

HR Manual which helps every employee of
IHUB NTIHAC FOUNDATION to know about
the Rules & Regulations and Policies of the
Company

HR Manual

POL-01

Revised version 0.2 November 2021



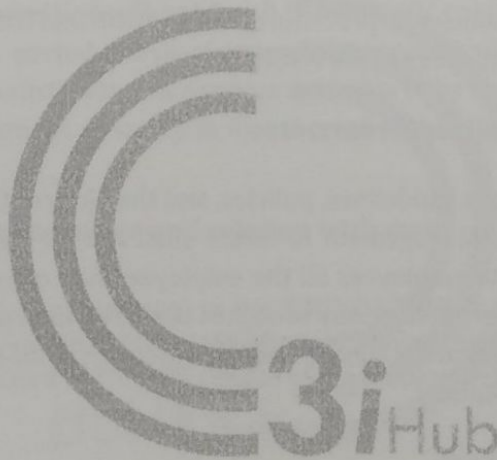
IHUB NTIHAC FOUNDATION

CIN - U85300UP2020NPL134133

Registered Office:
C3i Building, I.I.T. Campus, Kalyanpur,
Kanpur-208016, U.P., India



RECRUITMENT POLICY AND PROCEDURES



भारतीय प्रौद्योगिकी संस्थान कानपुर
Indian Institute of Technology Kanpur





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I: Introduction:

- It is expedient and for the mutual benefit of both the FOUNDATION and its employees to have defined terms and conditions of employment for the employees. As such, the same are set out in the succeeding paragraphs.
- It may be noted that the Offer Letter would also contain a summary of the terms and conditions of this Employment Manual. Thus, the terms of this employment manual read along with the terms of the Offer Letter and employment agreement would comprise the 'contract of employment' of an employee with the FOUNDATION.
- However, in case of any conflict between the corresponding terms of this Employment Manual and Offer Letter and/or employment Agreement, the provisions of this employment manual shall prevail. It is further clarified that the terms provided under this employment manual but not mentioned in employment Agreement, will not be considered as a conflict and will be binding on the employee or the FOUNDATION as the case may be.
- The FOUNDATION reserves the right to amend or vary the terms and conditions of employment of its employees and/or the policies or procedures of the FOUNDATION from time to time which shall be applicable on the employees of the FOUNDATION.

II: Rules, Regulations, Guidelines, Orders, etc.:

All rules, regulations, directions, guidelines, policies, and the like, contained in this Employment Manual or formulated by the Management in future shall also be deemed to form part of the contract of employment of the employees all the employee shall obey the same. Any breach of the rules may invite disciplinary action. Any breaches observed or reported, either by employee or third party must be reported to the Head – Human Resources. Non-reporting of incidence will be deemed as breach of this Manual.

III: Recruitment & Employment:

Any person seeking employment with the FOUNDATION is required to apply for the available post. Such application form will contain such particulars and terms as may be specified from time to time by the Management.

- All persons on appointment shall be deemed to have been appointed on the basis of representations made or facts disclosed in their applications and/or during their interviews/discussion with the Management of the FOUNDATION. In case any fact or representation is found to be wrong or concealed, such appointment shall stand invalidated and deemed to be automatically terminated with or without notice.
- Candidates below 18 (eighteen) years of age shall not be considered for appointment.





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IV. Probation and confirmation:

Unless otherwise provided in terms of the appointment or the agreement or award. Following rules shall govern the probation and the confirmation of the employee.

- All the employees on the first appointment in the service of the FOUNDATION or employees appointed for higher studies on the basis of open selection shall be placed on probation for the period of 6 months. All the employee's performance will be monitored with the view of determining their suitability for confirmation against the regular post.
- The period of probation may be extended at the discretion of the Competent authority but will not be extended by more than one year other than those in exceptional case.
- Unless exempted under the rules, every employee will be issued the appointment letter post confirmation on the satisfactory performance.
- An order relating to the confirmation or extension of the probation will normally be communicated within one month from the date of the completion of the probationary period. Non-compliance of this provision will not result to automatic confirmation of the employee.
- If during the probation period the performance progress and the general conduct of the employee are not found satisfactory his services are liable to be terminated at any time by giving of such notice or the payment of salary in lieu thereof without assigning any reason provided hereinafter.

V: Verification of job performance and relation with staff

Confirmation on the initial appointment in the FOUNDATION shall be subject to verification of job performance in the prescribed form at the time of joining the organization. Such verification, if necessary, may be obtained during the course of the employment.

VI. Training

Employees are liable to undergo such training/ refresher courses for such period and undertake such examination test as prescribed by the management from time to time.

VII: Office Facilities, Personal Telephone Calls, etc.:

Employees shall not use the FOUNDATION's address/ facilities/ equipment's including stationery, etc. for private or personal work. No personal affairs shall be conducted during office hours. Further, in no case can personal telephone calls take precedence over business telephone calls. Employees may occasionally attend personal telephone calls, if necessary but these shall be limited to family emergencies.



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VIII. Entry and Exit

- Every employee shall leave and enter the organization by such gates as may be prescribed. Employees leaving and entering the organization are liable to be detained and searched by such staffs as may be authorized for this purpose by the management.

IX. Identity cards.

- Every employee of the organization would be provided with an identity card for the employment period.
- The first issue of cards will be free of charge. Loss of cards shall immediately be reported by the employee to the management. A new card will be issued on the payment of Rs 100/- only.
- Every employee leaving the service of organization for any reason shall surrender his card.

X: Working Days, Working Hours, Attendance Leave & Holiday Policy:

❖ Working Days & Working Hours:

- Every employee shall comply with such instructions as issued from time to time relating to the time attendance and departure. Every employee shall be at work at the time fixed and notified by the competent authority from time to time. The standard working week shall be [40] hours per week. Normal office hours shall be between 09:00 to 18:00 hours, Monday to Friday, having one-hour lunch time preferably between 13:00 to 14:00 pm ("Normal Working Hours Schedule"). The Management, based on the need of the business of the Company, can change the Normal Working Hours Schedule as and when required and the same shall be notified to the Employees.
- No female employee shall be forced to work in any establishment between 10:00 p.m. to 6:00 a.m.

❖ Attendance:

- Employees of the Company are required to mark their attendance according to method prescribed by the management from time to time.
- Employees who are required to sign the attendance register will mark the time of reporting the duty as per the directions.

XI. TRANSFER AND RELOCATION

- Employees are liable to be transferred (or lent or assigned or deputed or seconded) from one post to another, from one department or section or unit or establishment to another, belonging to or managed / operated by the FOUNDATION or any of its subsidiaries, affiliates, sister concerns, associates or any franchisee of the FOUNDATION, in India or abroad, whether existing at the time of the appointment of the concerned employee or whether coming into existence subsequent to his/her appointment. Provided, however, that the total emoluments drawn by the



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employee shall not be adversely affected on account of such transfer. Consequent to such transfer, employee will be governed as per such terms and conditions as may be applicable on him/her by the FOUNDATION.

- In the discharge of their duties and responsibilities employees may be required to travel throughout India or abroad.

Relocation Allowance for Employees:

If an employee of FOUNDATION is required to move base from one state to another due to business requirements, he/she will be entitled to a relocation allowance/bonus as per the guidelines below:

For all employees who are transferred due to business reasons within the country (India) are entitled for getting the shifting charges reimbursed which shall not exceed the amount of their basic salary or they are entitled to a stay in a hotel/Company's guest house as per the entitlement appended in the Travel Policy of the Company, for 7 (seven) days in the new state, subject to the prior written approval from the CEO/COO of the Company. Further, such relocation expenses will be submitted by such employee within 30 (thirty) days of relocation to new city. Submission of bills is mandatory to claim the aforesaid reimbursement.

The traveling entitlements for the Employee and his/her family shall be as per the Travel Policy of the Company.

XII. TERMINATION AND RESIGNATION

(A) Termination by the FOUNDATION:

- The FOUNDATION at its sole discretion shall terminate the services of the employees with/without serving a notice, if an employee is guilty of the following:
 - a) Is Guilty of Misconduct;
 - b) Physical or mental disability or infirmity, or the like, etc.;
 - c) Reasonable apprehension of jeopardizing the safety or interests of the FOUNDATION;
 - d) Continued low efficiency; or bad working; or unsatisfactory or inadequate performance; or incompetence; or unsuitability for continued employment; or the like;
 - e) Giving wrong particulars at the time of seeking employment;
 - f) Serious Issues about the integrity of the employee;



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- g) If the employee's retention is not conducive to the interests of the FOUNDATION; and
 - h) Absence on account of arrest or detention, for any reason whatsoever, under Applicable Laws.
 - i) In case the employee fails to comply or is in breach of any/all obligations, representation and warranties and other terms and conditions as set forth in the Service Agreement.
 - j) If at any time the employee has been convicted by a court of law of any offence involving moral turpitude.
 - k) In case of any misrepresentations made by the employee, whether in entering into the employment agreement, or in performing its obligations in pursuance to the Service Agreement or any other ancillary contracts/agreements.
- An order/letter of termination of service of an employee shall be in writing on the letterhead of the FOUNDATION and shall be signed by the **HUMAN RESOURCE – HEAD or the PROJECT DIRECTOR** or any other officer authorized by the Management, and the same shall be communicated by the Management to the employee.
 - FOUNDATION, notwithstanding anything written in this policy, may terminate the services of any employee (regular or Ad hoc) by giving 30 days' notice to employee or by paying a salary of 30 days to the employee in lieu of the aforesaid notice.

(B) Resignation by the Employee:

- An employee may terminate his/her contract of service by giving 30 (thirty) days' notice or surrendering wages/salary in lieu of the specified notice period thereof.
- However, in the event the employee leaves/resigns without serving the entire notice period, the FOUNDATION, without prejudice to any other legal rights and remedies, shall have the right to deduct or retain an amount equivalent to the employee's thirty (30) days' gross salary or any other dues payable by the FOUNDATION to the employee and/or waive off or reduce the notice period at its sole discretion.
- The resignation submitted by an employee shall become effective as soon as it is accepted by the Management. Mere delay in intimating the acceptance of the resignation to the employee concerned shall not be construed as non-acceptance of the resignation. Also, it shall be open to the Management to withhold its acceptance in respect of the resignation submitted by an employee under suspension or against whom disciplinary proceedings are contemplated or pending.



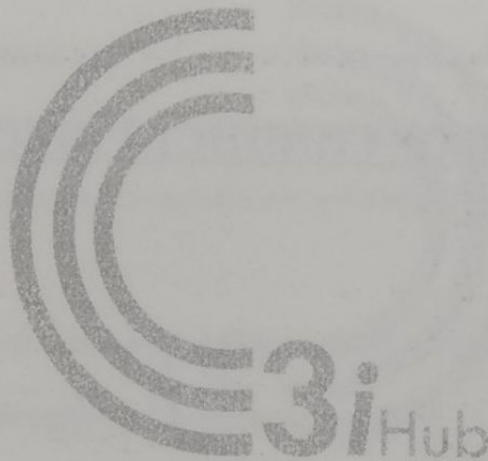
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- An employee other than a permanent employee may terminate his/her contract of service by giving such notice as he/she is entitled to receive from the Management for the termination of his/her contract of service. However, in such case, the FOUNDATION will not accept the wages/salaries in lieu of such notice.



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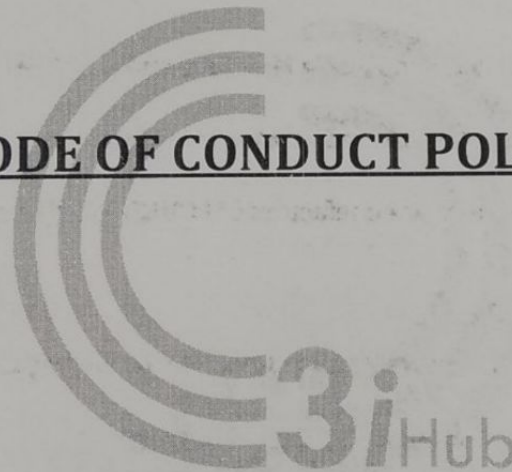
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CODE OF CONDUCT POLICY



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CODE OF CONDUCT OF EMPLOYEE

The FOUNDATION has rules and regulations regarding employee behavior that are necessary for the efficient operation of the FOUNDATION and for the benefit and safety of all employees. Conduct that interferes with operations or that is offensive to clients or co-workers will not be tolerated, and will be grounds for disciplinary action, up to and including termination.

Every Employee or Consultant of FOUNDATION shall work in compliance with the law and rules and regulations of FOUNDATION. Various aspects of Code of Conduct are listed below and every employee/consultant associated with FOUNDATION is expected to comply with each of them.

1. Conflicts of Interest:

Every employee shall always work in best interest of the Foundation and in any case conflict of interest arises then best interest of the Company takes precedence to all. However, in case of any breaches, the employees shall inform HR and legal department.

2. Families and Relatives:

No special preference shall be given to Family Members and Relatives:

- a) When being hired, promoted, transferred or when compensation related decisions are taken.
- b) When being selected as vendors or benefactors of FOUNDATION's activities/Programs.

3. Competition:

Employees and Consultants shall never employ unethical or illegal practices to:

- a) Collect competitive information to plan/gain market share;
- b) Fix any Opportunity beneficial to FOUNDATION or against any of the FOUNDATION's competitors;
- c) Deal with Funding Bodies and Benefactors of FOUNDATION by unfair means and ways.

4. Bribery and corruption:

Employees and Consultants shall never, directly or indirectly offer or promise any improper financial or other advantage in order to obtain or retain business accept anything in return for any preferential treatment of a Vendor or Benefactor.



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5. Gifts & Entertainment:

Employees and Consultants shall not receive/offer any gifts from/to Vendors and Benefactors

6. Drugs and Alcohol:

Consumption of drugs, alcohol, tobacco and/or pan-masala, narcotics drugs on the job, and/or being under its influence during working hours, are inconsistent with the goals of FOUNDATION and are strictly prohibited.

7. Unauthorized Possession of Weapons:

No person shall possess within the premises of FOUNDATION any firearms or other dangerous weapons except police officers, transfer agents licensed to carry weapons. Any firearm either long gun or handgun, or any device which fires any type of projectile utilizing gunpowder as a propellant, any edged weapons like folding or fixed blade knives, daggers, dirks, swords, axes, machetes, bow and arrow or any other sharp objects, any type of martial arts devices are prohibited within the premises of FOUNDATION.

* Failure to comply:

a) Employees and Consultants shall comply to the above listed code of conduct rules. Failure to comply will be taken as serious offence by FOUNDATION.

b) Any such breach may result in disciplinary action, and/or dismissal / legal proceedings/ criminal sanctions against them.

c) Employees and Consultants shall report any practices or actions inappropriate/illegal under this Code, by anyone, to their immediate Managers.

8. CONFIDENTIALITY

I. **Confidential Information:**

- The employee shall take proper measures to maintain the confidentiality and to prevent any unauthorized use/ disclosure of the confidential information relating to the business or activities of the FOUNDATION, its affiliates and/or any client or customers of the FOUNDATION.
- The Confidential information and any copies, summaries or compilations etc., thereof (including, without limitation, information stored on computer or any other electronic medium) shall, at all times, be the property of the FOUNDATION exclusively, and the employee shall forthwith return/surrender/deliver to the FOUNDATION the same that are in possession of the employee, at the time of termination of his/her service with the FOUNDATION or at any other time upon



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the request of the FOUNDATION.

- The obligations of employees in respect of Confidential Information, would continue even beyond the cessation/termination of their services with the FOUNDATION for a year. Further, any violation of the above obligations/conditions shall render the employees liable for appropriate disciplinary action, which may include immediate suspension or dismissal from service. In addition, the FOUNDATION shall be entitled to approach the Court and obtain an appropriate judgment or order or direction including an order of injunction against such employee.

II. Exclusivity & Conflict of Interest:

- The FOUNDATION regards conflict of interest as a severe offence, which may lead to the termination or dismissal of the employee concerned from service.
- In the event the Employee comes across or becomes aware of any such conflict that exists or if there is any potential for a conflict in interest arising, he/she shall immediately notify the Management of the FOUNDATION regarding the same.

III. Non-Compete & Non-Solicitation:

During the term of his/her employment with the FOUNDATION the Employee:

- shall not, either in India or any other place where the FOUNDATION or its affiliates has business interest, carry on or take an employment or contract with any other third party which has a similar business as that of the FOUNDATION or is a competitor of the FOUNDATION.
- shall not, whether on his/her behalf or on behalf of any other person, company, organization, firm, solicit or attempt to solicit, either in his/her behalf or on behalf of any of the FOUNDATION's competitors or assist any of the FOUNDATION's competitors in soliciting:
- any customer or customer account with which the Employee had contact during his/her employment with the FOUNDATION; or
- any employee or independent contractor or clients/customers of the FOUNDATION to leave or terminate the employment or business relationship with the FOUNDATION, as the case may be.

Any breach to the aforesaid will entitle the FOUNDATION to claim from the said ex-employee, an amount equivalent to one months of the last drawn gross monthly compensation at the FOUNDATION as penalty. The employee shall also be responsible to disclose his/her liability under this clause to the prospective employer.



9. MISCONDUCT AND PUNISHMENT FOR MISCONDUCT

- Misconduct:

Every employee is expected, at all times, to maintain absolute integrity and devotion to duty and to conduct himself/herself in a manner conducive to the best interests, prestige and credit of the Management / FOUNDATION, and to use his ordinary prudence and intelligence in the discharge of his duties. If an employee does not do so, the Management shall be competent to take appropriate action against him/her.

For instance, acts that will constitute minor or major misconduct are mentioned herein below;

- a) The use of profane or abusive language;
- b) Insubordination or the refusal by an employee to follow Management's instructions concerning a job-related matter;
- c) Fighting or assault on a co-worker, client, client's representative or contractor, or on FOUNDATION's property, field office, job site, or when attending a work-related event;
- d) Theft, destruction, defacement, misuse, or unauthorized use of FOUNDATION's properties, equipment, files, etc. or of another employee's or client's property;
- e) The possession of firearms or weapons or other instruments or devices intended primarily used for causing injury, threatening, or intimidating any person in the FOUNDATION's offices or otherwise;
- f) Illegal gambling in FOUNDATION's premises, in field offices, job sites, or when attending workplace events;
- g) Falsifying or altering any FOUNDATION record or report, such as an application for employment, a medical report, a work product including drawings, calculations, reports, records, files, etc., a time record, an expense account, or shipping and receiving records; falsifying time records is grounds for immediate termination;
- h) Spending an excessive amount of scheduled work time performing unrelated tasks (such as texting, making personal phone calls, etc.)

The examples above are illustrative of the type of behavior that is prohibited, but is not intended to be an all-inclusive listing.



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• Punishment for Misconduct:

An employee guilty of Misconduct may be –

- a) Warned or censured; and/or
- b) Fined subject to and in accordance with the Applicable Laws; and/or
- c) Punished by withholding of increment if any, with or without cumulative effect; and/or
- d) Suspended without wages/salary, by way of punishment for a period not exceeding 15 days; and/or
- e) Reduced to a lower post or grade or a lower stage with consequential reduction in salary and status; and/or
- f) Termination without notice after expiry of 15 (fifteen) days from the Foundation written warning, if misconduct still continues.

10. Escalation Process:

Misconduct activities can be escalated as per the guidelines below:

- a) Any complaint/ grievance against the employee shall be submitted to the reporting manager.
- b) On receipt of such complaint, Reporting Manager shall call upon the employee to show cause why an appropriate action should not be taken against him/ her.

11. Enquiry and Decision on escalation:

HR will form a committee to conduct formal enquiry on the complaint received on the basis of verbal hearings, statements and other evidences gathered from the employee

The Committee will submit its recommendation to the Chief executive officer and Project Director. Once the misconduct occurrence is proved, disciplinary action will be taken by the Project Director including warning, transfer, demotion or termination.





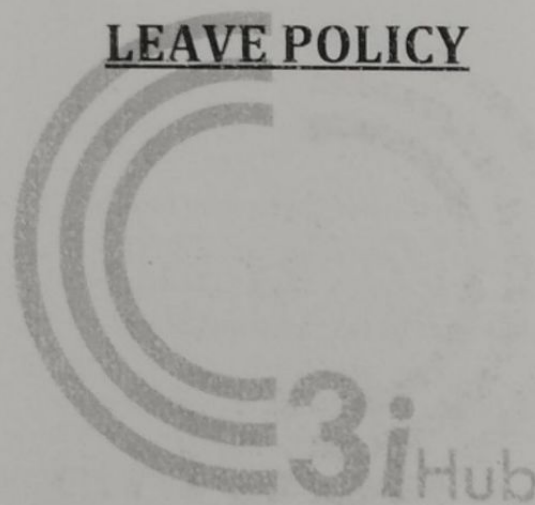
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LEAVE POLICY



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Contents

S.no	Topic
1	General leave rule
2	Types of leave
3	Absence of leave
4	Loss of pay
5	Maternity leave
6	Paternity leave
7	Employee Maternity and Paternity policy
8	Revision of leave policy



भारतीय प्रौद्योगिकी संस्थान कानपुर
Indian Institute of Technology Kanpur



FOUNDATION employees can avail of the following leaves as mentioned below as per the norms detailed hereunder.

1. General Leave Rules:

- All leave requests (except Sick leave) should have prior approval. An employee who desires to avail of leave shall make an application in the prescribed Leave Form to the Reporting Manager.
- In case of Sick leave, Employee should inform Reporting Manager same day.
- Calendar year (January to December) shall be followed for leave tracking.
- Casual Leave can be combined with Special Casual leave. **However, combination of any types leaves (Casual, Sick, Earned) are not allowed.**

2. TYPES OF LEAVES

2 a) Casual Leave (CL):

- Casual leave is intended to cover the casual absence of the employees for the personal reasons.
- Persons who join service in the middle of the year can be allowed to avail of casual leave proportionately or the full maximum period in a year, at the discretion of the authority competent to sanction the leave.
- Each employee will get credit of **1 day of casual leave at the beginning of every month**, which shall be availed during that calendar year. No carry forward or encashment is applicable for casual leave.
- Unavailed casual leave will lapse at the end of the calendar year.
- Sundays and closed holidays **cannot** be prefixed or suffixed to the casual leave.
- No employees are allowed to take more than 5 days casual leave at any time.
- Grant of special leave shall be subject to the approval of competent authority.
- Handover of the work will be required to be given when leave is taken for more than 10 days.

2b). Sick Leave (SL):

- Each employee will get credit of **6 days of Sick leave at the beginning of Calendar year**, which shall be availed during the calendar year.
- Beyond two days an Employee needs to submit medical and fitness certificate issued by a Medical Practitioner along with his sick leave application.

2c) Earned Leave (EL):

- Earned leave means leave earned in respect of the period of the service with the foundation and granted the full pay.
- Each employee will get credit of **1 day earned leave at the end of every month**, which shall be availed during that calendar year. If leave is remained unavailed during that calendar year it can



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be carry forward to add the balance to maximum accumulation of 45 days

- Only 50% of the leave can be carry forward to the next calendar year.

2d) Holidays:

- List of the holidays shall be notified by the management in the beginning of the year or at any time thereafter, if necessary.

3. Absence of Duty:

- When an Employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day(s) will be treated as absence from duty and constitute Loss of Pay("LOP").
- The Employee has to report to his/her department head or HR on rejoining duty from absence and provide valid reasons for such absence in writing before taking up work again.
- If an Employee is absent from duty continuously for more than 7 days (including any National/Festival/Declared/weekly off days which may fall in-between) without prior leave approval or proper intimation, an official correspondence from the HR department will be sent to him/her asking to report to duty and to provide explanation for his/her absence. If such an absence is repeated for more than two times in a year by the Employee, appropriate disciplinary action may be taken, and further enquiry may be conducted.
- Based on the enquiry, any disciplinary action deemed fit will be taken by the management of the Company.
- If there is no response from the personnel within the stipulated time mentioned in official correspondence, it would be assumed that the personnel have abandoned his/her service from the Company on his/her own accord and would be treated and recorded accordingly.

(The leave policy of the Company is subject to revision from time to time, based on the approval of the Project Director. Implementation of any provision of the Company's leave policy not explicitly covered herein will be at the discretion of the HR Department.)

4. Loss of Pay (LOP):

LOP stands for Loss of Pay; it is also called LWP or Leave without Pay.

This is applicable for all employees of FOUNDATION, who do not come for work and do not apply for leave. This can be availed to the maximum of 30 days in a Calendar year. During the period of LOP, the personnel is not entitled to any pay/salary or allowance. If the Employee fails to report to duty on the specified date after the sanctioned LOP, it is assumed that the personnel has abandoned their service with the Company of their own accord. LOP can be implicated on disciplinary grounds with regard to attendance by the management regardless to the availability of the other types of leave. LOP days will not count towards EL eligibility.

18



5. Maternity Leave:

This leave shall be applicable as per Maternity Benefit Policy to all women employees who have worked with the FOUNDATION for a period of not less than Six (6) months preceding the expected date of delivery, in the preceding 12 (twelve) months period.

6. Paternity leave:

This leave shall be applicable as per Paternity Benefit Policy to all male employees who are married (the employee should be married as per company's records).

7. EMPLOYEE MATERNITY AND PATERNITY POLICY

i. Purpose:

FOUNDATION provides maternity benefits to its women employees to ensure the well-being of both, the female employee and her child. The FOUNDATION recognizes the physical and emotional demands of childbirth and supports its employees stepping into parenthood.

ii. Eligibility:

Every female employee of FOUNDATION shall be entitled to maternity benefits if she has worked in the FOUNDATION continuously for a period of not less than six (6) months immediately preceding the date her delivery.

iii. Paternity and Maternity Benefits:

Paternity Leave

- Paternity leave is applicable to all male employees who are married (the employee should be married as per company's records and as per information provided at the time of joining)
- A male member of the Service (including a probationer) with less than two surviving children, may be granted paternity leave by an authority competent to grant leave for a period of 15 days during the confinement of his wife for childbirth, i.e., up to 15 days before, or up to six months from the date of delivery of the child.
- The paternity leave may be combined with leave of any other kind.
- Leave cannot be carried forward or added to other leave categories
- A male employee (including an apprentice) with less than two surviving children, on valid adoption of a child below the age of one year, may be granted Paternity Leave for a period of 15 days within a period of six months from the date of valid adoption.



Maternity Leave

• Leave-Eligibility and Entitlements:

Eligibility	Applicable benefits
A biological mother with no child or having maximum one (1) surviving child	The employee shall be entitled to twenty-Six (26) weeks or 182 days of maternity paid leave.
A biological mother having two (2) or more than two surviving children	The employee shall be entitled to twelve (12) weeks or 84 days of maternity paid leave, of which not more than six (6) weeks shall precede the expected date of delivery
A female employee who legally adopts a child of up to three (3) months of age or a commissioning mother	The employee shall be entitled to twelve (12) weeks or 84 days of maternity paid leave from the date the child is handed over to the adopting mother
Paid Leave in case of Miscarriage	In case of miscarriage or medical termination of pregnancy, the employee will be entitled to paid time off at the rate of maternity benefit, for a period of six weeks immediately following the day of her miscarriage or the medical termination of pregnancy.
Paid Leave for Illness Arising out of Pregnancy	A female employee shall, on production of such proof as may be prescribed, be further entitled to paid leave for one month in addition to the period of leave mentioned above, on account of any illness or complication arising out of pregnancy (delivery, premature birth, miscarriage, medical termination of pregnancy and Tubectomy operation included).

iv. Work from Home

In case where the nature of work assigned to a female employee is such that she can work from home, she may raise such a request to HR Head to allow her to do so, after completion of her approved maternity leave. HR Head, in consultation with the respective manager ("**Manager**") of the female employee, will take a call on the nature of work, and may allow the employee to work from home on terms as may be mutually agreed. Please refer to the norms detailed in the manual for work from home.





IHUB NTIHAC FOUNDATION

CIN - U85300UP2020NPL134133

Registered Office:
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Kanpur-208016, U.P., India



vi. Nursing Breaks:

Every female employee of FOUNDATION, who is nursing her child, shall be entitled to two breaks of thirty minutes duration each, in addition to the regular intervals of rest.

vii. Notification for Claim of Maternity Benefit:

Any female employee entitled to and wishing to avail the maternity leave and benefits listed, is required to get in touch with HR department and notify through submission of the maternity leave application form, that she wishes to avail her maternity leave and state the date from which she wishes to avail it.

viii. Restriction of Employment of Pregnant Women:

As per the Act, the FOUNDATION cannot employ a female employee in the FOUNDATION during the six weeks immediately following the day of her delivery or her miscarriage.

ix. Payment of Maternity Benefit In case of Death of Female employee:

In the event of the death of a female employee before receiving the entire maternity benefit or any other amount FOUNDATION is liable to pay maternity benefit (as per the Applicable Benefits). Such Maternity Benefit will be payable to the nominee as mentioned in the maternity application form submitted to HR. In the event there is no nomination, the payment shall be made to her legal representative.

x. Forfeiture of Maternity Benefits:

If an employee works in the FOUNDATION, after she has been granted leave in accordance with this Policy, for any period during such authorized absence, she shall forfeit her claim to the maternity leave and benefit for such period.

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Indian Institute of Technology Kanpur

xi. No Deduction in Pay:

There shall be no deduction in pay of an eligible female employee availing the maternity leave and benefits listed.

xii. Medical Policy:

- The FOUNDATION shall tie up with the Medical Insurance Company empanelled with IIT Kanpur for providing Pan-India Cashless Medical Insurance to the Employees and their dependant. The FOUNDATION shall pay the Medical Insurance Premium for the Employees and his dependants



IHUB NTIHAC FOUNDATION

CIN - U85300UP2020NPL134133
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Kanpur-208016, U.P., India



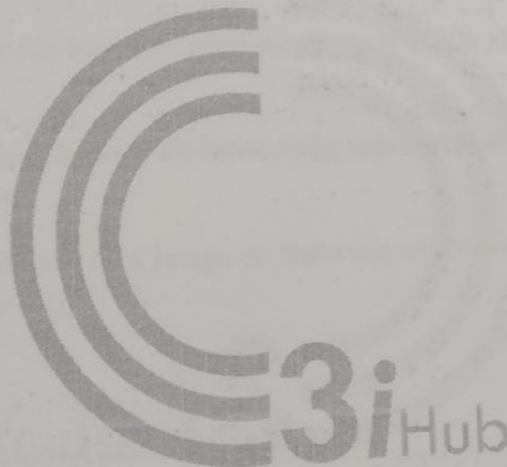
to meet out the hospitalisation (minimum 24 hours) expenses, as per the Medical Insurance Company's norms. However, on the written approval of the Project Director, the FOUNDATION may also tie up with any other Medical Insurance Company which is not empanelled with IIT Kanpur but providing better services.

- The Employee joining the FOUNDATION shall submit details of his/her dependants with the HR/ADMIN department for coverage of the dependants.
- The Employee shall abide by the Rules and Regulations of the Medical Insurance Company and the Company shall not be responsible to reimburse any bill/claims etc. which is not paid by the Medical Insurance Company.

8. Revision of leave policy

The leave policy of the Company is subject to the revision from time to time, subject to Company policies and changes to applicable laws. Implementation of any provision of Company leave policies not explicitly covered herein will be at discretion of HR department.

For any queries/questions of the policy, please reach out to the HR department.



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IHUB NTIHAC FOUNDATION

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OTHER COMPANY POLICIES



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Indian Institute of Technology Kanpur





Internet and Email Policy

Internet Policy:

- a) Voicemail, email, and internet usage assigned to employees or consultants are only for the purpose of conducting company business.
- b) Internet can be used only by company-owned devices that are connected to the company network
- c) No un-authorised program/applications can be installed in devices. In such cases where that are required for testing purpose, permission should be sought from system admin prior to usage.

Email Policy:

- a) Email accounts are company's property. The Company has a right to scan any mails that are received/sent by employees/consultants.
- b) Emails are to be used for business purposes only. Mail IDs shall not be used for sending personal mails.
- c) Email accounts should not be used for forwarding non-business messages and used as source for sending bulk messages.
- d) Emails shall not contain any text, image, or materials which are political, sectorial, indecent, pornographic, obscene or illegal.

- Password Policy

All systems/software should be passwords protected.

Only Employees shall have access for any system that is used in FOUNDATION.

MISCELLANEOUS

- Residential Address:

Every employee shall submit the permanent as well as temporary residential proof to the **HR department** immediately on engagement / appointment, and, thereafter, promptly communicate to the Management/ Foundation Line reporting manager any change in his/her residential address. In case an employee does not communicate to the Management / Foundation Line reporting manager any change in his residential address, his/her last known address as per the Management's records shall be treated as his residential address.



Reporting of Relative:

Though the FOUNDATION is eager to induce the appropriate talent both internally and externally, i.e. employees and vendors, however, to avoid any situation of conflict, employees must report to his/her Foundation Line reporting manager and Head HR in writing, about any relative working in the FOUNDATION or with the Client or any of the FOUNDATION's vendors or service providers or with a competitive organization to ours.

- i. No two "Close Relatives" should work in the same department in the FOUNDATION. Close relatives in this case can be defined as spouse, brother, sister (including in-law), Foundation blood relative – nephew, niece or the like.
- ii. No two relatives should be in the reporting line in a department. Relatives in this case would be cousins, second level uncle, and aunt (including in-laws).
- iii. In case a relative of an employee is working with a vendor, such employee should not be in control of the performance review of such vendor.

In case of any "close relative" of an employee is a stakeholder or is in senior Management position (Director, SVP etc.), hiring of such vendor for the same business function in which such employee is working, is avoidable. However, in case of different function, an exception approval must be taken in writing.

MEDIA AND INTERACTIONS:

i. Media Interaction:

All press releases, publications, speeches, or other official declarations given on behalf of the FOUNDATION must be approved in writing by the **HR head** or any other designated authority and will be communicated through email.

ii. Social Media:

The FOUNDATION respects the right of any employee to create, maintain and/or participate in a blog or other on-line social network site, and also respects the legal rights of our employees including their rights under the Applicable Laws to engage in concerted and protected activities (on-line social network sites include, but are not limited to, Facebook, Twitter, MySpace, You Tube and LinkedIn).

However, it is important to remember that when an employee participates in social networking they are representing both themselves and the FOUNDATION.

Therefore, activities in or outside of work that affect the employee's job performance, the performance of others, or the FOUNDATION's business interests are the focus for this policy. Employees must adhere to the following guidelines:



IHUB NTIHAC FOUNDATION

CIN - U85300UP2020NPL134133
Registered Office:
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Kolkata-721306, U.P., India



- FOUNDATION's electronic equipment and communication systems are primarily intended for business use only.
- All FOUNDATION policies regarding confidential business information apply in full to blogs and social network sites, especially those found in the other agreement that may be executed by the employee with the FOUNDATION in this regard.
- Employees must be respectful of the FOUNDATION's current, former and potential clients, partners, employees and competitors. Do not engage in behavior that will reflect negatively on your or the FOUNDATION's reputation.
- Any conduct which under the Applicable Laws or the FOUNDATION's policy is not permitted, such as sexual and workplace harassment, and improper employee conduct is also impermissible if expressed through a blog or on a social network site.

Subject to the limited restrictions above, while an employee's free time is generally not subject to any restrictions by the FOUNDATION, the FOUNDATION urges all employees to not post information regarding the FOUNDATION or their jobs which could detrimentally affect the FOUNDATION's business.

Any unpatriotic posts found on social media made by an employee of the FOUNDATION, such employee will be terminated with immediate effect without any notice by the organization.

Failure to follow these guidelines may result in disciplinary action, up to and including termination.

The FOUNDATION reserves the right to monitor all blogs for purposes of protecting its interest.

Ethics Reporting & Escalation:

Though the Management encourages its employees, clients and vendors involved in various processes to voice out their concerns or to report any unethical, unlawful or socially unacceptable practice openly, the Management also understands the apprehensions people might have in coming out openly.

Management also appreciates the Whistleblower's discretion to remain anonymous.

i. Initiative:

- To meet these requirements, the provision of an email id is being provided, where people can report the concerns from any email id.
- Communication shall be sent to all the employees, client and the vendors with whom FOUNDATION has a business arrangement by a valid agreement, prompting them to use this

26



IHUB NTIHAC FOUNDATION

CIN : U85300UP2020NPL134133
Registered Office:
C3i Building, I.I.T. Campus, Kalyanpur,
Kanpur-208016, U.P., India



facility for any situation they may face, rising out of issues like ethics, integrity, anti-trust, in-competition, harassment, unprofessionalism or likewise.

- Ignoring anyone else's misconduct or unethical acts is unethical.

ii. Whistleblower Protection:

FOUNDATION appreciates and respects the decision of the complainant to remain anonymous and in order to main the same, undertakes that the identity and contents of escalation to ethics mail id & investigation thereof, shall be treated with utmost confidentiality, subject to applicable laws.

- In case the need to provide the copy of the complaint to any other person is felt in order to investigate and resolve the complaint, the identifiable information of the whistleblower must be deleted or masked.
- All submissions/suggestions will be treated as strictly confidential and only the designated staff as may be appointed by the Management will have access to the suggestion box. Suggestions will then be forwarded to the appropriate department/office for action, in a timely manner.
- In case the identity of the whistleblower is revealed by any chance irrespective of the reason, and in case the complainant was found to be a genuine complainant, irrespective of the fact that the allegations pressed by the complainant against the alleged person are proven or not, the Management, in its best possible endeavor, recognizes the need to provide career / work protection to the complainant.

Note: In the event of any incident of breach, either by internal or external party, of any of the provisions of this Employment Manual & Policy, observed by or escalation received by any employee, it must be reported to the CEO/COO immediately, without disclosure to anyone.

Pay Procedures:

- General:** It is the policy of the FOUNDATION to pay employees by cheque or direct deposit in a manner so that the amount, method, and timing of wage payments comply with any Applicable Laws in India.
- Day of Pay:** The regularly scheduled pay day for all employees is usually on the 1st day from the date such wages/salary are payable.
- Pay Period:** Pay period is based on monthly basis. Certain deductions, required by law or elected by the employee, will be taken automatically deducted from the employee's pay. These include, but are not limited to Tax Deduction at Source (TDS), National Pension scheme, Meal Voucher etc.





IHUB NTIHAC FOUNDATION

CIN - U85300UP2020NPL134133
Registered Office:
C3 Building, I.I.T. Campus, Kalyanpur,
Kanpur-208016, U.P., India



- iv. **Pay cheque Mistakes, Loss, or Theft:** It is the policy of the FOUNDATION to accurately compensate employees in accordance with all Applicable Laws. To ensure that employees are paid properly for all time worked and that no improper deductions are made, employees must record correctly all work time and review their pay promptly to identify and to report all errors. Further, employees who discover an error in their pay cheque should notify the **HR department** immediately. Every report will be fully investigated and, if applicable, employees will be reimbursed for any improper deductions and/or time owed in accordance with all Applicable Laws. The FOUNDATION will also make a good faith effort to ensure that the mistake does not occur again.

Employees that experience any issues with their direct deposit or pay cheque should contact the **HR department** immediately, who will attempt to stop payment and reissue compensation to the employee.

Further, if FOUNDATION at the time of audit comes to knowledge or employee has reported to his/her **HR department**, about excess of pay being paid to an employee/ received by an employee in any pay period what he/she was entitled to receive as per the period, then, the FOUNDATION shall deduct the same from the pay of the employee in subsequent month.

Performance Evaluation, Pay Increases and Promotion:

i. **Performance Evaluation:**

- Employees may be eligible for a periodic performance evaluation. The evaluation may be used as a basis for merit increases and promotions, for employee improvement goals, and applicable FOUNDATION policies. The Foundation shall follow following instruments for evaluating and appraising the performance of the Employee-

- A. **KRA based Appraisal System** - It applies to all the employees, except the employees referring to the Junior Management or such levels as prescribed by the Project Director. It shall outline the key accountabilities / responsibilities of the employees and define focus area of their role in a particular year. The performance measures under this exercise encompass the major areas of the employee's job and are aligned to department goals. Under this process, the Employee shall submit his/her KRAs (Key Responsibility Areas) and KPIs (Key Performance Indicators) with Weightage and Annual Target Vs Actuals to his/her reporting manager. The reporting manager will check, verify, amend and approve the KRAs and KPIs and will inform the employee for the same. During the performance appraisal, the Employee shall submit his/her actual results against the Annual Targets agreed in advance. The Appraisee (employee whose performance is being reviewed) and the Appraiser (immediate superior of the Appraisee) agree upon the performance measures and targets and submit markings for the same.

- B. **Appraisal Rating Sheet** - It applies to the employees referring to the Junior Management or such

28



IHUB NTIHAC FOUNDATION

CIN - U85300UP2021PNR1134133
Registered Office:
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Kanpur-208010, U.P., India



levels as prescribed by the Project Director. The HR Manager shall prepare a detailed list of the employees eligible for Appraisal under this method and discusses with the immediate superior and the head of the department concerned for their performance rating in the Rating Sheet on a 5-point scale (5 being highest and 1 being lowest).

- ii. **Rating Scale-** Performance of the employee assessed through any of the above instruments is determined on a five-point scale as given below-

Rating Levels	Rating Title	Description
5.	Outstanding	Performance that sets new standards
4.	Very Good	Performance that is significantly better than what we expect
3.	Good	Performance that is exactly what we are looking for
2.	Average	Performance that is below expectations
1.	Below Average	Performance that is much below standard

- Performance evaluation forms will be retained in the employee's personnel file; employees may request a copy of their performance evaluation(s) in writing from the **Reporting Foundation Line Manager**.

Annual Increment-

Annual Increment is based on the following parameters:

- Individual performance
- Company's performance
- Last year's increment trends
- Industry trend

Increment is based on percentage increase in CTC and is disbursed once in a year. The range of percentage increase is decided taking the above factors into account. The percentage increase in the salary shall be recommended by the reporting manager and finally approved by the CEO/COO in consultation with the Project Director. The Management retains the discretion to make exceptions to the Policy.

Reimbursable Expenses:

- An employee of the company while travelling on FOUNDATION's business will be entitled to reimbursement of actual expenses as incurred as per the Travel Policy of the FOUNDATION as



IHUB NTIHAC FOUNDATION

CIN - U85300UP2020NPL134133
Registered Office:
C3i Building, I.I.T. Campus, Kalyanpur,
Kanpur-208016, U.P., India



amended from time to time in accordance, with the position held by the employee in the FOUNDATION.

Anti-trust Discussion:

Situations like discussions at trade associations, industry meetings or otherwise, on sensitive & anti-trust to Project Directors such as FOUNDATION's policies, Management, strategy etc., should be promptly avoided.

General:

- i. **Relationship:** Nothing contained in this Employment Manual shall be deemed to make employee a partner, joint venture of FOUNDATION for any purpose.
- ii. **Governing Law:** This Employment Manual shall be governed in accordance with the Applicable Laws of India.
- iii. **Jurisdiction:** Any dispute between FOUNDATION and employee arising out of this Employment Manual shall be adjudicated by the courts having appropriate jurisdiction.

AMENDTMENT

Amendment in the HR Manual – Based on the need of the business of the Company, this HR Manual may be amended from time to time subject to the prior written approval of the Project Director. The Project Director may approve any deviation to the HR Manual.

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Indian Institute of Technology Kanpur

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GUIDELINES FOR THE APPOINTMENT OF THE EMPLOYEES AND PAYROLL STRUCTURE

Preamble -

THIS DOCUMENT IS A SUPPLEMENTARY DOCUMENT OF THE HR MANUAL OF IHUB NTIHAC FOUNDATION. THESE GUIDELINES EXPLAIN THE PROCESS OF RECRUITMENT OF THE EMPLOYEES AND THEIR PAYROLL STRUCTURE.

1: - SOURCING, RECRUITMENT AND ON-BOARD

I. Hiring of Regular Employees

- a. The Project Director may from time to time constitute a Selection Committee comprising of the faculty members, Chief Executive Officer (CEO), Chief Operating Officer (COO) and the Project Director as members of the Committee for evaluating applications, conducting interviews, and appointing suitable employees of the Company and the terms of their appointment.
- b. In case of appointment of the CEO and COO, the Selection Committee as constituted by the Project Director shall comprise of the faculty members of the IIT Kanpur and the Project Director.
- c. The Selection Committee shall be chaired by the Project Director.

II. *Ad hoc* appointment

At times it may become necessary to recruit someone on an *ad hoc* basis for a short period. *Ad hoc* appointment can be made only for SIX months. Employee on-boarded through the *ad hoc* process may not be offered a consolidated salary of more than Rs. 1,00,000 per month.

For this purpose and under this clause, the Project Director is entitled appoint any Employee on *ad hoc* basis as per the provisions mentioned above.



IHUB NTIHAC FOUNDATION

CIN - U85300UP2020NPL134133

Registered Office:
C3i Building, I.I.T. Campus, Kalyanpur,
Kanpur-208016, U.P., India



2: PAYROLL STRUCTURE -

The employees of the Company shall be employed as per the following payroll structure.

A. Management Staff

Sr.No.	Designation	Minimum Qualification	Salary Range (Per Month) Rs.
1.	Chief Executive Officer	PhD/MBA	1,10,000-2,20,000
2.	Chief Operating Officer	PhD/MBA	82,500-1,65,000
3.	Marketing and Outreach Manager	MBA	27,500-55,000
4.	Senior Project Management and Industry Liaison Manager		82,500-1,65,000

B. Legal, Finance and Administrative Staff

Sr.No.	Designation	Minimum Qualification	Salary Range (Per Month) Rs.
1.	Legal Manager – IP, Patents and Contracts	CS/LLM	27,500-55,000
2.	Accounts Manager (Auditor -Part time)	CA	22,900-45,800
3.	Executive- Operations (Non-Technical)	Graduation	20000-40000

C. Research Staff

Sr.No.	Designation	Minimum Qualification	Salary Range (Per Month) Rs.
1.	Senior Executive Research Engineer		60000-100000
2.	Executive Research Engineer		30000-80000
3.	Executive- Operations (Technical)		20000-40000

D. Fellowship

S.No.	Designation	Minimum Qualification	Fellowship Amount (Per Month) Rs.
1.	UG Fellowship		5000
2.	M. Tech/MS Fellowships		20000
3.	PhD Fellowships		50000
4.	Post-Doctoral Fellowships		1,00,000



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3: Modifications: The Project Director of the Company is entitled to approve, subject to the approval of the chairman of the Board, the amendment or modification or alteration of any of the above guidelines for exceptional reasons to be recorded in writing.



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