

HR guidelines applicable for all on-roll
employees of BSL Placement Private
Limited

EMPLOYEE Handbook

Ver 1.8

Release Date:08/12/2018

www.bslplacement.com

Code of Business Conduct and Ethics

This Code of Business Conduct and Ethics applies to all employees of BSL Placement Pvt. Ltd., which is referred to in this Code as Company.

The Company is proud of its reputation for integrity and honesty and is committed to these core values. Personal responsibility is at the core of the Company's principles and culture. The Company's reputation depends on you maintaining the highest standards of conduct in all business endeavors. You have a personal responsibility to protect this reputation, to "do the right thing," and to act with honesty and integrity in all dealings with customers, business partners and each other. You should not take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or any other unfair-dealing practice.

The principles set forth in this document describe how you should conduct yourself. This Code does not address every expectation or condition regarding proper and ethical business conduct. Good common sense is your best guide. It does not substitute for Company policies and procedures. In every business-related endeavour, you must follow the ethics and compliance principles set forth in this Code as well as all other applicable Company Policies and Procedures.

You are accountable for reading, understanding and adhering to this Code. Further, compliance with all laws, rules and regulations related to Company activities is mandatory and your conduct must be such as to avoid even the appearance of impropriety. Failure to do so could result in disciplinary action, up to and including termination of employment.

If you are uncertain about what to do, refer to the relevant section of this Code. If you are still unsure, speak to your Manager or, if you prefer, communicate with any of the other points of contact indicated. If you have any doubt, ask for help.

At the Workplace

Company is committed to providing a diverse and inclusive work environment, free of all forms of unlawful discrimination, including any type of harassment.

1. Respect

The Company's greatest strength lies in the talent and ability of its associates. Since working in partnership is vital to the Company's continued success, mutual respect must be the basis for all work relationships. Engaging in behaviour that ridicules, belittles, intimidates, threatens or demeans, affects productivity, can negatively impact the Company's reputation. You are expected to treat others with the same respect and dignity that any reasonable person may wish to receive, creating a work environment that is inclusive, supportive and free of harassment and unlawful discrimination.

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2. Equal Employment Opportunity

The talent and skills needed to conduct business successfully are not limited to any particular group of people. Company has a long-standing commitment to a meaningful policy of equal employment opportunity. The Company's policy is to ensure equal employment and advancement opportunity for all qualified individuals without distinction or discrimination because of race, color, religion, gender, sexual orientation, age, national origin, disability, covered veteran status, marital status or any other unlawful basis. As part of this commitment, the Company will make reasonable accommodations for applicants and qualified employees.

3. Sexual Harassment and Other Discriminatory Harassment

The Company is committed to provide a safe working environment for women at the workplace which shall include safety from the persons coming into contact at the workplace. Sexual harassment and other discriminatory harassment are illegal as per "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013", and violate Company policies as mentioned in point number 1 and 2. Actions or words of a sexual nature that harass or intimidate others are prohibited. Similarly, actions or words that harass or intimidate based on race, color, religion, gender, sexual orientation, age, national origin, disability, marital status or any other unlawful basis are also prohibited. Any such violations must be reported to Internal Complaints Committee (hereafter referred to as ICC) directly, through E-Mail at icc@bslplacement.com

All such complaints marked to given Id will be accessed by Presiding Officer of Internal Complaints Committee and to be kept secret at all times. Such complaints will be investigated by ICC for proper resolution.

Conflicts of Interest

Company policy prohibits conflicts of interest. A "conflict of interest" occurs when your private interest interferes in any way with the interests of Company. In addition to avoiding conflicts of interest, you should also avoid even the appearance of a conflict.

1. Company Opportunities

You owe a duty to Company to advance its legitimate interests. You are prohibited from competing with the Company and from using corporate property, information or position for personal opportunities or gain.

2. Outside Activities - Officer or Director of another business

You may not serve as a director, employee and partner or in any other principal position of another for-profit or publicly held organization or company without the prior approval of Company's Chief Executive Officer/MD. You should obtain approval from Company's Chief Executive Officer/MD before agreeing to serve on the board or in a principal position of a trade or professional association or of a non-profit organization. In any event, these outside activities must not impact in any way your daily job responsibilities in your current position.

3. Second Job

Unless the Company otherwise consents in its sole discretion, you will devote your entire resources and full and undivided attention exclusively to the business of the Company during the term of your

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employment with the Company and shall not accept any other employment or engagement (honorary or otherwise).

4. Vendors, Suppliers and Consultants

All vendors, suppliers and consultants shall be approved in accordance with Company policies and procedures. Company's business relationships must be totally based on their ability to competitively meet the Company's business needs. If your association with a current or prospective Company vendor, supplier or consultant is of a nature that gives rise, or potentially gives rise, to a conflict of interest, the Company may have to refrain from entering into the relationship and, in any event, you must not be involved in any way with approving, managing or influencing the Company's business relationship.

5. Gifts and Entertainment

The occasional exchange of inexpensive gifts and modest forms of entertainment that have no special significance attached and are reasonable in nature, frequency and cost, are normal in business and help build strong and trusting relationships with customers, suppliers and other business partners. However, receiving such gifts or entertainment must never affect your judgment or decision-making, nor should they be offered in return for favorable treatment from others.

What constitutes good business practice with respect to gifts and entertainment varies by industry, business unit and location. Gifts from agents to individual insurance clients of other than de minimus value are generally regarded as "rebates" and as such are prohibited. No gifts to you valued at more than INR 2,500 would be allowed. Gifts to you valued between INR 1,000 and INR 2,500 or forms of business entertainment that exceed reasonable and customary practices should be politely declined, unless approved in advance by your functional head for sound business reasons.

6. Communication of Conflicts

All potential and actual conflicts of interest or material transactions or relationships that reasonably could be expected to give rise to such a conflict or the appearance of such a conflict must be disclosed. If you have any doubt about whether a conflict of interest exists after consulting this Code, you should seek assistance from the appropriate persons or entities identified in the Resources section, so that you can make that determination.

Company and its associates will not directly or indirectly engage in bribery, kickbacks, payoffs or other corrupt business practices, in their relations with governmental agencies or customers.

Protection and Proper Use of Company Assets

Safeguarding and appropriately using Company assets, whether those assets take the form of paper files, electronic data, computer resources, trademarks or otherwise, is critical.

1. Confidentiality

Company is committed to preserving customer and employee trust. All information, whether it is business, customer or employee-related, must be treated in a confidential manner, and disclosing it is limited to those people who have an appropriate business or legal reason to have access to the information. You need to take special precautions when transmitting information via e-mail, fax, the Internet or other media. Remember to treat all such communications as if they were public documents and printed on letterhead.

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In addition, Company meetings are confidential. You may not use audio or video equipment to record these meetings without the specific prior authorization of the head of your department.

2. Technology

Safeguarding computer resources is critical because the Company relies on technology to conduct daily business. Software is provided to enable you to perform your job and is covered by Indian copyright laws. You cannot duplicate, distribute or lend software to anyone unless permitted by the license agreement.

Company provides electronic mail (e-mail) and Internet access to assist and facilitate business communications. All information stored, transmitted, received, or contained in these systems is the Company's sole property and is subject to its review at any time. All e-mail and Internet use must be consistent with Company's policies, practices and commitment to ensuring a work environment where all persons are treated with respect and dignity. Because these systems provide access to a worldwide audience, you should act at all times as if you are representing Company to the public, and should preserve Company's system security and protect its name and trademarks.

You must act responsibly and adhere to all laws and Company policies when using e-mail or the Internet.

You must use your computer appropriately in accordance with Company standards and be sure to secure both the computer and all data from loss, damage or unauthorized access, reporting all instances of unauthorized access to the Information Technology Department.

Administration

1. Reporting of Any Illegal or Unethical Behavior; Points of Contact

If you are aware of any illegal or unethical behavior or if you believe that an applicable law, rule or regulation or this Code has been violated, the matter must be promptly reported to your Manager/Department Head or Head-HR

Your Manager is normally the first person you should contact if you have questions about anything in this Code or if you believe Company or an associate is violating the law or Company policy or engaging in conduct that appears unethical. Under some circumstances, it may be impractical or you may feel uncomfortable raising a matter with your Manager. In those instances, you may contact the head of your department or Head-HR. Furthermore, you should take care to report violations to a person who you believe is not involved in the alleged violation. All reports of alleged violations will be promptly investigated and, if appropriate, remedied, and if legally required, immediately reported to the proper government authority.

You will be expected to cooperate in assuring that violations of this Code are promptly addressed. Company has a policy of protecting the confidentiality of those making reports of possible misconduct to the maximum extent permitted by law. **In no event will there be any retaliation against someone for reporting an activity that he or she in good faith believes to be a violation of any law, rule, regulation, internal policy or this Code.** Any supervisor intimidating or imposing sanctions on someone for reporting a matter will be disciplined up to and including termination.

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Employment in Organization

1. Terms of employment

Terms of employment are as set out in the appointment letter.

a) The terms of employment are as per the details contained in the appointment letter. The company reserves the right to amend, alter, change any or all the terms and conditions governing employment. The company will also be the sole judge of the meaning and interpretation of all or any of these terms and conditions and its decision thereon shall be binding on all employees.

b) The employment contract is a contract between the individual employee and the company and the terms of contract are individual to each employee. Hence, all employees are required not to share the terms of contract with others including fellow employees.

2. Joining process

Scan copies of the following documents shall be submitted by an employee within **3 working days** from Offer Letter Date, through E-Mail for pre-joining verification process,

1. Accepted Copy of this Offer Letter

2. Govt. ID Proof (Aadhar card, PAN Card, Voter ID Card or Passport)

3. Address Proof (Aadhar Card, Voter ID Card, Passport or Rent Agreement)*

**if your permanent address is different from the Current Address, please share a documented proof for both of them.*

4. Education Mark sheets (Xth, XIIth, Graduation & Post Graduation)

5. Last Organisation details,

- ✓ Offer Letter/Appointment Letter from Last Employer and Second Last Employer (if applicable)
- ✓ Relieving Letter/Resignation Acceptance Letter from Last Employer and Second Last Employer (if applicable)
- ✓ Bank Statement of 3 Months your Salary Account for Previous Employer OR Salary Slip of 3 Months from Previous Employer

6. Emergency Contact Details (Parents or Local Guardian)

7. One Passport Size Photograph

8. Acknowledgement for receipt of the HR Policies and Code of Conduct guidelines;

Appointment letter:

Original to be retained by the employee; and one signed copy to be handed over to Company by the employee (for the Employee file)

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General Administrative Matters

1. Working days

The working days at the Company will be from Monday to Saturday. Unless otherwise stated, work hours (9 hours including 1 hour break) would be as follows:

	Domestic Shift	U.S. Shift
Days	Monday – Saturday	Monday-Saturday
Timings	0930 Hours to 1830 Hours (Shift-1)	19:30 Hours to 04:30 Hours
	1000 Hours to 1900 Hours (Shift-2)	
Tea Break-1	15 Minutes	15 Minutes
Lunch/Dinner Break	30 Minutes	30 Minutes
Tea Break-2	15 Minutes	15 Minutes
Total Break	60 Minutes	60 Minutes

Owing to work exigencies, an employee's working hours maybe different from the timings mentioned above.

2. Weekly off

Sunday will be the weekly holiday for all Employees. *Employees working for U.S. Clients will be eligible for additional weekly off on all Saturdays.* Owing to work exigencies, an employee may also be required to work either on a weekly off or a public holiday. In such a case, and after obtaining due approval from his/her immediate manager, the employee is entitled to take any of the weekdays in the following week as a compensatory off in lieu of the day of the weekly off/public holiday.

3. Roster off#

Eligible Employees working in Lateral Hiring Team will be eligible for 2 Roster offs per Month, on alternate Saturdays, unless otherwise approved by Senior Management.

4. Late Arrival/Early Departures

Employees are expected to arrive at work and for meetings on time. If an employee anticipates late arrival he/she must inform the immediate manager (or a colleague in case the immediate manager is not available) in advance to allow for schedule changes and to handle coverage of working hours. Repeat challenges with late arrivals will be recorded as misconduct in the employee's file with following rule,

-2 days of late coming will be ignored but recorded

-3 days of late coming will attract Loss of Pay (LOP) equivalent to 0.5 Day of Salary

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-Employees reporting late with respect to their Shift Timing by 60 minutes or more or leaving 60 minutes before the scheduled end time of shift for any reason approved or updated will be considered as a Half Day.

All employees working with customers must ensure that all meeting commitments are met on time. Lapses in punctuality will not be acceptable.

5. Absenteeism

- Any employee, who is outside the office during working hours, should ensure that the immediate manager (or a colleague, if the immediate manager is not available) is aware of his/her whereabouts.
- Unauthorized absence from office, or absence from office without prior approval from the immediate manager, will be recorded as misconduct in the employee's file and will attract disciplinary action as per following,
1 unauthorized absent day = Loss of Pay equivalent to 2 days

6. Work from Home Policy/Telecommuting:

Employees work from home or telecommute when they complete their work at a place located outside of our company's premises. They may work from home:

- Full-time
- On certain days
- Everyday, dividing their schedule between being present at the office and working from a remote location

Work from home arrangements can be occasional, temporary or permanent. Reasons that could demand telecommuting include but are not limited to:

- Parenting
- Bad weather Emergencies Medical reasons Work-life balance Overlong commute
- Other reasons for working from home depend on employees and managers' judgement.

Elements of this Policy are being listed in following page, for ease of understanding and implantation,

a) How to determine whether an employee can work from home

It is advisable that both employees and managers to consider following points before asking/approving work from home:

- Is the employee eligible by nature of their job?
- Are there any data privacy concerns?
- Will collaboration with the employee's team become difficult?
- Do employees have the necessary equipment or software installed at home?
- What are the conditions of employees' home or alternative place of work (noise, net-connectivity)

b) Procedure - Requesting Work from Home

- When an employee plans to work from home, following procedure must be followed:
 - Employee files a request through Email to RM and copy to SM, at least **two days** in advance.

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- RM must approve such request considering all elements mentioned above. If the work from home arrangement spans for more than a week, managers and team members should meet to discuss details and set specific goals, schedules and deadlines.
- Employees who need to work from home for unforeseen reasons (e.g. illness or temporary difficulty to commute) should file their request as soon as possible, so RM in consultation with SM, can consider and approve/reject it.

c) Compensation and benefits

- Salary towards work from home period will be calculated @ 50% of Daily Gross Salary as per Regular Service Contract.
- Salary Days for Work from Home Period will be calculated excluding Weekly Holidays and Holidays as per BSL Calendar including Optional Holiday chosen by employee concerned.

7. Housekeeping

It will be the responsibility of all employees to ensure that the offices of the company are kept neat and tidy at all times. The work area should be cleared of all files and papers every evening prior to leaving the office. Computers and any lights in the work area need to be switched off.

8. Dress code

Monday to Thursday it is compulsory to wear only Formal attire followed with semi-formal smart casuals on Friday & Saturday.

9. Smoking

Smoking is prohibited within office premises. In order to maintain a clean and healthy atmosphere in the workplace and arising out of our concern for fellow employees, smoking is prohibited within the office premises.

Employee Development

1. General

- It is the policy of the Company that the work of each employee will be evaluated periodically by the employee's manager/supervisor, in order to monitor individual performance on the job, assess training needs and to identify future leaders.
- The process of employee development is covered by:
 - Performance Evaluation;
 - Training and Development; and
 - Career Planning

2. Performance Evaluation

- The process of performance evaluation provides a systematic approach for communicating goals, expectations and objectives to each employee as well as documenting individual performance.

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- The process of performance evaluation is covered in three steps:
 - *Monthly Goal setting:*
 - The supervisor and employee discuss and set performance expectations for the Month and sign off individual performance contracts.
 - *Quarterly Performance review:*
 - Performance review is conducted Quarterly to assess individual performance and to take necessary action to remove bottlenecks and to provide suggestions/feedbacks for improvement. The outcome of this review would result in the identification of training needs, rewards and recognition and career development.
 - *Annual Performance appraisal:*
 - Appraisal Cycle is January to December of Calander Year.
 - Performance Appraisal is done, Annually. Based on careful consideration of employee performance for entire Year, **Performance Incentive** is rolled out.

3. Confirmation of Services:

Eligibility: Employee must have put in at least **6 Months** continuous service in organization

An Employee is confirmed on following criteria,

- Meeting Performance standards set by Management
- Professional and Ethical Conduct
- Manager's feedback about the Employee

4. Training and development

- The objective of the training and development policy at the Company is to develop relevant skills in the organization taking into account:
 - organizational requirements;
 - functional requirements; and
 - individual learning objectives.
- It will be the responsibility of the supervisor/manager to ensure that all employees get an equal opportunity to attend training programmes based on their individual training needs.
- Training program shall include:
 - Technical training: for the Company employees;
 - Behavioral training: for the Company employees; and
 - Leadership programs: for the Company employees for specific career progression needs.
- The training needs identification will be based on the following:
 - Training needs arising out of the Company objectives.
 - Training needs arising out of the team goals and priorities.
 - Training needs linked to individual job.
 - Training needs linked to individual potential and career progression needs.

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3. Career Development

It will be the endeavor of the Company management to provide all its employees with the opportunity for personal growth and progress. This section deals with the Career Planning policy. In case of further details, the employee may contact Head-HR.

- It will be the intention of the Company to provide all employees with growth and development opportunities.
- All career progression opportunities will be contingent upon the existing vacancies but it will not be binding on the Company to promote an employee.
- All matters with respect to promotions and career progression will be the responsibility of the Company management

Compensation

1. Salary Administration

All employees will be paid their salary on a monthly basis respective service contract, on every 7th working day of the subsequent month through an Account payee Cheque/Bank Transfer

2. Salary Increases

Compensation review is an annual exercise, which determines the increment in salary. The increment is done on the cost of living adjustments and market trends in compensation levels. However, increment in the employee's salary is not automatic and will be subject to the employee's performance and the company's performance.

Employee Separation

An employee will be separated from the company in the following events:

- On his/her resignation from the services of the company;
- On being removed from the services or on being dismissed by the company;
- On the expiry of any fixed contract period;
- On being found medically unfit to continue working in his/her present responsibility

1. Resignation

- An employee, who wishes to leave the services of the company, has to submit a resignation letter serving as stipulated in his/her appointment letter, to his/her immediate manager and a copy of the same to Human Resource function.
- The notice period from the employee is mandatory, for the company to ensure timely and smooth hand over of existing responsibilities to another employee so as to minimize loss to business,
 - Notice Period for Employees under probation is 15 days
 - Notice Period for Confirmed Employees is 30 days

Any shortfall in Notice Period from Employee side has to be compensated by equivalent Gross Salary for shortfall period to the Employer, failing which Employer is free to take legal remedies against the Employee concerned.

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- On acceptance of resignation, a communication in writing shall be given to the employee with a copy to Accounts and other related departments for his/her full and final settlement of dues.
- The payment of other dues after ensuring clearance of outstanding amounts like travel allowance bills and LTA will be done. Items like computers, cellular phones, calculators, books, etc have to be handed over to authorized persons.
- **The TAT for Full & Final Settlement is 45 days from his/her Last Working Day (LWD) with Company.**

2. Dismissal

a) An employee's services may be terminated due to

1. Lack of job related skills
2. Inadequate work performance,
3. Improper character or attitude,
4. Integrity issues,
5. Any other reason that the company believes renders the employee unsuitable for continuing employment with the company.

Under such circumstances, the employee's services may be terminated without notice.

b) The appointment of an employee is made on the basis of the information supplied by him/her in his/her application/résumé at the time of interview, and his/her appointment shall stand null and void in case any material error is established at any point of time. In such a case, his/her services shall be terminated with immediate effect.

c) The clearance formalities will be similar to those applicable for resignations.

3. No Dues Certificate

On termination of employment with the company, employees must surrender all business related documents, confidential company data or the like which may have been entrusted to the employee and gets a No Dues certificate signed by his/her immediate manager.

LEAVE POLICY

Objective

To help the employees balance the demands of family life and workplace, the company provides leave for rest, relaxation and renewal to its eligible employees.

Applicability

These rules shall cover all the employees on the rolls of BSL Placements

Leave Counting Method (Sandwich Leave Policy)

Unless otherwise prescribed, for the purpose of this policy, the reckoning period (year) shall commence on 1st January and end on the 31st December of the same year. Leave commencement before any Holiday/Weekly Off/Roster Off and continuing beyond such Holiday(s)/Weekly off(s)/Roster Off(s) will attract deduction of Leave Balance towards such intervening Holiday(s)/Weekly off(s)/Roster Off(s).

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Festival Holidays

BSL Placements observes 8 paid holidays in a year to facilitate employees partaking in religious festivals and national events. The list of these holidays will be drawn out by the HR in December of the previous year.

Paid/Privilege Leaves

Eligibility & Entitlement

All Confirmed Employees are eligible for paid leave of 15 days per year of service. This leave is credited to their account on a monthly basis @ 1.25 days per completed month of service, starting from the Confirmation Date.

Availing of a Paid Leave

Whenever possible, employees are expected to apply for paid leave in advance, ensuring that the impact on their group's plans and commitments is minimal. An employee must take prior approval of the manager before proceeding on any paid leave.

It is encouraged that the employees apply for paid leave at least 2 days in advance when the paid leave does not exceed 1 day.

When the paid leave period exceeds 1 day, the employee should apply at least 7 days in advance.

In general, employees are not encouraged to take paid leave in advance. However if the reason for which you want paid leave in advance is genuine, one may talk to the Manager. The concerned manager can permit the employee to take paid leave in advance at his/her discretion. The maximum paid leave in advance that can be permitted is 3 days.

Sick Leave

Eligibility & Entitlement

All regular full - time employees are eligible for sick leave of 6 days per year of service. This leave is credited to their account on a monthly basis @ 0.5 days per "Completed Month" of service."Completed Month" is defined as a full working of 30/31 days of a Calendar Month, and not to be calculated on pro-rata basis, as the case may be. Such credit of Sick Leave will be made on last day of the Completed Month provided*,

-the Employee concerned is not serving Notice Period after Resignation

Sickness is defined as "Unfit to come to work" and thus health, dental, eye check-ups etc. will be excluded from the scope of the policy. When the sick leave is availed by an employee, only the number of actual working days is treated as sick leave.

Availing of Sick Leave

Any New Joinee who is yet to complete 90 days of continuous service with the organization will not be eligible for any Sick Leave in during first 90 days, in case under unavoidable circumstances, an employee takes even One Day Sick Leave then the Employee needs to produce Doctor's Prescription & Medical Certificate to HR/Admin Head otherwise such Leaves will be treated as Absenteeism and hence will attract Salary deduction at the rate of 1 Day Absent= LOP of 2 Days.

An employee who has completed 90 days with the Organization, can avail a Sick Leave even for a day. In case sick leave is availed for more than two days, it is mandatory for an employee to

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submit a medical certificate from a registered doctor advising rest on medical grounds. In case of hospitalization, discharge certificate needs to be submitted. However, the management reserves the right to ask for the medical certificate even if the employee has leave on medical grounds for less than two days. Employee has to inform the manager on phone/email in case he/she decides to take Sick Leave on a given date.

Once the employee is back, Sick Leave notification via e-mail is to be sent to HR with a copy marked to the manager. In case an employee requires an extension of Sick Leave, he/she must give a medical certificate along with the leave application, requesting for such an extension. The respective Manager and HR will decide on the extension on a case to case basis.

Sick Leave cannot be accumulated / encashed and shall lapse at the end of the calendar year.

Sick Leave shall not be extended beyond the maximum eligibility during the year.

In the case of a need to continue the leave on medical grounds, after exhaustion of Sick Leave balance, the employee need to necessarily avail the leave from the available paid leave balance, after seeking due permission.

Bereavement Leave

In case of any bereavement in the immediate family, the employee may take 1 day leave for bereavement. Bereavement leave cannot be accumulated or encashed and shall lapse at the end of the calendar year. Bereavement Leave will be adjusted from Privilege Leave or Sick Leave bucket only else

Authorized Absence from Work (Planned Leave)

In the event of any medical/personal exigencies an Employee on Probation who is not eligible for Paid/Privilege Leave is Absent, such absenteeism with prior approval from Line Manager/Management can be availed, but with Loss of Pay for each day, this is subject to following condition,

A new Employee who is yet to complete first 90 days of continuous service since joining the organization, is not eligible to apply for any Planned Leave

Any confirmed Employee who has exhausted his/her Leave Balance and is Absent with prior Authorization/Approval from Line Manager/Management can avail this absenteeism as Leave but with Loss of Pay for each day of such Leave.

Unauthorized Absence from Work

In the event that an employee is absent without authorization or avails leave more than the entitlement, such incident will be called Unauthorized Absence and will attract disciplinary action as per following formula,

1 Day of Un-authorised Leave = 2 Days of Loss of Pay

Paid Leave Accumulation & Encashment

- ✓ Paid Leave can be accumulated up to 30 days after which it will lapse. Employees will stop accruing additional paid leaves when their accumulated balance hits the upper cap of 30 until the employee takes paid leave and the balance is less than 30. The unutilized paid

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leaves would be encashable only at the time of separation from BSL Placements. The paid leave encashment is calculated as the Monthly Base Salary/30 * No. of leave balance.

- ✓ Amount paid against leave encashment would be taxable as per the prevailing Income Tax Rules and regulations.
- ✓ The management has the right to make changes to the above policy in future for whatsoever reasons. However, any changes or amendments in the policy would be communicated to all employees.

Leave during Notice Period

Employees are not eligible to take any leave when they are serving their notice period. Any leave taken during the notice period will be added to original Notice Period and hence the Last Working Day will change accordingly, also such leaves will attract loss of pay for One Day for each Day of Leave. All unutilized leaves will be taken care of in Full and Final calculations.

Leave Application Process:

All Leave applications should be marked to respective Line Manager/Supervisor with CC Mail to hrteam@bslplacement.com and teamsupport@bslplacement.com respectively.

Any leave application which is pending for E-Mail approval from Line Manager/Supervisor, for more than 48 hours, then particular Leave Application is deemed to be cancelled.

Leave approval taken/given verbally or through Text Message has to be mandatorily put through E-Mail to given Manager/Employee with a copy to hrteam@bslplacement.com and teamsupport@bslplacement.com

Travel and Expenses Policy

- All employees are responsible for:
 - Exercising good judgment and discretion in spending company funds so that expenses incurred are necessary, have a good business purpose and are reasonable.
 - Filling expense reports in a timely manner to facilitate the paying of charged items relating to the employee's travel and other record keeping directly related to expense reports.
- Requests for business travel should be made by the employee and approved by the immediate manager (Manager level and above). Approval can be over email.
- Upon return from business travel, employees are expected to claim reimbursements for expenses by the submission of all original receipts. In case of a lost receipt, approval needs to be obtained from the immediate manager.

List of approved expenses

- Boarding and lodging (as per entitlements);
- Meals (for self or with business associates, if any);
- Conveyance (as per entitlements/local conveyance at actuals);

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- Visa and inoculation fees (only in the case of international travel);

The following expenses will not be reimbursed:

- Health and beauty aids;
- Personal entertainment such as sporting events, theatre etc.
- Alcohol/Tobacco/Cigarettes (to be read with the below given guideline);

Company prohibits the sale, possession, or unauthorized use of alcoholic beverages/tobacco products on Company premises at any time. With the prior approval of company manager, alcoholic beverages may be served after business hours at occasions that have a legitimate business purpose and/or are Company related.

Note:

The above list of exclusions is not exhaustive and it is up to the employee and the manager to ensure that any expenses not related to company's business are not claimed.

- All employees entitled to air travel shall travel by economy class.
- All reimbursements shall be on the basis of original bills/receipts.

Internet Use Policy

1. General

Company supports the use of the Internet to conduct business by or on behalf of Company. Because the Internet provides access to a worldwide audience, Company associates should act at all times as if they are representing Company to the public, and should preserve Company's system security and protect Company's name and trademarks. Company associates must act responsibly and adhere to all laws and Company policies when using the Internet to conduct business by or on behalf of the Company and/or when the Company or its products or services are identified.

This Policy applies to all business units, Company associates and consultants with access to the Internet from any computer used to conduct business by or on behalf of Company (on Company premises or from home or any other location), or under any circumstances in which Company's name or its products or services are used.

2. The Policy

- The Company recognizes that the Internet can be a helpful tool in dealing with family and other personal matters; however, its use must not interfere with work responsibilities, conflict with business needs, or violate any Company policy or law. Company reserves the right at all times to monitor, access and decrypt associates' use of the Internet, Company property, equipment, phone lines, computers (including disks, drives, storage media, electronic mail, etc.) and information.
- All users are expected to use good judgment when using the Internet. Company strictly prohibits: Displaying, uploading, downloading, disseminating, participating in bulletin board or

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electronic forum discussions regarding subject matters containing inappropriate materials or information that may be offensive to others;

- Internet Usage toward personal needs like Shopping sites, Personal E-Mails or Job Sites is strictly prohibited.
- In accordance with the Company's standards of business conduct, hacking or other attempts to penetrate non-public systems or any dishonest, defamatory, fraudulent, immoral, illegal and/or unethical activities; and
- Using Company's name or property or a Company-provided Internet access ID to conduct business on behalf of an entity other than Company or on behalf of any individual, including yourself; to represent yourself as someone else; or to solicit Company associates.
- All users must respect Company's, its affiliates' and third parties' intellectual property rights (patents, copyrights, trademarks, trade secrets, as well as rights of privacy and publicity) and must take precautions to protect software, information and data that are owned, licensed or managed by Company. No software, information or data may be used or distributed in a manner that infringes upon any intellectual property right or violates a license agreement or jeopardizes Company's trade secrets. No one may conduct business by or on behalf of Company with third parties using personal access accounts or IDs.



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