



Welcome To Subhashree Infotech Pvt Ltd

On behalf of management, I welcome you to Subhashree Infotech Pvt Ltd and wish you every success in your future.

At Subhashree Infotech Pvt Ltd, we believe that each employee contributes directly to the growth and success of the company, and we hope you will take pride in being a member of our team.

This hand book is developed to describe some of the expectations of our employees and to outline the policies, programs and benefits available to the eligible employees.

Employees should become familiar with the contents of the employee handbook and it will answer many questions about the employment with Subhashree Infotech Pvt Ltd.

We believe that professional relationships are easier when all employees are aware of the culture and values of the organization. This guide will help you to better understand our vision for the future of business and the challenges that are ahead.

We hope that your experience here will be challenging, enjoyable and rewarding.

With Best Wishes!!!!

Jyothi Moorthy
HR – Manager.

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HR Policy Ver 2.0

Subhashree Infotech Pvt Ltd

Drafted By:

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CEO

INTRODUCTION:

Subhashree Infotech is a complete IT solution company, providing software development, hardware trading, manpower consulting, computer and mobile phone repair solutions.

PRODUCTS AND SERVICE PROVIDED

- **Big Cat | Software Development**
 - Web Application Development
 - Mobile Application Development
 - Desktop Application development
 - Enterprise Application Development
- **Big Biz | ERP Product**
 - HRM Solutions
 - CRM Solutions
 - BPM Solutions
- **Big Buy | Computer Dealer**
 - Laptop/ Desktop/ Server computer Dealer
 - UPS/ Printer/ LCD Dealer
 - Networking Equipment Dealer
 - Software Products Dealer
- **Big Fix & Akshaya | Repair Solutions**
 - Laptop Repair Centre
 - Mobile Phone Repair centre (Nokia Care)
 - Network Installation and maintenance.

THE HISTORY

1994 – The company was established.
1994-1997 - Development Multimedia CD Rom titles
1997-2000 – Developed various web portals including Vanavil.com
2000-2003 – Developed various enterprise applications
2004 – Executed various BPO projects for Australian clients.
2005 – Opened office in London, United Kingdom
2006 – Inaugurated hardware division Big Buy
2007 - Opened office in Minneapolis, USA
2008 – Inaugurated branch office in Thiruvanniyur, Chennai
2009 – Inaugurated branch in Ganapathy, Coimbatore
2010 – Acquired Nokia Care centre at Ashok Nagar, Chennai
2011 – Inaugurated Lenovo showroom at Ashok Nagar, Chennai

THE EMPLOYMENT POLICY:

RECRUITMENT POLICY:

To identify and recruit the appropriate talent with the optimum skills and aptitude required for working towards the company goal and thus helping company to attain constant success and continuous and consistent growth

OPERATING AUTHORITY:

- HR
- HEAD OF THE DEPARTMENT
- MANAGEMENT

EMPLOYEE SELECTION PROCESS:

- Employees are selected solely based on their qualification, ability, experience and attitude. At the time of selection, reference checks are solely at the discretion of the employer and can be conducted at any point of the recruitment and/or/after selection process.
- Candidates will be short listed for the interview if only they meet all the essential criteria according to the company standards.
- The recruitment request has to be made across only by the Head of Department.
- The Head of Department has to send a Man Power requisition email, addressed to HR Department & Management.
- Only when the Man Power requisition is accepted by the Management, the HR Department will begin the recruitment procedure.
- Initial telephonic screening will be done by the HR.
- First round of personal interview would be conducted by the HR. If the candidate found suitable then would be required to go through second round of interview.
- Second round of interview would be conducted by the Head of the Department or any person second in command to the Head of the Department.
- All candidates will be asked a standard format of questions and may undertake a test, which will have been decided by the HR and the concerned department. All questions must be related to the job requirements and the candidate's suitability to undertake the role.
- Subhashree Infotech is an equal employment provider. The company does not distinguish between its employees on basis of gender caste creed or religion. Subhashree Infotech judges its employees on the basis of their performance and achievement.
- All application details are treated with the utmost confidentiality. It is the duty of the HR and the Head of the Department to safeguard the same.

EMPLOYEE RELATIONS:

Subhashree Infotech believes that work conditions, Salary and benefits it offers to its employees are competitive with those offered by other employers in this industry. If employees have concerns about work conditions or compensation, they can directly approach the HR Department.

Our experience has shown that if employees deal openly and directly with their seniors, the work environment can be excellent, communications can be clear and attitudes can be positive.

We believe that Subhashree Infotech amply demonstrates its commitment to employees by responding effectively to employee concerns.

EQUAL EMPLOYMENT OPPORTUNITY:

In order to provide equal employment and advancement opportunity to all individuals, employment decisions at Subhashree Infotech will be based on merit, qualification, attitude and abilities. Subhashree Infotech does not discriminate in employment opportunities and practices based on race, color, sex, state origin, age etc.

This policy governs all aspects of employment including selection, job assignment, compensation, discipline, termination and access to benefits and training.

Any employees with question or concern about any type of discrimination in the work place are encouraged to bring those issues to the attention of the HR Department. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

PERSONAL RELATIONSHIP IN WORK PLACE:

The employment of relatives or individuals involved in a dating relationship in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claim in partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-today working relationship.

For purpose of this policy, a relative is any person who is related by blood or marriage. A dating relationship is defined as a relationship that may be reasonably expected to lead to the formation of consensual “romantic” relationship. This policy applies to all the employees and without regard to gender.

Subhashree Infotech has prohibition against employing relatives or known person of current employees or individuals involved in a dating relationship with current employees, we are committed to monitoring situations in work area. In case of actual or

potential problems, Subhashree Infotech will take prompt action, and this can include shuffling of the team members from other departments.

NON DISCLOSURE AGREEMENT:

The protection of confidential business information's, Project Details, Project Codes and Client Details is vital to the benefit and the success of Subhashree Infotech. Such confidential information includes but is not limited to the following examples:

- Compensation data
- Pending projects and proposal
- Project codes & designs
- Computer processes
- Research and development strategies
- Computer program & codes
- Marketing strategies
- Technological data
- Client lists
- Customer Information
- Financial information
- Human Resource Strategies
- New market research

All employees are required to sign a non disclosure agreement as pre condition of employment. Employees who improperly use or disclose business secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

OUTSIDE EMPLOYMENT:

Employee may not hold any type of outside employment/business as long as they are associated with Subhashree Infotech or an employee of Subhashree Infotech. Employee may not receive any income or material gain from individuals outside Subhashree Infotech for material produced or services rendered while performing their jobs.

CONFLICT OF INTEREST:

Employees have an obligation to conduct business within timeline that prohibit to actual or potential conflicts of interest. This policy establishes only the frame work with in which Subhashree Infotech wishes business to operate. The purpose of these guidelines is to provide general direction so that employees seek further clarification on issue related to the subject of acceptable standards of operation.

Transaction with outside firm must be conducted within the framework established and controlled by Director level of Subhashree Infotech. Business dealings with outside firms

should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses; special fringe benefits, unusual price breaks and other windfalls design ultimately benefit the employer, the employee or both. Promotional plans that could be interpreted to involve unusual gain require specific Director level approval.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or far of relative because of Subhashree Infotech business dealings. For the purpose of this policy, a relative is any person whose relationship with the employee is similar to that of persons who are related by blood or marriage.

Personal gain may result not only in case where an employee or relative has a significant receives any kick back, bribe, substantial gift or special consideration as a result of any transaction or business dealings involving Subhashree Infotech.

ANTI HARASSMENT POLICY

Subhashree Infotech to provide a work place free from harassment. Any comments or conduct relating to a person's race, color, religion, sex, national origin, age, marital status, sexual orientation, disability, veteran or citizenship status or other characteristic protected by law which fails to respect the dignity and feelings of the individual are unacceptable.

Harassment may take on many forms. Any behavior that results in the loss of tangible job benefits creates a hostile, obnoxious or intimidating work atmosphere is unwelcome and would be considered personally offensive by reasonable person may be considered harassment.

If he/she is believed that they have been subjected to harassment, or if any employee is aware of any harassment occurring within the work place, employees are expected to report any such incident to HR department / Management. No employee will be disciplined or otherwise retaliate against for complaining about harassment or participating in the investigation of any such complaint.

Every report incident will be thoroughly and promptly investigated and disciplinary action will be taken against them.

EMPLOYMENT STATUS AND RECORDS

EMPLOYMENT CATEGORIES:

It is the intent of Subhashree Infotech to clarify the definition of employment categories so the employee understand their employment status and benefit eligibility.

REGULAR FULL TIME employees are those who are not in a temporarily or probation status and who are regularly scheduled to work in a full time employment. Generally they

are eligible for Subhashree Infotech benefit package subject to terms, conditions and limitations of each benefit program.

PROBATION is those whose performance is being evaluated to determine whether further employment in a specific position or with Subhashree Infotech is appropriate. Employee who satisfactorily complete the probation period will be notified with their new employment classification.

TRAINEES are fresh graduate's who are recruited for the employment purpose, liable to undergo technical training for a specific period of time and such an employee shall execute a bond binding himself to serve the Company after completion of the training program. After the successful training period he/she will be appointed as a temporary employee and continue to work further in probation.

PROBATION PERIOD

- The probation period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Subhashree Infotech use this period to evaluate employee's capability, work habits and overall performance.
- All new and hired employees work for on a probation basis for 8 (Eight months) from their date of joining. Any significant absence will automatically extend the probation period by the length of absence. If Subhashree Infotech determine that designated probation period does not allow sufficient time to thoroughly evaluate the employee's performance, the probation period may be extended for a specified period.
- Upon satisfactory completion of the probation period, employees enter the "regular" employment classification.
- During the probation period, new employees are not eligible for any company benefits program. After becoming regular employees, they may be eligible for Subhashree Infotech – provided benefits, subject to terms and conditions of each benefit program. Employees should read the information for each specific benefit program for the details on eligibility requirements.

EMPLOYEES PERSONNEL FILES

Subhashree Infotech maintains a personnel file for each and every employee. The personnel file includes such information as the employee's personal details, job application, resume, record of training, documentation of performance appraisal and other employment record.

Subhashree Infotech relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentation, falsification, or material

omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Personnel files are the property of Subhashree Infotech, and access to the information they contain is restricted. Generally, only HUMAN RESOURCE personal will have access to these files.

PERSONNEL DATA CHANGE

It is the responsibility of each employee to promptly notify Subhashree Infotech of any changes in personnel data. Personal mailing addresses, telephone numbers, numbers and name of the dependents, individuals to be contacted in the event of emergency, educational accomplishments and other such status reports should be accurate and current at all time. If any personal data has been changed, notify to the HUMAN RESOURCE DEPARTMENT.

JOB DESCRIPTIONS

PROJECT MANAGER

- The Project Manager is the one who have to manage all the projects.
- The Project Manager is the person responsible for accomplishing the project objectives within the constraints of the project. He is responsible for the outcome (success or failure) of the project.
- The Project Manager is involved with the planning, controlling, monitoring and also managing and directing the assigned projects resources to meet the project objectives.
- The Project Manager controls and monitors “ triple constraints ” – project scope, time and cost (quality also) – in managing competing project requirements.
- The Project Manager examines the organizational culture and determines whether project management is recognized as a valid role with accountability and authority for managing the project.
- The Project Manager collects metrics data (such as baseline, actual values for costs, schedule work in progress and work completed) & reports on project progress and other project specific information to the management.
- The Project Manager is responsible for identifying, monitoring and responding to risk.
- The Project Manager is responsible for delivering a project’s objectives within scope, schedule, cost and quality.
- The reporting structure of Project Manager will be directly to the Management.

TEAM LEAD

- Create an environment oriented to trust, open communication, creative thinking and cohesive team effort.
- Provide the team with a vision of the project objectives.
- Motivate and inspire team members.
- Lead by setting a good example (Role Model) – behavior consistent with words.
- Coach help and develop team members, help resolve dysfunctional behavior.
- Facilitate problem solving and collaboration.
- Strive for team consensus and win-win agreements.
- Ensure discussions and decisions lead toward closure.
- Maintain healthy group dynamics.
- Intervene when necessary to aid the group in resolving issues.
- Assure that the team members have the necessary education and training to effectively participate in the team.
- Encourage creativity, risk-taking and constant improvement.
- Recognize and celebrate team and team member accomplishments and exceptional performance.
- Undertake necessary and effective training program for the employees (trainees) to cope up them with the company standards and assign them challenging job to prove their proficiency.
- The reporting structure of Team Lead will be directly to the Project Manager / Management.

DEVELOPER

The developers will be responsible for carrying out the design and development goals of the project and will work under the direction of their development manager with the guidance of the lead architect.

SYSTEMS ENGINEER

The system engineer will be responsible for carrying out maintenance of the computer hardware equipments within the company and may also be assigned to carryout computer maintenance task at client site.

REPAIR TECHNICIAN

The repair technicians will be responsible for carrying our chip level repair of laptop, desktop, mobile phone repair and services.

BUSINESS DEVELOPMENT EXECUTIVE

The business development executives will be responsible for generating business for the organization through various methods namely tele-marketing, online marketing, field trips, road shows and event promotions.

HR EXECUTIVE

The HR Executives will be responsible for candidate search, interview process, candidate verification, recruitment and employment procedures, payroll, day to day monitoring, reporting, claims verification, appraisal, assets management and separation procedures.

ACCOUNTANT

The Accountant will be responsible for day to book keeping including payment/ receipt vouchers and invoices/ purchase bill. The accountant will also coordinate with bank, auditor, tax agent and various other governmental agencies.

PERFORMANCE CRITERIA GUIDELINES

JOB KNOWLEDGE

Relates to information about work duties that employee should know for satisfactory performance. Also includes knowledge of the department's functions and technical skill set.

QUALITY OF WORK

Demonstrate accuracy, excellence and efficiency in the job.

QUANTITY OF WORK

Applies to the amount of work efficiently done during the work day/week/month or year. Displays a sense of urgency to get things done.

HUMAN RELATIONS

Develops and maintains smooth, cooperative working relationships with colleagues and other employees, shows awareness of and consideration for the opinions and feelings of others.

INITIATIVE AND SELF CONFIDENCE

Ability to find effective solutions to overcome difficulties. Ability to take action to avoid a problem without having to be told to do so and displays necessary confidence in the action.

ORAL COMMUNICATION

Effectively communicates both verbally and non-verbally with colleague (and customers/clients if appropriate). Ensure that information received and given is understood as necessary.

PASSING INFORMATION

Ability to clearly express views, ideas and let's people know relevant information.

WRITTEN COMMUNICATION

Writes clearly and effectively – uses appropriate style, grammar and tone in informal and formal business communications.

TEAM WORK

Cooperates and builds rapport with colleagues to achieve a common objective and a target. Demonstrates willingness to help others as necessary.

MOTIVATION

Enjoys working to targets and achieving goals. Demonstrates proactive attitude and strives to improve and maintain performance.

PERFORMANCE EVALUATION

- Performance appraisal is a way to give feedback to employees regarding their performance.
- Performance appraisal is a tool for communicating the skills, knowledge and attitudes required for the different job roles.
- Performance appraisal involves the setting of clear quantifiable goals and objectives and accessing individual performance against specified measures.

OPERATIVE AUTHORITY

HR
HEAD OF THE DEPARTMENT
MANAGEMENT

OPERATIVE PROCESS

An appraisal is a meeting/discussion between employee and employees Supervisor/Team Lead to discuss employee's performance in order to plan together employee's future. It gives you a chance to think about how employee has performed since the last appraisal or since joining the company and to agree future performance objectives.

Listed in appraisal forms would be the qualities/skills that are important in an employee's job.

Together along with HR & Head of the department will discuss employee's performance and the ratings in each area.

The following appraisal policy will be followed for all Subhashree Infotech employees:

APPRAISAL POLICY

| SALARY RANGE | APPRAISAL PERIOD |
|---------------------|---|
| BELOW 10,000 | EVERY 3 MONTHS ONCE (MAINLY BASED ON PERFORMANCE) |
| ABOVE 10,000 | EVERY 5 MONTHS ONCE (MAINLY BASED ON PERFORMANCE) |
| ABOVE 20,000 | EVERY 10 MONTHS ONCE (MAINLY BASED ON PERFORMANCE) |

NOTE:

1. At any point of time the salaries or appraisal policy may be revised (incremented or decremented), without notice. The value of revision will be decided by the Management based on the Performance/Disciplinary Actions/Market Conditions/Other Reasons.
2. However Management has authority to define appraisal duration and the percentage of increment/decrement per individual depending upon the performance, market situation and other factors that may not be disclosed to the employee/employees.

LEAVE POLICY

- This policy encourages its employees to take break from work as this provides for a healthy and efficient staff. The leave policy sets out the various types of leaves that an employee is eligible for and outlines the procedure for taking leave.

- The policy is applicable for all employees.
- The casual leave or any leave benefit offered for the employee ceases immediately if the employee applies for resignation or company calls for that employee's termination, meaning no leaves will be carry forwarded to their notice period.
- All leave will be sanctioned by the HR Department for records.
- Employees are expected to inform to the HR Department prior to they go on leave.
- Every employee whether on probation or permanent basis would be eligible for 12 Government holidays every year shortlisted by the company. These holidays can be modified or altered as and when the Management and the HR Department feel the need for the same.
- Any employee who avails an uninformed leave from Saturday To Monday or if any holiday is sandwiched between the leave term, the holiday will also be considered as an leave, then under such circumstance the employee will lose salary of not only for Saturday and Monday but also for Sunday holiday.
- The employee will lose salary for all uninformed leaves even if the employee has casual leave to avail. The rule is subjected to relaxation depending upon circumstance and also on the recommendation of the HR Department.
- Any employee who wishes to avail a leave for more than 7 days, then the employee should intimate about the same to the HR Department at least 10 days in advance.
- All leaves beyond 7 days are subjected to the approval of the HR Department.
- Any uninitiated (To HR/Management) leave more than 5 days, may lead to terminating the service of the employee from Subhashree Infotech.

| | |
|----------------------|-------|
| CL'S PER YEAR | 12 CL |
| PERMISSION PER MONTH | 2 HRS |

- Pending CL's will expire in the completion of the every financial year.

LATE COMING

- Office timing starts from 9.30 AM with the grace time of 30 mins. Every employee should be present at the office premises on or before 10.00 AM.
- Employees reporting to duty later by more than 15 mins will be treated as late. Salary deductions will be made on any irresponsible activities by the employees.
- Uninformed leave - 3 days LOP
- Uninformed permission - 0.5 days LOP
- Late after 10.30AM - 0.5 days LOP
- Late after 9.45AM (if exceeds 3 times) - 0.5 days LOP

HOLIDAYS

Subhashree Infotech List of Holidays for the year 2011:

HOLIDAYS FOR THE YEAR 2011 FROM THE MONTH OF JANUARY TO DECEMBER

| | |
|------------------|----------------------------------|
| 01 – JAN | NEW YEAR |
| 14,15 & 16 – JAN | PONGAL HOLIDAYS |
| 26 – JAN | REPUBLIC DAY |
| 14 – APR | TAMIL NEW YEAR |
| 01 – MAY | WORKERS DAY |
| 15 – AUG | INDEPENDENCE DAY |
| 01 – SEP | VINAYAGAR CHADHURTHI |
| 02 – OCT | GANDHI JAYANTHI |
| 05 & 06 – OCT | SARASWATHI POOJA & VIJAYADHASAMI |
| 26 – OCT | DIWALI |
| 25 – DEC | CHRISTMAS |

PAY DAY

All employees are paid on or before 7th of every month. Each pay cheque paid to the employee is the COST OF THE COMPANY (CTC) that includes all the benefits.

In the event that a regularly scheduled pay day falls on a day off such as a weekend or holiday or for any reason employees will receive pay on the next working day after the regularly scheduled pay day.

ADMINISTRATIVE PAY CORRECTION

Subhashree Infotech takes all responsible steps to ensure that employees receive the correct amount of pay in each pay by Bank (credited through the Employee Salary Account), cheque or cash and that employees are paid promptly.

In unlikely event that there is an error for pay, the employee should promptly bring the discrepancy to the attention of the (Accounts Department) so that corrections can be made as quickly as possible.

EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity with any organization and many of the reasons for termination are routine, below are examples of some of the most common circumstances under which employment is terminated.

- Resignation – voluntary employment termination initiated by an employee.
- Discharge – involuntary employment termination initiated by an employee.

- Lay Off – involuntary employment termination by the organization for non – disciplinary reason.

Notice Period for the Employment Termination with Subhashree Infotech is as follows:

| CATEGORY OF EMPLOYMENT | NOTICE PERIOD | |
|-------------------------------------|--------------------------|------------|
| | EMPLOYEE | MANAGEMENT |
| TRAINEES | 7 BUSINESS WORKING DAYS | IMMEDIATE |
| 0-8 MONTHS (PROBATIONARY EMPLOYEES) | 15 BUSINESS WORKING DAYS | IMMEDIATE |
| 8 MONTHS 10 1.2 YEARS | 30 BUSINESS WORKING DAYS | IMMEDIATE |
| 1.2 YEARS OR ABOVE | 45 BUSINESS WORKING DAYS | IMMEDIATE |

The Employees under the notice period with Subhashree Infotech will not be allowed for any benefits of Subhashree Infotech.

Note: If above is not followed by the employee for any reason during the notice period OR claims for a immediate resignation a severe action may be taken on them in all respect. However Management may relieve the employee prior to the above said notice based on the severity of the work, if required.

WORK PLACE GUIDELINES

EMPLOYEE DISCIPLINARY ACTION

An employee, who is guilty of one of the following, or similar forms of misconduct, may be given a verbal warning at the first occurrence thereof. The issuing of a severe or written warning may be alternative forms of disciplinary action for misconducts depending on the evidence, circumstance and seriousness of each situation. An employee may even be dismissed for repeated minor forms of misconduct. Each transgression will be dealt with on own merit in all instances.

EMPLOYEE TERMINATION

Termination of employment is an inevitable part of personnel activity with any organization, and many of the reasons for termination are routine, below are examples of some of the most common circumstances under which employment is terminated.

Employee Disciplinary Action

The following are examples of such misconduct:

- In keeping with Subhashree Groups:- Akshaya Telecom – Nokia Care intent to provide a safe and healthful work environment, smoking is prohibited inside the

office premises. This policy applies equal to all employees of Subhashree Infotech Pvt Ltd

- Assault/attempted assault
- Desertion
- Sleeping on duty to obey instructions
- Photocopying documents without permission
- Not wearing the proper dress code
- Unauthorised soliciting or collecting contributions for any purpose whatsoever on company premises
- Failing or neglecting to advice your employer of your absence
- Use of telephones without permission
- Late coming or overstaying in restrooms at tea or lunch breaks
- Leaving the office during working hours without permission
- Failure by team leads to adhere to delivery time sheets/resource sheets
- Negligent loss, damage or misuse of company property
- Theft/Unauthorised possession of company property
- Breach of trust
- Offences related to dishonesty
- Disruptive behaviour
- Smoking/Drinking
- Abusive or provocative language
- Persistent refusal

USE OF PHONE

The use of mobile phone in work is not permitted unless and until it is case of emergency. All the employees are requested to keep their mobile phone on vibrating or in silent mode.

SMOKING/DRINKING

In keeping with Subhashree Infotech intent to provide a safe and health full work environment, smoking is prohibited throughout the work place.

This policy applies equally to all employees, customers, clients and visitors.

LUNCH BREAK

1.30 PM To 2.15 PM

Each employee would be provided with 45 minutes of time every day for consuming his/her lunch. Employees should not exceed the lunch timings, all employees should strictly adhere by the timings mentioned in the policy.

USE OF EQUIPMENT

The improper, careless, negligent, destructive or unsafe use or operation of equipment can result in disciplinary action, up to and including termination of employment.

EMERGENCY CLOSING

At times, emergencies such as severe weather, fire, or power failures, can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility.

When operations are officially closed due to emergency conditions, the leave day will be compensated in any of the Sundays.

VISITORS IN THE WORK PLACE

To provide safety and security of employees and facilities at Subhashree Infotech, only authorized visitors are allowed in work place. Restricting unauthorized visitors to protect confidential information, safeguards employee welfare and avoid potential distractions and disturbances.

DRESS CODE

Subhashree Infotech encourages employees to dress comfortable, with consideration given to maintaining a professional appearance. Appropriate attire should be worn at all times in keeping with commonly recognized standards.

WORK PLACE VIOLENCE PREVENTION

Subhashree Infotech is committed to preventing work place violence and to maintain safe work environment. Given the increasing violence in society in general Subhashree Infotech has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees and temporary employees should be treated with courtesy and respect at all times.

Conduct that threatens intimidates or coerces another employee, associated members, a customer, or a member of public at any time, including off duty periods, will not be tolerated.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your reporting officer or any other member of Management. Do not place yourself in peril.

Subhashree Infotech will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities.

Subhashree Infotech encourages employee to bring their disputes or differences with other employees to the attention of their reporting officer or the (HUMAN RESOURCE DEPARTMENT) before the situation escalate into potential violence. Subhashree Infotech is eager to assist in the resolution of employees disputes, and will not discipline employees for raising such concerns.

IT SECURITY AND E-MAIL USAGE POLICY

OPERATIVE AUTHORITY

- System Admin
- Management

IT COMPLAIN REGISTRATION

Any complains in regards to IT or the system has to be lodged by raising a ticket. Tickets are unique complain numbers provided to the employees who have raised a grievance to IT issues or problem via mail.

Each ticket so raised by the employees will be attended by the IT support staff within stipulated time frame.

USAGE OF INTERNET

- Use of public IMs such as Yahoo and MSN is strictly prohibited, unless specified.
- Don't download unnecessary software, songs or videos. These take up significant Internet bandwidth.
- Installing unwanted software not related to work and download accelerators is not allowed.
- Don't visit objectionable websites containing bad language and pornography. Websites access is monitored centrally and anyone found to be doing so would be sent a warning.
- Avoid sending huge attachments in an e-mail, unless it's official. Also, even if it's official, avoid sending it to a colleague in the same office. If you must send a mail, then save the attachment on the file server and send a plain mail intimating the recipient to pick it up.
- Don't reply to any spam mail, even if it gives instructions to do so. This will actually confirm your presence to the spammer and you could be spammed even more.
- Be wary of opening e-mail attachments, unless you're sure that it's from a reliable source and that you were expecting it. If necessary, call up the sender to check.
- In case your system is not able to access the network, don't try to tamper with the network settings and cables. Call the support staff instead.

- Trying to access areas that you're not authorized is strictly prohibited, and could have legal implications if you're caught doing it.

WORK PLACE MONITORING

- Work place monitoring may be conducted by Subhashree Infotech to ensure quality control, employee's safety and security.
- Computer furnished to employees are the property of Subhashree Infotech. As such, computer usage and files may be monitored or accessed.