

Policy Version	2.0
Release Date	



**iHUB DivyaSampark**

# HR Policy

*\*\* The management reserves the right to review policies from time to time when found necessary.*

*\*\* This policy is for regular employees of the company only.*

*\*\*This policy is not applicable for the employees hired under the running projects (i.e., Project Technical Manpower)*

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## **I. MANPOWER REQUISITION POLICY**

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Manpower requirements will be given in the prescribed Manpower Requisition form to HR. All requirements will be processed on approval by the CEO.

## **II. RECRUITMENT POLICY (Including Walk in Interview)**

### **1. CREATING A POSITION**

- i. Creation of positions for a period of minimum 1 Year (renewable on performance basis till the completion of the project under National Mission on Interdisciplinary Cyber Physical System by Department of Science & Technology) as detailed in the Detailed Project report (DPR). It needs to be approved by the BoD of Divyasampark iHUB Roorkee for Devices Materials and Technology Foundation.
- ii. However, the CEO can recruit someone directly on an Adhoc basis for a period of 89 Days after approval by the Project Director.

### **2. PREPARATION OF DRAFT ADVERTISEMENT**

- i. A draft advertisement with detailed specifications and a job description will be created by the person indenting a vacant position with the support of HR.
- ii. If there is an existing job description for the post, HR should ensure that any changes that are deemed necessary are made in conjunction with the person indenting the position.
- iii. The HR will send the draft advertisement to the CEO for approval and after getting it approved the advertisement/notification will be published on DivyaSampark's website for Junior & Mid-level positions.
- iv. For Senior Level positions, the CEO will send the draft advertisement to the Board of Directors for approval and after getting it approved the notification/ advertisement will be published on DivyaSampark's website.

### **3. RECRUITMENT PROCESS**

- i. Mode of applications: Online/Offline applications may be invited.
- ii. Stages in Selection Process:
  - o The selection committee may follow a multistage screening process that may include application screening, telephonic screening, in person/online interview, reference checks, etc.
  - o The selection committee recommends the hiring and the duration of appointment at a position based upon the hiring process.
  - o The final hiring is approved by the Board of Directors of the company for senior level positions.
  - o For other level positions, Project Director or the CEO of Divyasampark iHUB Roorkee may approve the hiring.

### **4. ADVERTISEMENT OF THE POSITIONS**

The advertisement shall be displayed on Divyasampark website. Advertisement will be done through other means like Facebook posting, LinkedIn, jobs websites like naukri.com/indeed.com etc. if necessary.

### **5. SCREENING OF APPLICATIONS**

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- i. For Junior or mid-level position, the criteria to be used in short-listing prospective candidates are agreed in advance of the vacancy being advertised and are transparent and directly relevant to the post.
- ii. Internal screening like eligibility criteria, education, experience etc. would be done by HR/iHUB DivyaSampark's official.
- iii. The first stage in the short-listing process is the screening stage, whereby applicants who do not have the required qualifications, or otherwise fail to meet the essential standard for the post, are eliminated.
- iv. The second stage is to reduce the number of qualified candidates, if it is not practical to interview all applicants. This should be carried out by the Interview Panel using clear and consistent criteria.
- v. For Senior level position, the CEO & Project Director will constitute the Screening Committee that will ensure that all applications will be screened for eligibility using essential qualifications, experience and skills criteria that are outlined in the person specification and then send the report of the screening committee to the Board of Directors for approval.
- vi. The HR will issue the letters to the candidates called for interview after the Screening Committee report is approved by the Board of Directors.
- vii. For a walk-in interview, screening is not required.

## 6. SCREENING COMMITTEE CONSTITUTION

### For Junior or Mid-Level Positions -

- |   |          |
|---|----------|
| (i) Chief Executive Officer (CEO) or Nominee of CEO | Chairman |
| (ii) HR Head  | Member   |
| (iii) Person indenting the position                 | Member   |

For Senior Level Positions- As specified by the Project Director and CEO.

## 7. SELECTION COMMITTEE CONSTITUTION

### For Junior or Mid- Level Positions-

- (i) Chief Executive Officer (CEO) or Nominee of CEO
- (ii) Project Director
- (iii) One or two members appointed by the CEO/Project Director to interview Candidates who will have the relevant knowledge, experience, and skills to select the best possible Candidate to fill the vacancy. That can be HR Head/Incharge or iHUB DivyaSampark official, IIT Roorkee faculty.

### For Senior Level Positions-

The selection committee should include atleast three members that may include:

- (i) Board of Directors of the company,
- (ii) TIH affiliated faculty or IIT Roorkee faculty members or other IIT Faculty.
- (iii) Project Director, and or
- (iv) External invited members.

- i. A selection committee to be constituted for hiring against an approved position by the BoD of the company.
- ii. For hiring at Senior level or higher or equivalent position, the candidates should be presented and interviewed by the Board of Directors along with other experts.

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- iii. For hiring, on account of outstation candidates, a VC should be preferred over a telephonic interview.

**\*\* Hiring Under Projects:**

For hiring under Projects, the candidates will be presented and interviewed by the following Four Member Selection Committee:

1. PI or Nominee of PI, whose expertise is matching with the skill and areas of person to be hired.
2. CEO, iHUB DivyaSampark or Nominee of CEO.
3. Technical expert suggested by PI or the Co-PI.
4. External member suggested by the PI (Industry Partner will be a plus).

**8. INTERVIEW**

- i. The HR will fix the date of the interview and get the interview conducted.
- ii. For senior level position, the CEO will send the Selection Committee Report to the Board of Directors for approval.
- iii. For junior or mid-level position, the HR will send the Selection Committee Report to the CEO for approval.
- iv. The HR will arrange the walk-in-interviews on the advertised date by a duly approved Selection Committee.

**9. FINAL SELECTION /APPOINTMENT**

- i. The results and decision of the Interview Panel will be communicated by the Chairperson of the Interview Panel to HR.
- ii. For Senior position, an appointment letter will be issued by the CEO/Project Director.
- iii. For other position, an appointment letter will be issued by the CEO/HR Head.

**III. EMPLOYEE REFERRAL SYSTEM**

**We have an employee referral system for certain key positions whereby employees are recruited through employees' reference.**

The current openings will be informed from time to time to individual staff/sections/departments/organization, solely as per management decision only.

Referral Incentives are as below:

- i. For Junior positions - Any Section/Department & location - Rs. 3,000/- per referral.
- ii. For Mid-level positions - Any Section/Department & location - Rs. 4,000/- per referral.
- iii. For Senior Level positions - Any Section/Department & location - Rs. 5,000/- per referral.

"When the preferred candidate joins, a Referral letter shall be issued to the employee & the incentive amount would be payable after completion of 180 days (i.e., 6 months) of service by the new joinee."

This scheme is open to all employees.

Please note, in order for you to avail this benefit & for us to have a record, all referrals should strictly

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be routed through HR on time & along with the referral form attached. Hard copies will only be accepted.

#### IV. APPOINTMENT AND GENERAL CONDITIONS OF EMPLOYMENT

Terms and conditions of employment depend upon the nature of appointment and are mentioned in the appointment letters. Appointment letters are issued to new employees as either temporary, trainee, probationary or permanent, contractual depending on various factors like experience, qualifications, skills set, requirement and nature of job etc.

**i. Before the offer letter is released, HR should be in possession of the following documents:**

- a) Resume of the candidate
- b) Interview assessment Sheet
- c) Clearance from the pre-employment checks
- d) Photo ID proof
- e) Copy of the last revision letter / appointment letter incase no revision has been done.

**ii. Process:**

Three days before the date the candidate is supposed to join, HR will inform the team.

- a) Admin department (to ensure seating space / Joining kit)
- b) IT department/ Purchase Section for allocation of desktop / laptop.
- c) On the date of joining, all members of team should welcome the new entrant in the organization and communicate the joining intimation to the HR for initiation of mail Id and employee number.
- d) The candidate is expected to carry the following documents on the date of joining:
  - Certificates supporting academic/professional qualifications (self-attest copy of documents).
  - SSC/10th Class - Certificate along with the mark sheets
  - Intermediate/12th Standard - Certificate along with the mark sheets
  - Bachelor's Degree – Certificates along with the semester/year wise mark sheets
  - Masters / Professional Degree - Certificates along with the semester/year wise mark sheets
  - Diploma / PG Diploma – Certificate along with the mark sheets
  - Any other relevant academic certificates
  - Latest salary pay slip / Proof of Salary.
  - Relieving letter from last employer
  - Service Certificate.
  - Form 16 (OR) Taxable Income Statement duly certified by the previous employer. (Statement showing the deductions & Taxable Income with break-up) (if applicable)
  - 4 recent passport color photographs.
  - Valid ID Proof - Aadhaar Card/Passport/Voter ID.
  - Photocopy of valid passport inclusive of all blank pages (or)
  - Receipt in proof as issued by the passport office, in case applied for the passport.
  - Photocopy of the PAN Card. (if applicable)
  - Reference by previous Employer (if any)
  - PF Account No. (if applicable).
  - Photocopy of the APPOINTMENT LETTER as issued by iHUB DivyaSampark
  - Physical fitness certificate from Chief Medical Officer of IIT Roorkee or Chief medical Office of any District Government Hospital.
- e) The new joinee is expected to collate all above documents and send it to iHUB DivyaSampark HR. On receipt of all these documents, the original copy of the appointment letter will be dispatched to the employee along with the joining letter. These would include the following:
  - Joining Letter
  - Contract with Terms & Condition (Information and data security undertaking, Acceptance of Code of Conduct & Non – Disclosure Agreement.)

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- Police Verification Form
  - Declaration of relatives in iHUB DivyaSampark.
  - Medical Facility / PF Nomination (if applicable)
  - Appointment letter
- f) The iHUB DivyaSampark HR / Administration are also responsible to coordinate on the ID card, Visiting card and salary account opening formalities.

## **V. EQUAL OPPORTUNITY FOR ALL**

iHUB DivyaSampark is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices.

Therefore, iHUB DivyaSampark believes that everyone has the right to work. An employee irrespective of their race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations who can perform the core functions of the jobs, with or without reasonable accommodation, is entitled to the same protection and respect as other employees.

*\*\*Will follow the government rule as and when applicable.*

## **VI. ANTI-HARASSMENT POLICY AND COMPLAINT PROCEDURE (INCLUDES DATING/CONSENSUAL RELATIONSHIP POLICY PROVISION)**

iHUB DivyaSampark expects that all relationships among persons in the office will be business-like and free of explicit bias, prejudice and harassment.

iHUB DivyaSampark has developed this policy to ensure that all its employees can work in an environment free from unlawful harassment, discrimination and retaliation. iHUB DivyaSampark will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately.

- ❖ This policy is in accordance with the provisions of “The Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013”. The purpose of this policy is to prevent sexual harassment against women in the workplace and also to protect them. Every company aims to provide a safe working environment for all people.
- ❖ This policy is applicable to all the members of the company including employer and those who are employed on regular, temporary, on a daily wage basis, etc.
- ❖ The policy also extends to those who are not employees of the company such as customers, clients, visitors, interns, contract workers, suppliers, etc.
- ❖ This policy is restricted to the business locations of the company and any external location visited by the employees during employment whether inside or outside of India.
- ❖ All the employees should have the personal responsibility to ensure that their behavior is not in contravention with the policy.

### **i. Prohibited Conduct Under This Policy**

iHUB DivyaSampark, in compliance with all applicable federal, state and local anti-discrimination and harassment laws and regulations, enforces this policy in accordance with the following definitions and guidelines:

**a) Discrimination**

It is a violation of iHUB DivyaSampark's policy to discriminate in the provision of employment opportunities, benefits or privileges; to create discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the person's race, colour, national origin, age, religion, disability status, sex, sexual orientation, gender identity or expression, genetic information or marital status.

Discrimination in violation of this policy will be subject to disciplinary measures up to and including termination.

**b) Harassment**

iHUB DivyaSampark prohibits harassment of any kind, including sexual harassment, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy. For purposes of this policy, harassment is any verbal or physical conduct designed to threaten, intimidate or coerce an employee, co-worker, or any person working for or on behalf of iHUB DivyaSampark.

**c) Sexual harassment**

Any behaviour which may be physical, psychological, graphical, emotional, verbal, written, electronic, gestures which are offending, etc. is defined as inappropriate by the policy. Any act of the person either intentional or not, should not offend the dignity of the other person. If done so then serious disciplinary action is taken against the person who has performed such act.

**Sexual harassment (direct or by implication) includes:**

- Any kind of unusual and unwelcome sexual requests or demand for sexual favors in return for employment, promotion, examination or evaluation of a person.
- Stalking, displaying indecent posters, showing pornography, sending jokes, comments, messages which are inappropriate and sexual in nature, lurid stares, physical contact or molestation, inappropriate sounds, signs, questioning about person's private life or body, insults or taunts based on sex or any kind of communication either verbal or non-verbal which affects the performance of the individual.
- Physical confinement against one's will and likely to interrupt the privacy of the person.
- Any act or conduct by a person who is in authority, which creates the environment at workplace hostile or intimidating to a person belonging to the other sex.

**d) Retaliation**

No hardship, loss, benefit or penalty may be imposed on an employee in response to:

- Filing or responding to a bona fide complaint of discrimination or harassment.
- Appearing as a witness in the investigation of a complaint.
- Serving as an investigator of a complaint.

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Lodging a bona fide complaint will in no way be used against the employee or have an adverse impact on the individual's employment status. However, filing groundless or malicious complaints is an abuse of this policy and will be treated as a violation.

Any person who is found to have violated this aspect of the policy will be subject to discipline up to and including termination of employment.

**e) Confidentiality**

All complaints and investigations are treated confidentially to the extent possible, and information is disclosed strictly on a need-to-know basis. The identity of the complainant is usually revealed to the parties involved during the investigation, and the HR director will take adequate steps to ensure that the complainant is protected from retaliation during and after the investigation. All information pertaining to a complaint or investigation under this policy will be maintained in secure files within the HR department.

**f) Complaint procedure**

iHUB DivyaSampark has established the following procedure for lodging a complaint of harassment, discrimination or retaliation. The company will treat all aspects of the procedure confidentially to the extent reasonably possible.

**ICC (Internal Complaint Committee):**

Every company in which there are 10 or more employees must have ICC and all the complaints regarding sexual harassment are dealt with the committee. The ICC should comprise of 4 members among them half of the members will necessarily have to be women.

**4 members of ICC:**

1. A presiding officer or women working at a senior level in the office
2. Any member who is committed to the cause of women
3. Any member of the company who has legal knowledge and experience in social work
4. Any external member for example NGOs, any person familiar with issues related to sexual harassment.

If in a company there are less than 10 persons then no need to form a committee and in this case all the complaints go to the local complaints committee which is set up by district officers in every district as per the Act.

The complaints committee is responsible for receiving and investigating every complaint of sexual harassment, submitting findings and recommendation of the inquiry to the employer and coordinating with the employer before implementing any kind of appropriate action. The committee is also responsible to maintain confidentiality throughout the process. It is the duty of the employer to provide a safe working environment and conduct awareness programs regarding the prevention of sexual harassment and provide necessary assistance and facilities to the committee in dealing with the complaints.

### **Procedure for dealing with complaints:**

The complaint is needed to be lodged within 3 months from the date of incident along with any documentary evidence or names of witnesses if available. The committee can also extend the timeline to another 3 months if it is satisfied with the reasons which prevented the lodging of a complaint within the first 3 months. The complaint shall be in any form wither through phone or email but every oral communication should be followed up with the written communication and in any case where a complaint cannot be made in writing then the presiding officer or any member of the committee shall assist the person for making the complaint in writing.

In case if an aggrieved person is unable to lodge the complaint then any person who is having knowledge of the incident or any family member/ relative/ friend or co-worker can lodge the complaint on behalf of his/her. It is the responsibility of the person who receives the complaint should inform the committee members.

ICC can try and make parties to settle but monetary compensation is not the basis for settlement. If the aggrieved person is not ready to settle then ICC will inquire into the complaint and both the parties will get a chance to be heard and complete the inquiry within 90 days. After the inquiry, if the person who committed such act is found guilty then Corrective action is taken by the appropriate authority. Corrective action includes:

- Formal apology.
- Transfer of the person to another department.
- Suspension or termination of services of the employee found guilty for such offence.
- Counselling
- A written warning to the concerned employee and a copy of it are maintained in his record.

### **Reliefs to victims:**

- Monetary compensation
- Grant leave for 3 months
- Transfer the victim to any other department where he/she feels safe to work

### **Penalty:**

If the employer does not comply with the law then fine of Rs.50,000/- can be imposed. On repeated non-compliance of the law employer can be penalized with twice the punishment. Non-compliance can also lead to cancellation of licence, withdrawal or non-renewal of registration for carrying on business, by the Government.

### **g) Alternative legal remedies**

Nothing in this policy may prevent the complainant or the respondent from pursuing formal legal remedies or resolution through local, state or federal agencies or the courts.

## **VII. HIRING OF RELATIVES**

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- i. To ensure that wherever employees related to each other are working in the organization, they are not in a position to influence the jobs, performance or career progression of one another.
- ii. The company's recruitment philosophy is hiring purely on merit. There is no restriction on hiring of relatives till such time it does not create a potential conflict of interest. But if organizational strength is less than 20, the hiring of relative would be discouraged as it would be practically impossible to avoid conflict of interest due to cross functioning of actual job for each employee.
- iii. To avoid potential conflict of interest and to reduce the possibility of favoritism or appearance of favoritism, the following guidelines must be followed:
  - a) No one is assigned to a position where he/she can check, process, review, approve, audit or otherwise affect the work of the other related employee.
  - b) No one is assigned to a position where he/she can influence the salary progress or promotion of the related employee.
  - c) In case any employee knows of a situation that appears to be an opportunity for one employee to show favoritism to his/her relative, he/she should contact the iHUB DivyaSampark HR.
- iv. **Examples of relatives, for the sake of understanding is Parents / In-laws, spouses, Children, Siblings/Cousins etc. However, the list is not limited to relations defined above.**
- v. **Process:**
  - a) The HR Section/department maintains data on related employees and updates them on a monthly basis. This list is to be reviewed by HR/Compliance **on a quarterly basis.**
  - b) All new hires must declare before joining, if they have any relatives working with the iHUB DivyaSampark to the best of their knowledge.

## **VIII. NOTICE PERIOD**

To protect the interest of the organization during separation of employees.

The notice period will be as per the grid below: -

Level	On probation	On Confirmation
Junior Employees	Nil	30 days
Mid Employees		
Senior Employees		

The company reserves the right to not accept compensation in lieu of notice period and make the employee serve partial or entire notice period. However, in the event an employee's services are terminated for fraud, theft or withholding of information or for any other form of misconduct, notice period will not be payable.

## **IX. HOUSE RENT ALLOWANCE:**

Employees who have not been allotted accommodation by the Company will be paid house rent allowance as per the IIT Roorkee norms. This benefit should reflect in the offer letter.

Please note that the accommodation expense does not exceed the limit of HRA.

## **X. GENERAL POLICIES**

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**i. General Working Hours:**

- a) The core working hours would be between 9.00 a.m. to 5.30 p.m.
- b) Depending on work exigencies, employees may be required to work beyond the above-mentioned timings.
- c) There are no designated coffee-breaks. Employees should use these in a responsible manner.

**ii. Weekly Off:**

Saturday and Sundays would be observed as the weekly off.

**\*\*However, looking at the nature of work, Company may ask the employees & other staff to come on weekends.**

**iii. Office Decorum:**

- a) All employees are required to be co-operative, organized, disciplined and contribute to the overall office ambience in a positive manner.
- b) All telephone interactions with outside clientele, vendors should be handled in a professional and courteous manner.
- c) Every employee shall take proper care to keep his surroundings clean.
- d) Smoking is strictly prohibited in the office premises, even after working hours.
- e) Work space should always be neat particularly at the end of the day.
- f) All visitors are seated only in the discussion room & not allowed entry in the workplace, unless unavoidable or if required.
- g) Avoid unnecessary loitering / hanging around individually or in groups, in the office or at each other's workstation. Preferably use an intercom for communication.
- h) Employees away from their seats for longer intervals, may please switch off the lights, fans, computers / monitors, etc., that are being used by them.
- i) Unwanted waste papers be trashed & not be kept / thrown on empty desks or around printer areas.
- j) For working on off days, it will be good if you will intimate the same if you are working at office to the official whats app group or mail to CEO/HR.
- k) The compensatory off can be availed only within a period of two month.
- l) Please attend to office phones around you in the absence of the concerned person & keep the ring tone of your mobile decent & volume appropriate.
- m) Employees found ignoring or flouting the above would call for appropriate action.

**XI. LEAVES:**

**i. Authority Empowered to Sanction Leave:**

- a) Applications for leave shall be addressed to the Chief Executive Officer by the other members of the team and the Chief Executive Officer can address leave to the Project Director,

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- b) Leave may be sanctioned by the Chief Executive Officer for the members of the team & by the Project Director for the Chief Executive Officer.
- c) The intimation copies for the same should be send via mail to HR.

## ii. Commencement and Termination of Leave:

- a) Leave ordinarily begins from the date on which leave as such is availed of and ends on the day preceding the one on which duty is resumed.
  - b) Sundays and other holidays or the vacation may be prefixed as well as suffixed to leave, subject to any limit of absence on leave prescribed under each category of leave.
- \*\*This may be relaxed if approved in advance by CEO or the Competent Authority.*

## iii. Rights of Leave:

Leave cannot be claimed as of right and when there is an urgent demand or need, leave of any description may be refused or revoked by the authority empowered to sanction the leave.

## iv. Extension of Leave:

Any extension of Leave should be informed well before expiry of the already sanctioned leave and such extension is valid only if such extension is approved by CEO.

*We observe the leave year pattern of January – December for calculation of the below mentioned leaves.*

## ❖ Each employee would be eligible for:

- Earned Leave - 18 Days per Year
- Sick Leave – 7 days (cannot be encashed)
- Hospital Leave – As per recommendation of the competent authority of iHUB DivyaSampark.
- Quarantine Leave – 21-30 days
- Casual Leave – 8 days per year (cannot be encashed)
- Maternity Leave – 135 days
- Paternity Leave -15 days
- Marriage Leave – 10 Working Days
- Extraordinary Leave

## A. SICK LEAVE

The employee must inform his / her manager at the earliest in case he / she is unable to attend to work on any specific day. In all such situations, the employee should inform his / her manager of the ailment and the period he / she is likely to be absent from the work. The sick leave must be regularized at the earliest.

1. If the sick leave is of three days or more, the employee should submit a registered medical practitioner's certificate along with the sick leave application.
2. If the nature of illness is prolonged necessitating sick leave over and above the entitlement, the employee can use his Earned Leave entitlement for the shortfall. If there is still a shortfall, the Company may at its discretion allow the employee "sick leave" with pay.
3. The company may at its discretion and depending on the circumstances may ask any of the employees on sick leave to get a medical checkup done by a Company specified Doctor, before approving the Sick Leave.

## B. EARNED LEAVE

Employees on completion of One year will be eligible for 18 days earned leave. Earned leave for a period less than 1.5 day per month is not permissible.

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1. EL will be accrued to employees' accounts at the end of each calendar year.
2. Employees on probation cannot avail EL, though the accrual will be on pro-rata basis from the date of joining.
3. Advance EL would be sanctioned up-to the limit of that accrued till the date of application.

#### **C. LEAVE ENCASHMENT**

Earned Leave can be carried forward up to 42 days only beyond which it will lapse. Leave encashment for Earned Leave can be availed only in the event of separation from the organization and not during the tenure of employment. It is worked out on the basis of Basic salary on a 30-day month.

#### **D. COMPENSATORY LEAVE**

Compensatory leave can be granted on the case-to-case basis.

#### **E. HOSPITAL LEAVE**

- If any employee is hospitalized for 1 month – 1 Month Full salary will be given.
- If any employee is hospitalized for more than 1 month Half salary will be given till next three months.

#### **F. EXTRAORDINARY LEAVE**

Extraordinary leave may be granted on case-to-case basis by CEO/HR.

#### **G. MATERNITY LEAVE**

All female employees can avail of 135 days of maternity leave for maximum 2 occasions during their tenure with iHUB DivyaSampark.

Application for Maternity leave needs to be made at least 2 months prior to proceeding on leave. This application needs to be supported by a certificate issued by a Registered Medical Practitioner indicating the likely date of delivery.

In case of miscarriage or premature delivery, 45 days of Maternity Leave can be availed of after the event. Application for Maternity leave should be supported by a Medical Certificate indicating the exact date of the event.

#### **H. PATERNITY LEAVE**

All male employees can avail of 15 days of paternity leave within a month of his spouse's delivery for maximum 2 occasions during their tenure with iHUB DivyaSampark after submitting a certificate issued by a Registered Medical Practitioner indicating date of delivery.

#### **I. WOMAN-FRIENDLY COMPANY CULTURES**

"Company culture" is a tricky one to define, but we at iHUB DivyaSampark will create a culture and environment that will be very conducive to women employees.

#### **J. FLEXIBLE WORKING OPTIONS**

Flexible working policies include the option to work from home, when necessary, job share or working part-time hours, and flexible working hours.

This should be availed in a way so that company performance is NOT compromised.

#### **K. ANNUAL COMPULSORY WEEK OFF**

This week off is mandatory for all the employees to take. Since work may get disrupted if a team member goes on extended leave, this type of leave needs to be planned ahead of time, and the team or CEO/HR informed about it in advance.

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**v. Non-Availed Leave**

- Non-availed CL will lapse after 31<sup>st</sup> December and cannot be carried forward to the new leave year.
- Sick Leave can be carried forward to the New Leave year, up to a balance of 28 days, over and above which sick leave would lapse.

**vi. Rules for Availing Leave**

- Not more than 3 CL's can be availed at a stretch.
- CL cannot and EL (earned leave) cannot be clubbed together.

**❖ LIST OF PAID HOLIDAYS**

The list of national holidays and festival holidays would be announced every year in the last week of the preceding year.

**XII. TRAVEL POLICY**

**A. Guidelines**

- Official travel should be conducted in the most cost-effective manner and should be consistent.
- All employees are expected to exercise prudent business judgment regarding incurring travel expenses. Employees should discuss the travel plans with the HR or the CEO/Project Director prior to initiation of travel request, to ensure agreement on the need to travel.
- To facilitate the travel of employees for business purposes by reimbursing specified expenses in such a manner that the travelling arrangements are comfortable and productive.
- Virtual alternatives to travel, such as conference calls, web-conferencing and other collaboration technologies should be considered in lieu of travel, wherever possible.
- All domestic and international travel should be booked as far in advance as practical to allow tickets and hotel accommodation to be purchased as economically as much as possible.
- In case of air travel, employees should be flexible enough in planning their departure times to take advantage of the lowest cost flights on any of the preferred airlines.
- All employees who travel on Company business will be covered under this policy. Trainees and consultants will also be covered.
- The employees are to use the company's preferred hotels for their stay while on business trips and ensure that the appropriate corporate discounts are extended to them while settling the bills. For convenience, and better planning the Administration department should be consulted.

The following rates are applicable to the employees. Any deviation needs to have a prior approval from the Director/CEO.

**\*\* For Faculty fellows and Chair Professor – Travel allowance rules shall be applicable as per senior level.**

**City Classification for**

**GRADE**

**CITIES**

<b>A</b>	Ahmedabad, Bengaluru, Chennai, Delhi, Hyderabad, Kolkata, Mumbai and Pune
<b>B</b>	Agra, Ajmer, Aligarh, Amravati, Amritsar, Asansol, Aurangabad, Bareilly, Belgaum, Bhavnagar, Bhiwandi, Bhopal, Bhubaneswar, Bikaner, Bilaspur, Bokaro Steel City, Chandigarh, Coimbatore, Cuttack, Dehradun, Dhanbad, Bhilai, Durgapur, Erode,

	Faridabad, Firozabad, Ghaziabad, Gorakhpur, Gulbarga, Guntur, Gwalior, Gurugram, Guwahati, Hamirpur, Hubli–Dharwad, Indore, Jabalpur, Jaipur, Jalandhar, Jalgaon, Jammu, Jamnagar, Jamshedpur, Jhansi, Jodhpur, Kakinada, Kannur, Kanpur, Karnal, Kochi, Kolhapur, Kollam, Kozhikode, Kurnool, Ludhiana, Lucknow, Madurai, Malappuram, Mathura, Mangalore, Meerut, Moradabad, Mysore, Nagpur, Nanded, Nashik, Nellore, Noida, Patna, Puducherry, Purulia, Prayagraj, Raipur, Rajkot, Rajamahendravaram, Ranchi, Rourkela, Ratlam, Salem, Sangli, Shimla, Siliguri, Solapur, Srinagar, Surat, Thanjavur, Thiruvananthapuram, Thrissur, Tiruchirappalli, Tirunelveli, Tiruvannamalai, Ujjain, Vijayapura, Vadodara, Varanasi, Vasai-Virar City, Vijayawada, Visakhapatnam, Vellore and Warangal
C	All others

## B. HOTEL STAY ALLOWANCES i.e., HSA (inclusive of Taxes)

EMPLOYEES	A	B	C
For Junior Employees	4000	2500	2000
For Mid Employees	5000	3000	2500
For Senior Employees (Including Directors of the Company)	At actuals		

\*Deviation allowed in prices on the place-to-place basis with prior approval of Competent authority.

- The employee must submit bills for single room accommodation. In the case where an employee is accompanied by a spouse on the business trip, the employee must pay the differential rate of taking double accommodations and related expenses.
- Any complimentary meals provided by the hotel must not be charged in the daily meal allowances.
- In case Accommodation and Meals expenses exceed the specified limits, approval is required from the CEO/Project Director.
- The daily allowance should be maximum 40% of the above limit of Hotel stay allowance claimed for the day.
- In exceptional cases, any deviation in the daily allowance will be allowed as per the approval from the competent authority.

## C. MISCELLANEOUS ALLOWANCE

Employees under all categories who are travelling out of station are allowed to claim Rs.500/- per day towards miscellaneous expenses like mineral water, newspaper.

## D. FLAT RATE ALLOWANCE (FRA)

- Flat Rate Allowance is applicable only when an employee makes his own stay arrangement.
- Employees can claim FRA instead of has without producing any bills /vouchers. **When an employee claims FRA has HSA cannot be claimed.**
- FRA cannot be availed of for same-day return field trips to client locations over 45 km one way.

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EMPLOYEES	A	B	C
For Junior Employees	1000	750	600
For Mid Employees	1200	900	700
For Senior Employees (Including Directors of the Company)	1500	1100	900

#### IMPORTANT

- Cigarette and Liquor expenses will not be reimbursed.
- Staying at one's permanent residence will attract no Allowances except for Misc. Allowance and conveyance at actuals.
- Employees should preserve for submission relevant receipts / tickets to facilitate processing claims. In case tickets and supporting vouchers for travel fare are not produced, the lowest applicable fare will be considered for processing claims.

#### E. TRAVEL ADVANCES

- Travel advance may be drawn by the employee to meet anticipated business expenses during the period of travel after excluding expenses, which would be directly taken care of, by the company and should be intimated to Accounts section one week before travel, wherever possible.
- Employees who have taken travel advances should clear all food, laundry, telephone bills directly at the hotel.
- Advances would be granted on submission of Travel Form, duly signed by the competent authority.
- The company would not grant a further advance till such time the earlier advance is cleared, unless in exceptional cases wherein approval from the Competent authority is mandatory.

#### F. TRAVEL

- LOCAL TRAVEL (Within the city – official Travel)

Local travel pertains to intra city official travel, either in the base location or in another city, within a radius of 100 KM.

**\*\*Travel between one's residence and regular place of work is not considered as official travel.**  
All local travels should be approved by the Reporting Manager or the person-Incharge and CEO.

##### Reimbursement for Use of Personal Vehicle for Local Travel-

In case employee uses her/his own vehicle for intra city travel, employee shall be reimbursed fuel expenses, upon submission of supporting claim forms, at the below mentioned rates:

- Car: ₹ 300 for 2 weeks.
- Two-wheeler: ₹ 200 for 2 weeks.

**\*\* It can't be reclaimed before the end of 2 weeks**

It is the employee's responsibility to carry adequate personal insurance coverage for themselves, their vehicle as well as for any passengers.

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iHUB DivyaSampark will not provide reimbursement for:

- Repairs to the employee's personal vehicle, even if these costs result from official travel
- Fine for traffic violations/ wrong parking/ etc.
- Travel between their residence and regular work location.

Local Conveyance while Travelling

Reimbursement for local conveyance would be provided on actuals, against submission of bills (as applicable) or approved by the competent authority.

b) INTERCITY TRAVEL (OFFICIAL TRAVEL)

RATE OF REIMBURSEMENT

EMPLOYEE  
GRADE

MODE OF TRANSPORT

For Juniors	Volvo/AC Bus/IIIrd AC Train/Taxi or cab
For Mid	Train/ 1st A/C (Rajdhani) / AC Bus / Rental Cab or Taxi /Air-Economy/II AC Train
For Seniors	Rental Cab or Taxi /Air Economy/Volvo or any mode of transport whichever is possible.

**\*\* For intercity travel, use of personal vehicle by employees as a mode of travel should not be considered as first option when other options are available.**

However, in exceptional cases or in case of emergency, personal vehicle may be used with prior approval from the competent authority.

Reimbursement for Use of Personal Vehicle for intercity travel-

In case employee uses her/his own vehicle for intercity travel, employee shall be reimbursed fuel expenses, upon submission of supporting claim forms, at the below mentioned rates:

- Car: ₹ 8/Km.
- Two-wheeler: ₹ 6/ Km

It is the employee's responsibility to carry adequate personal insurance coverage for themselves, their vehicle as well as for any passengers.

iHUB DivyaSampark will not provide reimbursement for:

- Repairs to the employee's personal vehicle, even if these costs result from official travel
- Fine for traffic violations/ wrong parking/ etc.
- Travel between their residence and regular work location

For train/air travel at odd hours (before 7:00am or after 7:00pm), pick-up and drop shall be provided to all female employees.

c) INTERNATIONAL TRAVEL (OFFICIAL TRAVEL) RATE OF REIMBURSEMENT

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- As a policy, air travel for short distances (less than 300 km) is not allowed except at senior level.
- For residential training programs, and in cases where the arrangements have been made by the Company for HSA, the employee will not be entitled to reimbursement of expenses incurred.

*\*\*We will follow international travel policy as per the IIT Norms and it can be modified on the case-to-case basis.*

It is always imperative for employees traveling for work to carry their photo identity cards and visiting cards with them, so that in case of an emergency, the company can be intimated immediately.

Before traveling, employees must keep their HR and Reporting Manager/CEO informed on the following:

- a. Travel destination
- b. Mode of travel
- c. Hotel name and contact number at visiting location
- d. Purpose of travel

Employees should avoid traveling, to the extent possible, in hired cabs/ cars, which do not have valid license.

#### **G. TRAVEL PROCEDURE:**

- The employee should take the prior approval of travel and get the travel plan approved by the competent authority.
- The employee should hand over a copy of the Travel Form to Admin at least a week in advance (in case of projects only) wherever possible.
- The employee should submit the Travel Expenses Statement and Tour report to F&A within 10 days of return from tour, duly supported, with bills/ vouchers / cash memos etc in case of advance.
- Any air ticket that is unused should be returned to Admin immediately on return.
- Any deviation to this policy would require prior approval from the CEO.
- All travel must be authorized by the competent authority. No deviations from the policy shall be entertained unless duly authorized by the CEO/Project Director.
- Only billing statements or summary will not be accepted as supporting claims. If supporting vouchers are not available, the expense shall be disallowed.

#### **H. CLAIM SETTLEMENT**

- i. All claims duly approved by the CEO or the competent authority, for a particular business trip must be submitted to the accounts department by the employee giving complete details of the expenses incurred within 10 days of return from the business trip in case of advance.
- ii. All expenses are required to be in line with the policy laid. If any expenses claimed are over and above the policy amounts, such expenses would require an approval of the CEO/ Project Director. Expenses not subject to their approval would be disallowed.

#### **XIII. INTERNET CONNECTION**

During the COVID 19 pandemic or any other reason that is justified, working from home was as important as working from the office. So, this is for the employees who were facing an issue while working from home because of no internet connection, if their work is suffering, they can reimburse their one-time internet connection bill with valid reason and approval for the same from the CEO is required.

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#### **XIV. ASSET RECOVERY POLICY-**

These are company assets and are issued to certain employees based on their roles and work profile.

Employees are responsible for the general maintenance and upkeep of the assets. Employees are expected to take care of these assets during travel and general handling.

- In the event of finding that an asset issued to an employee was lost or misplaced due to negligence or mishandling, then the organization reserves the right to recover the amount from the employee.
- In case of loss of Laptop, the Company will recover an amount equal to the depreciated value of the same/similar model on the date of loss or misplace of the laptop.  
**\*\*Depreciation charged -25% per year on straight line method.**
- For Pen drive, Net Card and any other assets- the same has to be returned to the competent authority.
- In case the asset is found damaged, the same must be returned to the competent authority and they will duly write off the asset.

#### **XV. PROVIDENT FUND**

To comply with the statutory regulations governing employee provident fund.

Eligibility

The benefit of Provident Fund is extended to all employees from the date of joining their services with the company under the Employee Provident Fund & Misc. Provisions Act, 1952.

**The rate of contribution is as given below:**

Employer's contribution: 12% of Basic salary per month Employee's contribution of 12% of Basic salary per month

The contributions of both the employer and employee are operated through the monthly payroll. The monthly PF contribution for all employee of the company is deposited with the Regional Provident Fund Commissioner

An employee may increase his/her contribution under the Voluntary Provident Fund to a maximum of 20% of the Basic salary. (This is an internally set limit, though there is no limit set by the act). In such a case the concerned employee must inform the HR department about his/her decision to increase the contribution. This change can be effected only at the beginning of a new financial year.

The employer's contribution remains fixed at 12% of Basic Salary per month.

#### **XVI. INSURANCE**

**Health Insurance and Term life insurance is a prudent financial tool for companies looking to reward their employees**

- i. Employee health insurance is a benefit extended by an individual's employer to their employees. It does not only cover the person working for the employer but also covers the rest of family members under the policy.
- ii. Employer provided life insurance is an arrangement where, the employer buys the life insurance plan and pays the premium for the benefit of the employee. Generally, this is a benefit given to only select employees by the company with the aim of attracting and retaining them for a long period of time. This life insurance is often confused with keyman life insurance, as these are both brought by companies for their employees. But employer provided life insurance is different in a way that the death benefit is paid to the employee's

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beneficiaries and not the company. Furthermore, the life insurance proceeds to the employee are tax free u/s 10(10D).

#### **Who is Eligible?**

- i. Employees who are working on the payroll of companies meeting the eligibility criteria can be given this policy. For employees, the minimum age for this policy is 18 years and the maximum is 60 years.
- ii. Assured amount will vary on employee to employee pay scale.

#### **Amendment Or Discontinuance of Scheme:**

The employer may discontinue the scheme at any time subject to 3 months' previous notice being given to the member and the corporation and the discontinuance shall be effective from the 20<sup>th</sup> of the month coincident with or following the expiry of the notice period.

Or

In the case of leaving the company, the employee's insurance will not be paid by the company, but, if the employee wishes to continue it, they can pay themselves directly for the insurance.

**Health Insurance and Life Insurance may be considered.**

### **XVII. TECHNOLOGY USER POLICY**

At iHUB DivyaSampark we believe that it is better to focus on the quality and quantity of work output rather than the amount of time an employee uses the Internet. To ensure that the company's equipment is properly used by various users and certain specified guidelines are followed.

Guidelines or policies are also needed to prevent the electronic disclosure of trade secrets and confidential information and to help prevent the personal use of electronic technology from reducing employee productivity.

To allow the employee to understand what level of personal use is tolerated.

#### **iHUB DivyaSampark TECHNOLOGY POLICY**

"You are given access to our computer network to assist you in performing your job. You should not have any expectation of privacy in anything you create, store, send, or receive on the computer system... Without prior notice, the company may review any material created, stored, sent or received on its network or through the Internet or any other computer network."

LISTED BELOW ARE SOME DO's and DON'Ts to help you understand the above:

#### **i. User Policy:**

- a) Users are responsible for their own data, i.e., data on master1\users and data on their workstations. Keep a second copy of important files on master1\users and one on their machines. At all times, keep two copies of critical data files.
- b) Do not share your hard drives as it may cause loss of data.
- c) Antivirus updates are to be done as soon as mail is received from the Administrator.
- d) Not to bring any hardware from outside.
- e) Not supposed to open the systems without permission of the Administrator.
- f) Not supposed to install any software without permission.
- g) Don't keep any unwanted things on master1\users or any server.
- h) NT password will be changed every 42 days.
- i) Not supposed to delete any file or data of others without prior permission of particular data

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- j) Visitors are not allowed to sit at and use the employee machine.
- k) Users are supposed to only use software which they are authorized to.

## ii. Cost Saving Measures:

- a) Photocopy Prints.
- b) Avoid Color Prints.
- c) Print at Low resolution.
- d) Print on both sides of paper.
- e) Preview your page – **Always.**
- f) Switching of light, AC's and other power-hungry devices.
- g) Switch off your PCs in Non-working Hours/ Coffee breaks/ Lunch.

Users are requested to co-operate and adhere to these norms. Violators of the policy would be strictly dealt with.

## XVIII. BUSINESS / VISITING CARDS and Identity Cards

Business /Visiting cards and ID cards are provided by the company to all employees who are required to visit other offices.

The design of the business' card is common for all categories.

Name and designation of the employees is printed on the card along with Company logo, address, telephone numbers, e-mail id, company website and mobile nos. Requisition of such cards should be forwarded to the HR & Admin Department.

## XIX. TRAINING AND DEVELOPMENT

### i. PROFESSIONAL GROWTH

There is no restriction/ limit for growth in the organization. Growth is linked to performance, potential and organizational requirements.

Whereas employees are the main success factor for any start-up or organization (even if it is a section 8 company) especially if the nature of business is service oriented. If iHUB DivyaSampark can create that culture of openness, care and reward for excellence then its employees would be highly motivating.

The employee should be encouraged to identify suitable avenues for his / her growth. Career path is determined by the employee as well as the organizational need.

The organization would periodically assess its employees for grooming them for more responsible and key positions in the organization. Job rotations will also be encouraged.

### ii. TRAINING

Training is an ongoing process. We will arrange both internal and external training.

The employee as well as the organization identifies the training needs of each employee, which is decided jointly by the employee and senior employee of the organization.

An annual Training Calendar is drafted based on the training needs and recommendations and an

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annual budget is adhered to. Employees will be nominated to various training programs by the CEO or HR.

Training is not limited to formal training sessions, but will also include on the job and informal training opportunities – like learning sessions to be conducted in house.

### iii. PROCEDURE FOR TRAINING TO BE UNDERTAKEN

- Details of training program (brochures etc) along with requisite approval from the CEO should be given to HR for Registration procedure.
- In cases where HR recommends the necessary training, approval is sought from the CEO for availability of time and resources.
- Employees will undertake the training that will be reimbursed by the company after one year from the completion of the training.
- Following the external training, employees should share the learning with their team members on a formal level.
- Employees should submit a copy of the training completion / certification / participation document to HR on return.

## XX. PERFORMANCE MANAGEMENT SYSTEM

### i. Performance Management process:

- a) To provide a framework for systematic planning of performance objectives at the beginning of the year.
- b) To ensure Congruence between individual objectives & organizational goals.
- c) To identify the gaps in performance for the purpose of development.

**The appraisal year is defined as the calendar year i.e., January to December.**

The process commences with a performance planning/goal setting exercise in which the Key Result Areas for all individuals are defined at every 6 months through a discussion. The onus to set the Key Result Areas (KRAs) for all the employees and the feedback collected by all the employees should be submitted to the competent authority.

### Time lines:

The performance review has to be done every half yearly (i.e. in July and December); at the end of the calendar year all the ratings are to be collated which helps in arriving at an annual rating for the individual.

- At the end of the 6 months the employee has to fill in his achievements against the agreed KRAs. He/She also needs to allocate a score to the achievement based on the rating sheet below :

1	2	3	4	5
Outstanding	Exceeds Expectations	Meets Expectations	Needs Improvement	Below Expectations

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- Appraisal discussion with CEO on the basis of employee-to-employee feedback in the feedback form.
- The CEO can alter the ratings / weights if he/she deems it fit.
- The CEO will then identify areas for improvement for the employee based on the discussion which have to be documented in the form.
- Once there is consensus on the rating the form has to be signed by the employee and the CEO. (The employee can take a copy of the signed form for his records).
- Once all ratings have been collated by HR there has to be a normalization discussion. The participants for this discussion would be all the business heads, CEO, HR. The primary motive of the normalization process is to ensure that the ratings are following a normal distribution.
- Peer evaluation (Employee Evaluation & Feedback Form) will also be an important factor in appraisal process.

***\*\*Annual increment based on the evaluation & performance is up to 20% & percentage may vary under special cases.***

## **XXI. COMPENSATION**

- Compensation in iHUB DivyaSampark is based on performance.
- Compensation will be reviewed annually in December; in exceptional cases, it can be half yearly.
- In addition to taking home salary, awards will also form part of the compensation.
- At entry levels, salaries of new entrants are based on qualifications and market situation. Once in the organization, increments will be based on performance.
- All employees are covered by the Provident Fund, as per the Act. Salaries and perks vary according to the levels held by the members.

## **XXII. EMPLOYEE RECOGNITION POLICY**

**Objective:** To build a culture, where due appreciation and recognition is given to deserving employees.

### **i. ON THE SPOT RECOGNITION**

This type of a recognition can be given for any deserving performance or stupendous success or achievement.

Such a quick recognition can be given for any good work, for which there can be no delay in applause or appreciation.

#### **Procedure:**

- a) A special space would be kept reserved for this on the notice board and can put up an appreciation note with immediate effect on the notice board.
- b) Along with this a public announcement in front of all the employees at the office, would add to the esteem of the employee.

### **ii. WEDDING GIFT**

Confirmed Employees who get married during their employment may be gifted with a Complimentary gift or Cash by the Company.

### **iii. COMPANY EVENTS**

To appreciate and get together for special occasions and celebrate within the organization

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Events that are marked as Special:

➤ Divyasampark BUSINESS BIRTHDAY

iHUB DivyaSampark Business Day can be celebrated with all the employees on the day iHUB DivyaSampark was registered i.e., 20<sup>th</sup> October. A lunch or dinner hosted by the company followed by an entertainment session or an event will be the agenda for the celebration.

➤ Divyasampark FAMILY DAY

Family is a key element to improving employee engagement and fostering a close bond between employees and the company. All members of the employee's family will be invited to this event. There will be fun activities and games for the whole family with exciting gifts and cash prizes followed by lunch or dinner.

➤ WELCOME PARTY

It's important to introduce new hires to one another over lunch or dinner so they can get to know the company's culture.

➤ ANNUAL PICNIC

To encourage bonding among employees, an annual picnic on a pre-decided date, will be organized. Such a picnic would be to a place where a one-day return trip is possible.

➤ DIWALI GET TOGETHER

On the occasion of Diwali, the company sponsors a small get together for Diwali Puja, snacks and coffee/cold-drinks along with customary sweet and gifts distribution practice.

➤ BIRTHDAY CELEBRATIONS

The special occasion of celebrating employee birthdays will be done on the same day. A cake cutting ceremony is held to celebrate all birthdays.

The admin / any other colleague can arrange a cake and a bouquet for the birthday celebration in the office for the employee. The admin or the employees who has organized the event can raise a claim up to a maximum of Rs. 1000/-.

➤ TEAM BUILDING ACTIVITY

For team building we can go at some outside location at company expense. The employees' families are also welcome to join us on the trip and this trip will be limited to 5 days only.

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### 1.0 Grade Structure

The grade structure applicable to all employees on rolls of the company is as follows:

Level	Designation
Senior Level	CEO
	Vice President/Chief Technical Officer /Chief Operating Officer/Chief Investment Officer
Mid-Level	Assistant Vice President
	Senior Manager/Technical Manager
	Manager/Technical Manager
Junior Level	Assistant Manager/Assistant Technical Manager
	Associate/Technical Associate
	Support Staff

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