourage you to carefully review it and reach out to the HR department with any questions or concerns you may have.

Background Verification

The Background Verification Policy outlines the procedures for conducting background checks on potential and current employees to ensure they meet the company's standards for integrity and qualifications. This policy covers all full-time employees. Background checks may include (but not limited to) verification of employment and education, criminal record checks, reference checks and reviews of social media. Candidates must provide written consent for these checks, after which a third-party will conduct them. HR will review the results, address any discrepancies with the candidate, and make hiring decisions accordingly. All information obtained will be kept confidential and used solely for employment evaluation. If an adverse decision is made based on the background check, the candidate will receive a copy of the report and have the opportunity to dispute the information. For any questions, please contact the HR department.

Induction Process

We implement an induction system to familiarize new team members with our organization. The induction process includes the following components:

- Providing the company HR policy manual to acquaint you with our rules, regulations, and benefits.
- Providing a mandatory session of POSH Training.
- Providing an awareness session on Insider Trading Regulation, if applicable



- Introducing you to the team during the morning meeting via an online platform (MS Teams).
- HR will manage arrangements such as providing a laptop/desktop, setting up your official Email ID, HROne credentials, issuing an ID card, and providing business cards etc.
- Scheduling a face-to-face meeting with the head of your department.

Probation and Confirmation

The Probation and Confirmation Policy outlines the procedures for the probationary period and the process for confirming employment. This policy applies to all new full-time employees. The standard probationary period is six months from the start date, allowing both the employee and the company to assess the suitability of the role and performance. During this time, performance, attendance, and cultural fit are regularly reviewed, with formal reviews at specified intervals. Managers provide constructive feedback and support to address any concerns promptly. Near the end of the probation period, a final review determines whether the employee will be confirmed as a regular employee, have their probation extended, or be terminated if standards are not met. Successful employees receive a confirmation letter detailing their new employment status and benefits, while those with extended probation or termination receive written notice explaining the reasons. During probation, employees have the same rights and responsibilities as regular employees, except where specified otherwise. The company reserves the right to terminate employment during the probation period if performance or conduct is unsatisfactory.

Update of Personal Information

The HR department diligently maintains comprehensive personal records for each team member, encompassing essential details such as the initial application form, employment history, familial particulars, residential addresses, contact information, educational qualifications, and bank account details.

In the event of any modifications or updates to your personal information, it is imperative to promptly notify the HR department in writing, providing relevant documentation where necessary to support the changes.

Consequently, the company absolves itself of any responsibility for claims, whether financial or otherwise, arising from the team member's neglect to update their pertinent personal details as required.

Grievance Handling

Although we endeavor to maintain your happiness throughout your employment with us, there may be instances where you feel otherwise. In such situations, we urge you not to hesitate in expressing your concerns. Firstly, discuss the matter with your immediate supervisor. If you find



that your issue remains unresolved, you are welcome to escalate it to the HR department. Addressing grievances promptly is crucial, as unresolved issues can have detrimental effects on both you and the organization.

Office timings and Working Hours

The standard office hours are from 10 AM to 7 PM, Monday to Friday, with alternate Saturdays.

However, depending on the requirements of your work profile or department, your schedule may differ or extend beyond these hours. It is recommended that you coordinate your schedule with your immediate supervisor. Each department has the authority to determine and communicate its specific start and end times accordingly.

Attendance Recording

Please remember to mark your attendance daily on the HROne portal. In case you miss a punch, promptly send a formal email to the HR Department along with a regularization request to ensure your attendance is accurately recorded. At the end of each month, make sure to update your attendance calendar. Additionally, verify that all your leave and regularization requests have been approved by your Head of Department (HOD) to avoid any potential confusion or discrepancies in your salary. Keeping these records accurate and up-to-date is crucial for ensuring correct payroll processing

Performance Management System (PMS) and Performance Improvement Plan (PIP)

The Performance Management System (PMS) aims to enhance employee performance and align individual goals with organizational objectives. At the start of each cycle, employees and managers set clear, measurable goals. Regular check-ins and an annual review evaluates overall performance and plans for the next cycle.

A Performance Improvement Plan (PIP) is initiated when an employee's performance consistently falls below expectations despite feedback and support. The PIP process includes identifying performance issues, developing a detailed improvement plan with specific actions and timelines, and providing regular monitoring and support. At the end of the PIP period, performance is evaluated to determine if the employee has met the required standards or if further action, such as reassignment or termination, is needed.

Managers are responsible for setting goals, providing feedback, and managing PIPs. Employees should strive to meet expectations and engage in the improvement process. Human Resources supports the development and implementation of PIPs and ensures policy compliance.



Annual Assessment

At Quint, we strongly advocate for individuals to take ownership of their own career paths. Your performance will be subject to continuous appraisal, particularly focusing on your initiative, efficiency, and ability to deliver results, as well as your sense of responsibility, commitment, and integrity. For individuals demonstrating these qualities, the opportunities for growth and advancement are boundless.

Our performance appraisal cycle is conducted annually, culminating in a comprehensive review of your overall performance and potential for higher responsibilities. This appraisal also considers salary increments and promotions. It is important to note that our appraisals are not contingent on your tenure with the company, but rather on your performance, dedication, and consistency in your role.

Local Travel

Individuals conducting official local travel will be reimbursed according to the following criteria:

- For the use of a personal car: Rs. 9/- per kilometer
- For the use of a personal two-wheeler: Rs. 4.00/- per kilometer
- For the use of an auto-rickshaw, taxi, or radio cab: reimbursement will be based on actual expenses incurred.

To claim reimbursement, individuals must complete the Travel Expense Form and submit it to the accounts department. This form must be duly approved by the Head of Department (HOD). Please note that claims submitted more than 30 days after the travel date will not be processed by the accounts department.

Exit from the Company

If you opt to move forward in your career journey, please submit your formal resignation letter to your supervisor or functional head. Upon acceptance, it will be forwarded to the HR Department. Refer to your Letter of Appointment for your applicable notice period, during which utilizing any accrued leave is not permitted.

An exit interview will be conducted by HR before your departure. Additionally, prior to your last day of work, submit the "Clearance Form" to HR. Your final settlement will be processed within 30-45 days of your departure.

Whistle Blower/ Vigil Mechanism Policy

At Quint, we are dedicated to pursuing business excellence through the highest standards of professionalism, integrity, and ethics. To uphold this commitment, we have implemented a formal [Whistle Blower Policy](#).

As a member of the Quint family, you are encouraged to report any practices or incidents within the company that you believe are not aligned with our professional values and ethics. You can submit such concerns via email to cs@thequint.com and/or hr@thequint.com.

Rest assured, all reports will be handled with strict confidentiality and good faith, ensuring the protection of whistleblowers' identities and professional interests. If you prefer to remain anonymous, you may also report your concerns through the aforementioned channel.



Workplace Guidelines

Dress Code

The company's dress code is Semi-Formal/Smart Casual. However, formal attire is mandatory when an employee is on an official tour or is likely to have direct contact with clients or customers.

E-Mail Usage

All official communication by team members must be conducted through their official email IDs. Email usage within the company premises is intended for official purposes only. While minimal personal use is permitted, it should be limited and necessary, without violating confidentiality, security norms, or any other rules or policies. The company reserves the right to record, monitor, and audit all email usage, which team members are obligated to report to the company. It is strictly prohibited to use, view, or exchange obscene information or personal details related to any colleague, superior, or the organization. Additionally, forwarding chain emails is not allowed over official email.

Media Relations

Team members must refrain from discussing or disclosing any company matters or information to anyone or the media, unless explicitly authorized or designated in writing to do so. Any violation of this policy will be considered gross misconduct and will be dealt with accordingly.

Client Relations

Each client detail must be maintained by the responsible employee or team and stored exclusively in the company's data storage space. All communications with clients should be conducted professionally, using only official email addresses. Under no circumstances should personal email addresses be used for official purposes.

Any disputes with clients must be promptly reported to the respective Heads of Departments (HODs).

Relations with Peers

The company encourages its team members to maintain healthy professional relationships. However, any relationship extending beyond the professional scope must be promptly reported by the individuals involved to their respective HODs to avoid any integrity or conflict of interest issues.

Colleagues involved in personal relationships are duty-bound to maintain professional conduct within the organization, ensuring confidentiality, professional integrity, and the avoidance of any conflict of interest.

The company reserves the right to take necessary steps to prevent and address any integrity or conflict of interest issues that may arise from personal relationships between colleagues.

Gift Policy

No team member or any member of their immediate family should accept any form of gifts or favors from contractors, suppliers, clients/customers, or any other party engaged in business dealings with the company.

Gifts for external parties, such as clients or associates, will be sourced centrally by the company to ensure they align with the company's brand guidelines. In exceptional circumstances where a gift not provided by the company needs to be given to a third party, team members must obtain prior approval from their HODs.

When gifting someone, employees must ensure that such gifts or favors are not given with the intention of:

- Influencing any present or future decision by that team member;
- Inducing the recipient to perform or omit any act in violation of their duties and responsibilities;
- Inducing the recipient to use their influence, or direct another person to use their influence, with a government or its representatives, divisions, or agencies to affect any act or decision of the government or its entities, with the intent of expediting, benefiting, prejudicing, or otherwise influencing the business dealings or relationship of the gift receiver with the company.

Editorial team members are advised to review the relevant sections of the Editorial Code of Conduct for more details on the Gift Policy as it applies to them.

Unapproved Leaves and Absenteeism

Any team member who is absent or proceeds on leave without proper authorization and without a valid reason for up to 7 days will be considered to have abandoned their employment. In such cases, their name will be removed from the company's rolls. This action will be taken after the company sends at least two formal communications, with a minimum interval of 5 days, to the absent team member's residential and personal email addresses as available in the company's records. These communications will request the team member to return to work within a specified period. Failure to respond to official communications via email or post will be considered as conveying the team member's abandonment of employment.

If a team member extends their sanctioned leave period without formal consent from management and fails to provide sufficient reasons for such unauthorized absence, it will be classified as leave without pay. This will result in appropriate disciplinary action against the employee. The reporting authority must inform the Human Resources Department of any such absences within 2 working days



Working Environment

It is our duty to maintain a tidy company premises at all times. We should collectively take responsibility for shared and common areas, proactively ensuring they remain clean. All team members are expected to clear their desks of paper and other items before leaving at the end of the day.

Appearing for work under the influence of alcohol, drugs, or controlled substances violates the company's workplace guidelines. The possession, use, or sale of controlled substances on company premises, during or after working hours, will be considered gross misconduct and will result in appropriate disciplinary action.

Respectful Conduct Policy

As part of our commitment to fostering a positive and inclusive work environment, all employees are expected to refrain from making comments that could be deemed offensive or hurtful in nature. This includes comments regarding religious beliefs, eating habits, physical appearance, walking style, voice, or any other personal characteristic.

Body shaming, derogatory remarks about individual habits, and comments that could potentially hurt religious sentiments are strictly prohibited. Such behavior not only undermines the well-being of our colleagues but also goes against our core values of respect and dignity for all.

Any violation of this policy will result in prompt and appropriate disciplinary action, up to and including termination of employment. We believe in maintaining a workplace culture where every individual feels valued, respected, and safe from any form of discrimination or harassment.

Conflict of Interest

To prevent potential conflicts of interest, it is advised that you:

- Avoid any conflicts between your personal interests and those of the company.
- Refrain from pursuing opportunities discovered through your use of company assets or your position within the company.
- Avoid competing with the company in any way.
- Disclose any potential conflict of interest transactions to your reporting managers during business proceedings. If the transaction is approved, the HOD will ensure that you have no role or influence in the outcome.

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

Gross Misconduct

Quint Digital Limited is dedicated to fostering a professional and people-friendly work environment. Therefore, team members are expected to uphold the highest standards of professionalism. Instances of gross misconduct will be treated with utmost seriousness by management, ensuring prompt action and resolution of the matter.

Examples of gross misconduct are outlined in **Annexure-1** at the conclusion of this policy document.



POSH Policy

At TheQuint, we are dedicated to fostering a work environment free of discrimination and harassment. Any actions, words, jokes, or comments based on an individual's sex, race, ethnicity, region, age, religion, sexual orientation, marital status, disability, etc., will be considered a violation of the company's employment policies and workplace guidelines.

"Sexual harassment" refers to unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment. Sexual harassment may include, but is not limited to, the following unwelcome acts or behaviors:

- Physical contact and advances
- Requests for sexual favors
- Making sexually colored remarks
- Showing pornography
- Any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature

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

The Company has constituted **Internal Complaints Committees (ICC)** to ensure that complaints of harassment are dealt with compassionately and confidentially in accordance with statutory laws. Team members who have been victims of harassment or who are aware of harassment incidents can report them immediately to their Immediate Supervisor/Manager, Head of Department/Regional Head, Human Resources Department, or Member/s of the Internal Complaints Committee.

If an investigation proves an allegation of harassment, individuals will be subjected to disciplinary action, including dismissal from employment. Team members can also register written complaints of sexual harassment directly with the ICC by submitting reports in person, through post/courier, or via email addressed to ICC@thequint.com.

The ICC will treat complaints seriously and take appropriate actions to deter, prevent, and, when necessary, punish perpetrators while ensuring utmost privacy and confidentiality.



Adherence to Insider Trading Regulations

In compliance with SEBI (Prohibition of Insider Trading) Regulations, 2015 ('PIT Regulations'), as amended, our Company has adopted Code of Conduct for regulating, monitoring and reporting of trading by Designated Person and their immediate relatives. The said Code lays down guidelines which provide for the procedure to be followed and disclosures whilst dealing with shares of the Company and while sharing Unpublished Price Sensitive Information. The Code includes the Company's obligation to maintain the structured digital database ('SDD'), obligation of designated persons, mechanism for prevention of insider trading and handling of UPSI.

Insider Trading is the illegal practice of trading on the stock exchange, either through buying, selling, or dealing in stocks, or agreeing to do so or counsels another to do so as principal or agent, to one's own advantage, through having access to confidential and Unpublished Price Sensitive Information (UPSI). Also, please don't deal in securities of the Company during the trading window closure period.

Detailed code is available on the Company's website and can be accessed at [Code of Conduct](#).



Disciplinary Action

Any team member who violates service conditions outlined in various policy documents, this HR Handbook, and as agreed upon via the letter of appointment may face disciplinary action. The Disciplinary Action procedure is designed to assist and motivate all employees to uphold and maintain high standards of professional conduct. Disciplinary or corrective action involves communicating with the employee to address unacceptable behavior or performance. The primary objective of disciplinary action is to guide the employee towards improving performance or rectifying inappropriate behavior.

When initiating disciplinary action against any employee, the company will ensure that every step of the process provides the team member with an opportunity to address and rectify the issue or inadequacy.

Process of Disciplinary Action

The Disciplinary Action proceedings involve the following steps:

- The HR Department issues a letter of charge to the employee, requesting them to provide an explanation.
- The HR Department, along with the Immediate Supervisor/ Department Head, considers the explanation and evaluates the merits of the case.
- The employee is informed of any penalty decided to be imposed upon them.

Right to Appeal

Any team member wishing 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 will hear all appeals, review the case, and then pass their judgment, which will be final.

Principles for Disciplinary Action

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

- Personal reconciliation/counseling will be offered, where appropriate, to resolve problems, especially in the case of minor offenses.
- The "principle of natural justice" will be upheld by the Company, ensuring that fair opportunities are provided to team members to present their cases.
- No disciplinary action will be taken against an employee without a thorough investigation.



- At every stage of the procedure, the team member will be informed of the seriousness of the complaint against them and provided with the opportunity to state their case before any decision is made.
- At each stage of the procedure, the employee will have the right to be accompanied by a work colleague.
- No team member will be dismissed for a first-time offense unless it constitutes gross misconduct.
- Team members will have the right to appeal against any penalty imposed.



Leave Policy

You are entitled to the following leaves per financial year, accrued monthly:

Earned/Privileged Leave - 21 Days

Earned leave will be credited monthly from your joining date. Unused leave can be carried forward up to a maximum of 45 days; any excess will lapse. Earned leave cannot be taken for more than 15 days at a time unless approved by the HOD. You cannot take earned leave again within 45 days of resuming duties from a previous earned leave. You cannot avail Earned leaves on your probation period.

Casual/Medical Leave - 15 Days

15 Casual/medical leave will be credited on the date of your joining date. Unused casual/medical leave will lapse at the end of the financial year. Leave exceeding 3 days requires a medical certificate; otherwise, it will be deducted from earned leave.

Maternity Leave

- Female team members are entitled to paid maternity leave as per the Maternity Benefit Act, 1961. The benefit period is 26 weeks (including pre and post-natal periods). For those with two or more surviving children, the maximum benefit period is 12 weeks.
- Female team members adopting a child below 3 months or a commissioning mother are entitled to 12 weeks of leave from the child's handover date. Required documentation must be submitted for leave sanction.
- Six weeks of leave following a miscarriage, with a medical certificate.
- Six weeks of leave following medical termination, with a medical certificate.
- Up to one month of leave for illness related to pregnancy, childbirth, premature birth, miscarriage, medical termination, or tubectomy, with a medical certificate.

Paternity Leave

Male team members are entitled to 7 days of paid paternity leave, to be availed within 15 days of childbirth/adoption. Required documentation must be submitted for leave sanction.

Marriage Leave

Team members are entitled to 7 days of paid leave for their marriage. Required documentation must be submitted for leave sanction.



Bereavement Leave

Team members are entitled to 7 days of paid leave in the event of the unfortunate demise of family members (spouse/parents/children/in-laws). The leave should be availed within 15 days of the demise, with required documentation submitted for leave sanction.

Sabbatical Leave

Up to 14 days of sabbatical leave, subject to the following conditions:

- Sabbatical leaves are subject to the earned leave (EL) balance.
- A maximum of 14 leaves can be sanctioned, with 7 days adjusted against the EL balance and the remaining 7 days approved by management.
- If there is insufficient EL balance, only up to 7 days will be sanctioned.
- Sabbatical leave can be taken once a year.
- All leave requests must be supported by relevant documentation.

All decisions are subject to management's discretion and approval and can vary on a case-by-case basis.

Holidays

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

Key Points of the Leave Policy

- Obtain prior approval from your immediate supervisor via email, with a copy to the HOD and HR Department. If prior approval is not possible, inform your supervisor through any available communication method (SMS/phone/email) and submit a formal leave application immediately upon returning to duty.
- As per our policy, the 'sandwich rule' will be observed, where both the prefix and suffix of the leave duration, along with any intervening holidays, will be considered when calculating the total leave duration.
- Leave will not be adjusted against the notice period at the time of exit/separation. Outstanding earned leaves will be encashed at the basic salary rate at the time of exit, provided the team member has completed one year of service.
- Leave is not an entitlement by right. Leaves are recommended by the supervisor/reporting manager based on work requirements. Managers should use prudent judgment considering individual cases' merits.
- Different types of leave cannot be combined. Exceptions require management approval.
- No leave will be credited for periods when an employee is on "without pay" status.



Salary and Payroll

Salary Payment Cycle

Our attendance cycle runs from the 26th of the previous month to the 25th of the current one. When you start, you need to open a salary account with our designated bank or provide your bank details. This ensures your salary is deposited directly into your account without any delays.

Salaries are credited on the last working day of each month.

Salary Payment and Taxation Information

You will receive your salary by the 1st of each succeeding month for the previous month. The company offers direct electronic transfer to your bank. To use this facility, you need to open an account with the designated bank. Please contact the corporate HR/Finance department to open your salary account for prompt and seamless salary credits.

The HR Department calculates your salary and benefits, and estimates the tax you need to pay during the financial year. If you have worked with another organization before joining the company, ensure you obtain a salary/TDS certificate that mentions the income earned and tax deducted during the financial year.

We expect you to provide information about your investments for the year. Based on this information, the payroll department will compute the tax you will pay during the financial year. You will be required to show proof of these investments to the admin department in January/February.

Salary Advance

Team members who have completed more than six months of service are eligible for a salary advance of up to 100% of their net monthly salary. This advance is approved only for emergencies or urgent situations and requires approval from the Head of Department (HOD). The salary advance will be recovered in a maximum of three installments, starting from the next payroll if the advance was disbursed before the 20th of the month, or from the second next payroll if disbursed after the 20th. Any exceptions to these guidelines require written approval from Management.



Other Benefits

The Provident Fund Scheme

The company is registered under the Provident Fund Scheme, covering all team members. Team members are required to contribute 12% of their Basic Salary to the scheme. The company makes an equal contribution on behalf of each team member. The scheme offers three main benefits:

- **Provident Fund** – Savings for employees with an attractive interest rate on contributions. Both contributions and interest are exempt under Section 80C of the Income Tax Act.
- **Pension** – Managed by the Employees' Pension Scheme, 1995, providing pensions to retired members and their dependents after their demise.
- **Life Insurance** – Governed by the Employees' Deposit Linked Insurance (EDLI) Scheme, offering life insurance benefits to members.

The Employee State Insurance (ESI) Scheme

The company is registered under the ESI Scheme, covering team members with a Gross Salary of up to ₹15,000 per month. Team members are required to contribute 1.75% of their Gross Salary to the scheme. The company contributes an additional 4.75% of the Gross Salary on behalf of each team member. The scheme offers the following benefits:

- Medical Benefit
- Sickness Benefit
- Maternity Benefit
- Disablement Benefit

The Gratuity Scheme

All team members at Quint are eligible for the Gratuity benefit as specified by the Payment of Gratuity Act. Gratuity is a reward given by the employer to employees for long service, defined as exceeding five years.

For more information about the PF, ESI, and Gratuity schemes, please contact the HR Department.



Mobile Phone and WiFi Expenses Reimbursement

Team members whose job requires constant connectivity through emails/mobile are entitled to reimbursement of their mobile phone and WiFi expenses as per the designated entitlements. Please note the following important points:

- Reimbursement will not be provided for prepaid connections.
- The mobile and WiFi connections must be in your name only.
- Reimbursement will cover all expenses, including voice, data, rentals, taxes, etc.
- Original bills should be submitted to the Accounts Department using the proper Reimbursement Claim Form, duly approved by the HOD.

Mediclaim Coverage

Team members and their families (including spouse, dependent parents, and up to two children up to the age of 21) are covered under the group mediclaim policy. This policy provides reimbursement of hospitalization expenses or cashless hospitalization as per individual coverage entitlements and the policy's terms and conditions.

Life and Accident Insurance Coverage

Team members are covered under the Group Term Life Insurance and Group Personal Accident policies, which provide coverage in the event of death or accidental injury. The benefit/sum insured is determined by the team member's grade/entitlement and the policy's terms and conditions.

For detailed information about the provisions and individual entitlements of Mediclaim, Life, and Accident Insurance, please contact the HR Department.

Office Resources and Assets Policy



The company expects team members to use office equipment and resources (such as laptops, tablets, data cards, and mobile phones) with the utmost care and responsibility, without compromising productivity. All team members should exercise good judgment to ensure that office equipment and resources are used wisely. If you are authorized to use personal devices for office work, you are responsible for ensuring the safety and confidentiality of the data, including taking regular backups to prevent data loss. When leaving the company, you must hand over all relevant data and delete it from your personal devices.

You are required to observe and respect all copyright and related laws, including all applicable laws regarding the use of computers, mobile devices, and other gadgets. You must refrain from any violation of the Copyright Act or using pirated software in any manner. If you use the internet, browse the web, or use a computer or any other device without adhering to legal processes, you will be personally and solely responsible for any legal consequences.

Recovery for Damage or Loss of Company Assets

In the event of damage or loss of company assets by a team member, the recovery of damages will be as follows:

- **If the asset is damaged but can be repaired and used again** - One-third (1/3) of the cost of repairs incurred by the company to restore the asset to working condition.
- **If the asset is damaged beyond repair or lost** - One-third (1/3) of the cost of the asset, based on its value in the company's books of accounts or its fair market value.
- **If the asset is damaged but can be repaired, with partial coverage by insurance** - One-third (1/3) of the difference between the amount received from the insurance company and the actual cost of repairs.
- **If the asset is fully damaged (beyond repair) with partial coverage by insurance** - One-third (1/3) of the difference between the amount received from the insurance company and the asset's value in the books of accounts or its fair market value.
- **If the asset is fully damaged (beyond repair) with full coverage by insurance** - A token penalty of ₹5,000 will be charged to the concerned team member.

IT Compliance Policy

The Quint Digital Limited. (QDL) IT Policy and Procedure Manual provides the policies and procedures for selection and use of IT within the organization which must be followed by all staff. It also provides guidelines from Quint Digital Limited. (QDL) will be used to administer these policies, with the correct procedure to follow. Quint Digital Limited. (QDL) will keep all IT policies current and relevant. Therefore, from time to time it will be necessary to modify and amend some sections of the policies and procedures, or to add new procedures. Any suggestions, recommendations or feedback on the policies and procedures specified in this manual are welcome. These policies and procedures apply to all employees. For detailed structure please refer to [IT Policy](#)



ANNEXURE I– 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 related to the business or property of the Company or any client.
- Giving or taking bribes or illegal gratification, or demanding/offering bribes.
- Possession of pecuniary resources disproportionate to known sources of income.
- Furnishing false information regarding personal details or employment.
- Acting in a manner prejudicial to the Company's interests.
- Willful insubordination or disobedience of lawful orders.
- Unauthorized absence or habitual late/irregular attendance.
- Neglecting work, malingering, or causing damage through negligence.
- Disorderly behavior or intoxication on company premises.
- Sexual harassment of a co-employee.
- Gambling on company premises.
- Unauthorized collection of money or valuables.
- Commission of criminal offenses involving moral turpitude.
- Absence from work without permission or sufficient cause.
- Acts subversive of discipline or good behavior.
- Abetting misconduct.
- Canvassing for personal business interests.
- Spreading rumors or false information detrimental to the Company.
- Refusal to accept communication from the Company.
- Striking work or inciting others to do so.
- Non-compliance with performance targets or safety rules.
- Unprofessional conduct with employees or customers.
- Deliberate endangerment of health.
- Unauthorized interception of communications.
- Failure to submit to a medical examination.
- Non-cooperation in safety investigations.
- Unauthorized dissemination of company information.
- Indecent behavior or abusive language.
- Unauthorized use of company resources.
- Intimidation of other employees.
- Unauthorized posting on company notice boards.

These actions may impair the reputation, public confidence, discipline, or prestige of the Company and are considered gross misconduct.

Important

The instances of misconduct listed above are illustrative and not exhaustive. The punishment for proven charges of misconduct will be determined based on the gravity of the offense and its consequences.



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

Disclaimer

This document does not establish any rights, benefits, or duties beyond those outlined in government regulations, policies, and procedures, nor does it constitute a contract with employees.

The Management reserves the right to modify the policies, procedures, rules, and regulations mentioned in this document in the interest of employees and business operations. Any changes made will be communicated to employees in writing, and they will be obligated to abide by them.

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