

EMPLOYEE HANDBOOK

This Employee Handbook ("Handbook") is effective from 1st April, 2022 ("Effective Date") and applies to **KRM Ayurveda Pvt. Ltd.**, its subsidiaries and joint ventures over which the KRM Ayurveda Pvt. Ltd. exercises management control ("We", "Us", "Our", "Company"). The Handbook applies to all Employees engaged to provide services to the Company.

This Handbook has been created to guide you with the employment policies and practices of the Company. Please read it carefully and if you have any queries, please contact at the details provided at the end of this handbook.

We are glad to have you as a member of KRM Ayurveda Pvt. Ltd. As a team member of Company, you are an essential part of the team effort. We hope that you will find your position with the Company rewarding, challenging, and productive.

1. HISTORY

KRM Ayurveda Pvt. Ltd., was established in the year 2019. The company is an Ayurveda oriented company that provides a healthy and fit way for life.

2. PURPOSE

- a. This handbook will help the employees of the Company to familiarize themselves and follow the policies and guidelines of the Company. This handbook does not create any contractual obligations between you and the Company.
- b. This handbook is not exhaustive and the Company will have the right to make necessary changes from time to time without any advance notice. This will be supplementary to other guidelines and policies of the Company.
- c. Please be informed that this handbook can only highlight and summarize the Company's policies and for detailed information, you can contact the following: HR.

3. GENERAL CODE OF CONDUCT

Along with other obligations set out under this handbook and other applicable policies, you are also required to follow and adhere to the following codes:

- a. be proactive about performing your duties and responsibilities mentioned under this handbook and the contract signed by you.
- b. Decisions made, and actions taken, by you must be consistent with Company values and Company objectives.
- c. Company is focused on delivering long-term value to its employees, stakeholders, and society. It is expected that you will do what is right to support the long-term goals of the Company.

- d. If you are ever in doubt about a decision, it should be escalated to a higher level of management for broader consideration.
- e. Should you see any deviation from the principles mentioned under this handbook, it is expected that you will utilize appropriate channels to report the violation.

4. EQUAL OPPORTUNITY

- a. Our employment policy is based upon individual merit and qualifications directly related to professional competence. We also make all reasonable accommodations to meet our obligations under the laws protecting the rights of the disabled.
- b. We promote a diverse, inclusive and equal workplace. Every Employee of the Company is expected to treat everyone with whom We have contact with dignity, courtesy, and respect.
- c. We do not discriminate against any person because of their gender, caste, religion, age, nationality, sexual orientation, disability, or any other trait protected by law, concerning any terms of employment such as hiring, promotion, transfer, compensation and benefits, etc.
- d. It is expected that the managers/Team Leaders shall take employment-related decisions based only on the merit of the person and not discriminate against any person because of their personal characteristics/traits.
- e. In accordance with the provisions of the Rights of Persons with Disabilities Act, 2016 and rules thereunder, Company strives to ensure that the work environment is free from any discrimination against any persons with disabilities and expect the same from all Employees working for the Company.

5. EMPLOYMENT OF MINORS

- a. The Company strictly follows the Child Labour (Prohibition and Regulation) Act, 1986 ("CLA") and rules and regulations thereunder. The Act prohibits the engagement of children in certain employments and regulates the conditions of work of children in certain other employments.
- b. As per the CLA, a child means a person who is below the age of 14 years. If you or any employee you know falls under the definition of a child, you shall immediately inform the HR department.

6. IMMIGRATION ISSUES

The employees who are immigrants from other countries shall always abide by the rules and regulations issued by the Ministry of Home Affairs (MHA). Any changes or conversion of employment visa shall be intimated to the concerned authorities on time. The newly joined employee shall submit the required documents including a valid employment visa within 3 (three) days from the joining date.

7. COMPLIANCE WITH LAWS

- a. All the employees are expected to comply with all Company's policies, procedures, and regulations.
- b. We are a law-abiding Company and all the Employees of Company are expected to know and understand the legal obligations and act within the bounds of applicable laws, rules, and regulations of the localities where Company do business.
- c. Company Employee shall comply with all applicable privacy laws including IT Act, 2000 and the rules thereunder, Consumer Protection Act 2019 and so on.
- d. Company Employee must comply with all localities' anti-corruption laws where the Company does business, including The Prevention of Corruption Act, 1988 in India.
- e. Where any provision of the Handbook conflicts or is inconsistent with applicable laws, the provisions of that law must be complied with and override this Handbook.
- f. Violation of applicable government laws, rules, and regulations may subject us to individual criminal or civil liability. Such individual violations may also subject the Company to civil or criminal liability, to the loss of reputation or business, and both these events may attract disciplinary action by the Company.

8. POLITICAL NEUTRALITY

- a. The Employees have the right to political expression. But in no case, such affiliation shall affect the performance or judgment of the employee while at duty.
- b. The participation in political activities must be conducted on the employee's own time and should in no way suggest Company support. Employees may not use Company name, equipment or resources for making, copying or distributing political materials or messages.
- c. You should not identify yourself as a representative of Company in political activity, nor in any communication on social media or to the media.
- d. The Employees are required to act in the course of their duties in a politically neutral manner. This means the employees must keep their jobs out of their politics and their politics out of their jobs.

9. COMPENSATION

- a. Your compensation will be as mentioned under the employment agreement entered with you.
- b. The Company shall pay employees monthly, less the usual and necessary statutory and other deductions payable in accordance with the Company's standard payroll practices.
- c. The payment of salaries will be made before 10th day of every month. However, employee must cooperate if due to some unavoidable circumstances, such payment is delayed. In such an event, the salary will be credited as soon as possible.

10. STATUTORY COMPLIANCES

- a. All statutory deductions towards TDS shall be affected from the payments made to the employees in accordance with rules and regulations of the government as applicable from time to time.
- b. The provisions of the Provident fund/ ESI shall be charged as per the statutory requirements.
- c. You are required to submit valid documents/proof to the company for processing the above-mentioned compliances within the stipulated time frame.

11. WORK SCHEDULE

- a. To ensure adequate staffing, positive employee morale, and meet expected productivity standards throughout the organization, you will be held accountable for adhering to your work schedule. In case if you are unable to meet the schedules, you must take prior written consent from your Team Leader/manager for schedule changes.
- b. You will be required to work such hours and schedule as communicated to you by the Company. Generally, your work hours and schedule will be set out in your employment agreement but may be varied in accordance with your work requirement.
- c. An Employee is deemed absent when he/she is unavailable for work as assigned/scheduled and such time off was not scheduled/approved in advance by the concerned Team Leader/manager.
- d. An employee who fails to call in and report to work as scheduled for 3 (three) consecutive scheduled workdays will be deemed as having abandoned their position and employment may be terminated at the discretion of the Company.
- e. Employees who engage in a pattern of frequent or excessive absenteeism or tardiness may be terminated, at the Company's sole and exclusive discretion, after giving 2 (two) written warnings.

12. OVERTIME

- a. Generally, there is no overtime policy in the company.
- b. All employees are required to complete their scheduled work in the duty hours. Overtime shall be sanctioned only in emergency situations with prior sanction of Team Leader/ Manager.

13. DEDUCTIONS

The Company reserves the right at any time during your employment, or on termination of employment to deduct from salary any overpayment made and/or money owed to the

Company by you. This includes any excess holiday, outstanding, advances (If any), cost of any goods damaged by the Employee owned by the company, relocation costs etc.

14. PROBATION PERIOD

- a. Putting employees under probation is a system to gauge the performance of new entrants, it is the preliminary step in setting the quality of performance among the team. The probation period helps both the Company and employee to assess suitability for employment.
- b. For new employees taken as "probationary" the probation period will be for a period of 3 months from the date of joining.
- c. At the end of the probation period, based on periodic feedback, an appraisal would be conducted. If the employee is given a satisfactory rating, he/she will be confirmed in writing. If the work is found unsatisfactory, the probation period may be extended for another period at the discretion of the Company. If the work is found poor the services may be terminated at the discretion of the Company.
- d. During the probationary period, employment may be terminated by us without giving any reason whatsoever, in writing, after giving the a15 days' notice.
- e. During the probationary period, the employees may not be eligible for the general employee benefits such as paid leaves etc, unless otherwise mentioned in the appointment letter.

15. PERFORMANCE REVIEWS

- a. Performance reviews allow each employee an opportunity to note major accomplishments and progress as well as performance concerns and areas for improvement.
- b. The employee's performance will be evaluated by the management in the following manner:
 - Every month by Team Leader/ manager and,
 - Quarterly by HR.
- c. The performance evaluations may vary depending upon the period of service, designation, precedence, etc.
- d. Factor considered in the performance review includes quality of your job performance, your attendance, meeting the requirements of your job description, compliance with the Company policies, etc.

16. PERFORMANCE IMPROVEMENT PLAN (PIP)

- a. At any point during your service with Company, you can be placed under a PIP to assist you in meeting performance standards. It is important for you to understand that failure to meet performance standards on a sustained basis will result in disciplinary action.

- b. At the completion of the PIP period, the performance will be reviewed by you and the Company.
- c. If your performance is satisfactory during the PIP period, the Company may end the PIP and repost you as a general employee.
- d. If your performance is unsatisfactory the Company may either extend the PIP period or may terminate your employment.

17. CASUAL LEAVE

- a. In case if the employee needs some casual leave, he/she can submit a request in advance, at least 1 (One) day prior to the leave. In case of an emergency, the employee shall inform an hour before the shift timings through an E-mail/ text message with given reason.
- b. All the leave requests must be approved by Company which reserves the right to approve or deny any requests unless otherwise such leaves are sanctioned under the applicable laws.
- c. Employees are entitled to the national holidays and others included in Annexure-A. The Annexure-A to the policy will be informed in the month of January every year.
- d. If any employee is found to be engaged in other employment or consulting outside of the Company during the leave, the employee may be considered to have voluntarily resigned from employment with the Company with immediate effect.
- e. Employees are entitled to a total of 12 (twelve) paid leaves (1 leave per month) in a calendar year. If there is any unutilized leave/s in this category, the Employee will be paid $\times 0.5$ of the unutilized leave/s. days paid annual leave per calendar year.
- f. Wherever possible, one month's notice should be given for leave of one week or more.
- g. If more leave has been taken than earned at the termination of employment, an appropriate deduction may be made from the final settlement amount.

18. UNPAID LEAVE

- a. In addition to the various leave entitlements described above (Clause 17), you may be permitted to take unpaid leave, considering the genuine reason and is subject to the approval of Team Leader/ Manager.
- b. Unpaid leaves without approval shall have double deduction of salary. Prior information of minimum 2 hours is required for the request of the unpaid leave.

19. SABBATICAL LEAVE

An employee may apply for unpaid sabbatical leave for an agreed period, whether as a continuous period or a series of separate periods. However, the allowance of such sabbatical leave is subject to the company's discretion.

20. LOAN FACILITY

The Company will not provide any kind of Loans or advances to its employees. The Company shall not be responsible for any personal loans or advances amongst employees.

21. PERSONAL APPEARANCE

- a. Every Employee must maintain an appropriate standard of dress and personal appearance at work and professionally conduct themselves at all times both within the workplace and when representing the Company.
- b. The appearance of Employee while working for the Company contributes to Our reputation and the development of Our business. All Employees are required to be neat, clean and tidy and of smart appearance in a way to present themselves at all times in accordance with their professional status and dress in a manner appropriate to their role, whether working on Company's premises or elsewhere.
- c. Employees who are required to wear a uniform must ensure that they do so during working hours unless advised by their Team Leader/manager. Uniforms must always be clean and ironed and worn in a presentable fashion. The cost of the uniform shall be borne by the Employees. The uniforms issued must not be altered in any way without the Company's permission.
- d. The employees who occupy roles in the OPD shall wear the decided dress code of grey shirt and Black pants.
- e. The employees who occupy roles in the IPD shall abide by the dress code provided by the company.
- f. Employees are advised not to wear any revealing clothes, or a disciplinary action could take place against such Employee after giving them appropriate warning in this regard.
- g. The Employee who occupy roles that require protective/safety clothing or footwear is obliged to wear this clothing while carrying out their duties as required by law or by the Company's rules.
- h. Any Employee who disregards these rules will be subject to disciplinary action. However, it is anticipated that minor breaches of the handbook will be dealt with as informally as possible. In serious cases, where an Employee's appearance in the Company's view transgress the limits, the Employee will be asked to change the dress and in these circumstances, the Employee will not be paid for the duration of such absence from the work.

22. MISCONDUCT

Misconduct may include but is not limited to:

- Irregular attendance: repeated or excessive absence, tardiness or early departures/ late comings without approval,
- Falsification or manipulation in background verification process or employment records, employment information, or other records prior to or after joining the Company,
- Knowingly providing false statements, either verbally or in written form,

- Neglect of normal duties and functions,
- Practices such as reading personal materials during working time, having obscene or inappropriate posters or screen savers at your work station, playing games at your work station, etc.,
- Continued discharge of work functions that do not meet the standards reasonably expected,
- Breach of the confidentiality provision in the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement including disclosing to any unauthorized person any Confidential Information,
- Installing, downloading, copying or duplicating any unauthorized or unlicensed software, programs, games, or attachments on any computer system of the Company or of its clients,
- Engaging in any illegal activities,
- Workplace violence, including threats of physical violence,
- Corporate credit card delinquencies,
- Causing damage to the property of the Company, its clients, or their respective personnel,
- Going on or abetting a strike in contravention of any law.
- Theft of any property belonging to another, the Company, or their respective personnel, clients, or visitors,
- Possession of firearms, explosives, knives or any instruments that can be used as an injurious or deadly weapon in the workplace or at any of the company's sponsored event,
- Corruption, fraud, or misappropriation of funds,
- Failure to comply with the policies, guidelines, rules and regulations of the Company as applicable,
- Excessive personal use of the Company's telephone, fax or computer systems,
- Failure to adhere to applicable laws,
- Any act prejudicial to or in conflict with the interests of the Company,
- Wilful insubordination or disobedience, whether or not in combination with another, of any lawful and reasonable instructions of any member of management or any authorised person.

In case of violation of the above-mentioned misconduct, the Company will take serious disciplinary action including termination of the Employment; or civil/ criminal action if required in grave circumstances.

23. RECEIVING THE GIFT

- a. The Employees are prohibited from accepting gifts of any kind, that are offered by vendors, suppliers, customers, potential employees, potential vendors, and suppliers or any other individual or organization at any time, on or off the work premises except as specifically allowed under this handbook.
- b. "Gift" under this clause would include any gratuitous non-monetary benefits that the employees can use or consume.
- c. The Employees are allowed to accept the following types of gifts:
 - The gifts exchanged during the festivals

- The gifts exchanged during the ceremonial occasions;
- d. The following gifts are never appropriate and should never be accepted by the Employee:
- The monetary benefit of any value under any circumstance;
 - Gift of cash/gold/other precious metals or stones;
 - Gifts are given in the form of service or
 - Other non-cash benefit
- e. If an employee receives a gift in violation of this handbook, such Employee shall report such an incident to HR and shall immediately report the receipt of such gift to the HR.

24. EMPLOYEE DATA PRIVACY

- a. Company is committed to protecting the privacy and security of all personal information and comply with the privacy legislation within each jurisdiction in which We operate.
- b. In order to meet the regulatory and other obligations, We collect certain Personal Data of Employees and Process it to protect the interests of both the Company and its Employees including the following:
- I. Personal information like date of birth, age, marital status, birthplace, nationality, mother tongue.
 - II. contact information (e.g., name, address, telephone, and email address).
 - III. Gender of the Employee.
 - IV. Caste and religion.
 - V. Beneficiary information.
 - VI. Recruitment and selection information including skills and experience, qualifications, references, CV, and interview and assessment data.
 - VII. Previous employment records.
 - VIII. Aadhar or other government-issued identity numbers.
 - IX. Photographs and signature copies.
 - X. Emergency contact details.
 - XI. Regulatory information including records of Employee registration with any applicable regulatory authority, regulated status including any criminal record or credit background checks which may be necessary, and any regulatory certificate and references.
 - XII. Remuneration information including Employee salary/hourly plan/contract pay/fees information as applicable, allowances, overtime, bonus and commission plans. Other

benefits including payment for leave, bank account details, grade, tax information, expense claims, and payment information.

XIII. Leave and management information including attendance records, absence records, holiday dates, requests and approvals, and information related to annual leave or other special or statutory leave, details of incapacity, details of work impact and adjustments, manager and Human Resources (HR) communications, performance improvement plans (PIP) and return to work interviews.

XIV. Monitoring information (to the extent authorized by applicable laws) including Closed Circuit Television (CCTV) footage, system and building login and access records, and download and print records.

XV. Call or meeting records, information captured by IT security programmes and filters.

XVI. The work output of Company's Employees, whether in paper record, computer files, or in any other storage format belongs to us, and that work output, and the tools used to generate work output, are always subject to review and monitoring by the Company.

XVII. Health information including information about short - or long term disabilities or illnesses that the Employee may share with the Company, particularly in relation to any leave of absence the Employee may need to take.

c. The Company may collect the aforementioned information from the Employee directly; from Employee references; and other data sources.

d. We may also collect information from third parties subject to requirements of applicable law.

e. When required by the law and otherwise reasonable, the Company gives Employees notification of the specific purpose for which it collects their personal information at or before the time of collection.

f. Company uses the Employee personal information for internal business purposes, including establish or manage the employment relationship with Company and include:

I. To authenticate the Employee identity.

II. To determine eligibility for initial employment, including verifying references and qualifications.

III. To administer pay and benefits.

IV. To process Employee work-related claims including worker compensation and insurance claims.

V. To establish training and development requirements.

VI. To conduct performance reviews and determine performance requirements.

VII. To assess qualifications for a particular job or task.

VIII. To gather evidence for disciplinary action or termination.

IX. To identify a contact point in the event of an emergency.

X. To comply with applicable labour or other applicable laws.

XI. To ensure Employee safety and confidential information of the Company.

XII. For any other purposes that are reasonably required by Company in connection with the employment with the Company.

XIII. To make available the personal information to the government department, if necessary.

g. Company uses appropriate technical and organizational security measures to protect the security of the Personal Data both online and offline including implementation of access controls, implementation of firewalls, network intrusion detection and use of anti-virus software.

h. Despite our best effort it is pertinent to note that no system involving the transmission of information via the internet or electronic storage of data is completely secure and we cannot be held responsible for data breaches that occur outside of our reasonable control. We will, however, follow all applicable laws in the event a data breach occurs, including taking reasonable measures to mitigate any harm as well as notifying you of such breaches as soon as possible.

i. The Employee will have the right to access the Personal Data and to correct, amend, or delete it if it is inaccurate or has been processed in violation with our internal Privacy Policy, except when the burden or expense of providing access, correction, amendment, or deletion would be disproportionate to the risks to the privacy, or where the rights of other people would be violated. To exercise any of these rights the Employee can contact the Company at the below at the information provided at the end of this handbook.

j. We will keep the Employee Personal Data for as long as is needed to carry out the aforementioned purposes, or as otherwise required by law. Generally, this means We will keep the Personal Data until the end of employment with Us, thereafter a reasonable period of time necessary to respond to any employment inquiries, deal with legal, tax, accounting or administrative matters, or provide the Employee with ongoing pensions or other benefits.

k. Where we have no continuing legitimate business need to process the Personal Data, We will either delete or anonymize it or, if this is not possible (for example the Personal Data has been stored in backup archives), then We will securely store your Personal Data and isolate it from any further processing until deletion is possible.

25. NO CONFLICTS

a. The employees are expected to use their best judgment and work for the best interest of the Company while on duty and should attempt to avoid actual or apparent conflict of interest with their personal matters with that of Company's matter.

b. The following are some examples of conflict-of-interest situations:

I. influencing an approval process resulting in the hiring of a relative or entering into a business relationship. For the purpose of this clause, relative means a close relative, spouse, grandparent, grandchild, uncle, aunt, nephew or niece.

II. an Employee engaging in private employment or rendering services for any person or organization that has or may have business dealings with the Company.

c. On apprehension of such conflict, the Employee shall disclose such information to their Team Leader/manager and try and avoid entering into such a transaction without the guidance of the Team Leader/manager. The appropriate parties will decide to determine if the conflict is substantial enough to exclude the Employee from any further involvement in such activity or decision process.

26. SOCIAL MEDIA POLICY

a. We respect your right to participate in social media and understand that your time outside your work is your own. But it is also important to protect the goodwill of the Company while using social media. If the person engages in social media activity that identifies you as Our Employee or your work at Our Company, even if done off-premises and while off-duty, it could affect the reputation of the Company.

b. Always ensure that your social media activity is subject to relevant policies of the Company. This includes this handbook as well as requirements for protecting confidential information.

c. When you are using external social media channels, make sure you are not using your official email for the same and shall not represent in any social media content that you are not authorized to speak on behalf of the Company, or that the Company has approved your content, without the prior written approval from your Team Leader/manager.

27. EMPLOYEE INFORMATION

It is essential that you keep your Team Leader/manager and HR Department informed of any changes of important personal information. Your present address and phone number are essential for many purposes, including mailings from the Company. It is your responsibility to inform the Company in writing of any changes in your personal information.

28. INTERNET USAGE AND CYBERSECURITY

a. The electronic communication system must be utilized exclusively to facilitate the business of the Company. Employees are cautioned against using the internet for matters of personal gain and entertainment.

b. Logging into any of the Company's accounts from personal devices such as mobile phones, tablets or laptops, can put our Company's data at risk. We do not recommend accessing any Company's data from personal devices. If so is inevitable, employees are obligated to keep their devices safe, with proper security protection.

c. We recommend all Employees follow the following practices:

- I. Keep all electronic devices password secured and protected with the latest security features.
 - II. Only log in to the Company's account using safe and secure networks.
 - III. Upgrade antivirus software regularly on the devices.
 - IV. Don't leave any devices unprotected or exposed.
- d. Emails can carry scams and malware. If the Employee is not sure if the email received or any data is safe, they can always contact Our IT specialist for advice.
- e. To protect the data of the Company, all employees shall:
- i. Abstain from opening or clicking any links or attachments when it is not from within the Company or a reliable source.
 - ii. Always make sure the emails are from valid email id's within the organization or from a reliable source.
 - iii. Be careful about inconsistencies and clickbait titles like offering prices, advice, surprise, etc.
 - iv. Use passwords with upper case, lower case, numbers and symbols. Do not exchange credentials when not requested or approved by the Team Leader.
- f. The Employee shall avoid transferring any personal data including customer and employee confidential data and shall adhere to all applicable personal data protection laws while dealing with it.
- g. These cybersecurity guidelines and procedures have to be strictly followed even when working remotely. In case of intentional or repeated breaches, or are harmful to Company, the Company will take serious disciplinary action through the disciplinary committee including termination of the Employment.

29. PROPERTIES

- a. The Company may entrust the Employee with a wide range of valuable assets to help work on the Company's behalf.
- b. Each Employee is responsible for the property acquisition, use, maintenance, and disposal of Company assets, including materials, equipment, tools, tangible properties, information, data, intellectual property, etc.
- c. The Company Employees are expected to treat these assets with care and use them with the business's interests in mind and according to the Company's latest security policies. In case if the property is damaged or lost due to a fault on the part of the Employee, Employee shall be liable to replace or refund the amount as suggested by Company.
- d. The Employee shall never use the Company's property for personal gain or other purposes other than as envisaged under the Company's policy.

30. PERSONAL PHONE USE

- a. You should use common sense and your best judgement when making or receiving personal cellular phone calls at work. To the extent possible, employees should make personal cell phone calls during their breaks or lunchtime.
- b. The use of cameras on cell phones during work hours is prohibited, without the approval of Team Leader/ Manager to protect the privacy of the Company as well as of fellow employees.
- c. Mobile phones brought to work must be kept on silent or vibration mode in the workplace. Personal mobile usage permission may be taken away if it is found that the device usage is disruptive or reduces the employees' productivity or attention at work.
- d. Continuous violation of the clause or any wrongful use of the personal mobile phones may lead to the disciplinary action against the Employee.

31. REMOTE WORK

- a. The Employee must follow the following procedures to be considered for Remote Work:

Before entering into any Remote Work Agreement, the Employee and manager/Team leader, with the assistance of the human resource department, will evaluate the suitability of such an arrangement, reviewing the following areas:

- i. The Employee and the HR will discuss the job responsibilities and determine if the job is appropriate for the Remote Work arrangement.
- ii. The HR will approve the Remote Work on an ad hoc basis or regular basis as suitable and on the sole discretion of the company.
- iii. Such approval needs to be carefully reviewed in terms of the cost of providing equipment, health and safety, communication considerations, security and data protection, legal issues, reporting, and so on.
- iv. At all times, Remote Work will be subject to the continuing approval of the HR. The Company reserves the right to withdraw Remote Work approval upon reasonable notice.

- c. The following types of Employees are excluded from this Remote Work Policy:

- Workers working in the factory
- Employees engaged in the OPD/IPD
- Any other such employee whose personal presence is required on the field of work

- d. Apart from the above, to be eligible for Remote Work, the employee should not have disciplinary actions pending against them.

- e. The compensation of the Employee while working remotely will vary according to the decisions of the HR.

- f. Remote Work Employees are required accurately record their attendance by using the following method:

The employee has to log in to the employee portal of the company and shall record their location, check-in and check-out timing.

- g. Failure to comply with the attendance requirements may result in the following consequences:

The employee who fails to record the check-in and check-out timing on the employee portal will be marked as absent.

- h. The Employee shall adhere to the following rules while working remotely:

i. The Employee shall establish an appropriate work environment within his or her workplace. The Company will not be responsible for costs associated with the setup of the Employee's workplace, such as remodelling, furniture, lighting, repairs or modifications, to the workplace.

j. Employees approved for Remote Work are expected to maintain normal productivity and performance. They must not carry out work for anyone other than the Company nor without prior permission, undertake non-work-related activities during their working hours.

k. Employees shall liaise with their Team Leader about their patterns of work and schedule and will be responsible for keeping their Team Leader and team informed about the status of their work. The Employee must work with their Team Leader to accommodate themselves for meetings or training as required by their role.

l. Company's Code of Conduct and all other respective employment policies and practices apply to the Employee while working, irrespective of work location or schedule arrangement.

m. The Employee shall restrain from accessing or using Company confidential information while working from a public or crowded place.

n. The Employees are prohibited from taking the printouts and storing confidential information while working remotely unless specifically allowed in writing by the Team Leader.

o. The Employees shall remain available for the conference call and will maintain satisfactory performance standards.

p. The Employee requires to have an internet connection that is adequate for their assigned job. The cost of the internet will be incurred by the Employee itself.

q. Adhere to rest break and attendance schedule mentioned under this handbook or agreed upon with their Team Leader and compliance with the central and state laws.

- r. Apart from the above, the Employee working remotely shall adhere to the following rules:

Employee shall be in a formal dress for any video conference while working remotely.

32. DRUGS AND ALCOHOL

a. We thrive to protect the health and safety of every person of the Company. Drug and alcohol use can affect a person's ability to work safely. It creates a risk to workers and hampers the work atmosphere.

b. Whenever the Employees are working, are operating any Company assets, are present on the Company premises, or conducting Company related worked offsite, they are prohibited from:

- i. Using, possessing, buying, selling, manufacturing, or dispensing, an illegal drug.
- ii. Being under the influence of alcohol, or an illegal drug.
- iii. possessing or consuming alcohol.

c. An employee who is taking a prescription drug is required to present a statement from the prescribing physician that the drug will not impair the Employee's work performance or safety.

d. The Employee who test positive, or otherwise violate this handbook, will be subject to disciplinary action including immediate termination from the employment.

33. SAFETY

a. We thrive to provide a safe working place to the employees of the Company. All employees are required to maintain a safe workplace and adhere to all safety guidelines and policies of the Company.

b. You must take part in any programmes or training in relation to workplace safety, as reasonably required or directed by us.

c. You must always use/wear requisite safety equipment as required and directed by us.

d. You shall only take up such duties which are safe and you are authorized and qualified to do so. In case of any doubt, you shall immediately contact your Team Leader/manager and seek advice.

e. You must notify us of any injury or other matters which may increase the risk to the safety of you or any other person or property at our workplace.

34. EMERGENCY EVACUATION

a. In case of any emergency evacuation at the workplace, the following guidelines shall be followed:

- i. Always follow the instructions of the person/department who are authorized to take action at the time of emergency.
- ii. When you receive the instruction to evacuate the property by an authorized person, do it with all safety precautions and guidelines of such personnel.
- iii. Always try to look around guide the visitors and other staff to way out and inform the person in charge about any persons stranded inside the property.
- iv. Do not reinter the property unless you are advised to do so by the person/department in charge at the time of evacuation.

35. HARASSMENT AND DISCRIMINATION

- a. The Company prohibits discrimination or harassment in any form including verbal, physical, and visual form and has a zero-tolerance against any kind of harassment in a work-related situation based on sex, race, colour, caste, religion, ethnicity, nationality, age, physical or mental disability, or any other category protected under applicable state and central laws. If any employee believes that he/she has been bullied, harassed, or discriminated against, such Employee shall immediately report the incident to their Team Leader, HR team of the Company. Similarly, the Team Leaders and managers shall on knowing such incident report it to the HR team. HR team shall take prompt action on such complaints and take appropriate action.
- b. The Employee acknowledges that the Company is committed to the restrictions as mentioned in the Prevention of Sexual Harassment Law, (the “Protection of Sexual Harassment Law”) and that sexual harassment is a severe offence. The Team leader and managers shall on knowing such incident report it to the HR team. An appropriate legal action can also be taken against the complaint by the HR or the complainant.
- c. The employee can report any harassment or discrimination to the Disciplinary Committee of the organization by sending an email to DisciplinarycommitteeKRM1@gmail.com

36. CONFIDENTIALITY

- a. During the course of employment, Employee will have access to information (whether or not recorded in writing or on computer disk or tape) which the Company treats as confidential or which has the necessary quality of confidentiality.
- b. Further, the Employee understands that the Company from time to time has in its possession information that is claimed by others to be proprietary and which the Company has agreed to keep confidential.
- c. Access to proprietary information will be limited to those needing to know. The employee is required to maintain the confidentiality of Company information even if they leave the Company's employment.
- d. Our clients and other stakeholders rely on us to maintain accurate and complete records and accounts. Employee shall throughout the employment handle the information with integrity and responsibility. All Employees have an obligation to know and comply with all currently applicable record retention policies and procedures. This includes how data is shared, stored, and retrieved, and the circumstances under which it may be disposed of.
- e. No Employee is allowed to take their laptops, pen drives or any such removable hard disks outside the office premises without prior approval of their team leader.

37. ANTI-BRIBERY

- a. The Employee shall not take any action, directly or indirectly, that would result in violation of or has violated the Prevention of Corruption Act, 1988, as amended, and any other applicable anti-bribery or anti-corruption laws. This includes without limitation, using any funds for any unlawful contribution gift, entertainment or other unlawful payments to any foreign or domestic government official or employee.

b. The Employee shall not permit or authorize anyone in the Company to offer, pay, promise to pay, or authorize the payment of any money, or offer, give, promise to give, or authorize the giving of anything of value, to any officer, employee or any other person for any governmental authority or any enterprise owned or controlled by a government authority, any political party or official thereof, or any candidate for political office, or any officer or employee of a public international organization or to any person under circumstances where such Employee has reason to believe or is aware of a high probability that all or a portion of such money or thing of value would be offered, given or promised, directly or indirectly, to any government official for the purpose of bribing.

c. The Company shall take serious disciplinary action through the disciplinary committee in case of the violation of such clause.

38. DISCIPLINARY COMMITTEE

a. The company has a disciplinary committee which shall take all the cases in violation of the handbook. The Employee shall be given an opportunity to be heard during such disciplinary action. However, the decision of the disciplinary committee shall be final and the Employee shall abide by the same.

b. The disciplinary committee shall comprise of 3 members which are as follows:

- Prashanti Chaudhary- The Vice-president
- Gunjan or Bhavika Nayyar – HR
- Advocate Sudhanshu Kathuria- Legal Counsel of the Company

39. BREACH OF HANDBOOK

a. If the disciplinary actions for violation of this handbook are not mentioned under the respective preceding clauses, the Company may follow the following Progressive Disciplinary Action:

- i. Verbal warning: The manager/Team Leader reprimands the Employee that his/her performance is unacceptable and give the warning to refrain from any such activities.
- ii. Written warning: A written warning letter be given to the concerned Employee. A warning letter describes the performance problems or work violations of the Employee in specific detail and explains the consequence of failure to rectify the same within the specified time and any repetition of the same violation.
- iii. Suspension: A period of time during which the Employee is not allowed to work. The Employee will receive no compensation when it has been determined that the Employee's performance of duty or personal conduct is unsatisfactory.
- iv. Ask to Leave/Termination: If the Employee is found to be in gross violation of this handbook, he/she will be dismissed from the employment with immediate effect. The Employee shall only be paid the amount due to him/ her till the date of such a termination.

40. FURTHER INFORMATION

For any queries or further information about this handbook, you can contact to respective HR Department.

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41. ACKNOWLEDGEMENT

a. By signing this handbook:

I. I acknowledge that I have reviewed the above-listed policies and guidelines of the Company and understand my responsibilities.

II. I agree to report any actual or potential situation or incident that may be contrary to the above policies as soon as I become aware of it.

III. I agree to abide by the aforementioned policies and I understand that my failure to follow the policies may result in disciplinary action, up to and including dismissal.

ANNEXURE-A

List of Gazetted Holidays are as follows:

| Name of the Holidays | Date |
|----------------------|------|
| New year | |
| Republic day | |
| Holi | |
| Independence Day | |
| Raksha Bandhan | |
| Gandhi Jayanti | |
| Dussehra | |
| Diwali | |
| Bhai Duj/ Christmas | |

Acceptance

I have gone through the aforesaid terms and conditions of the Employee Handbook and fully understood it. I do hereby accept such terms and conditions.

Employee Name:

Designation:

Date:

Signature

DECLARATION

I, do hereby solemnly declare that the above information in the form for employment, is true to the best of my knowledge and belief. In case, any of the above information will at any time be found incorrect, I shall be liable for immediate termination and this would be deemed as part of the contract of employment

I am not suffering from any disease which may render me unfit for the above post or affect the efficiency of my work. I do have the capacity to work in the post as applied for.

Employee Name:

Designation:

Date:

Signature