

ET-EMPLOYEE POLICY

EMPLOYEE ATTENDANCE POLICY

PURPOSE

Employees at Equantech solutions are expected to be present for work, on time, every workday. Being punctual when coming to work helps maintain efficiency in our workplace.

SCOPE:

This company attendance policy applies to all nonexempt employees regardless of position or type of employment.

POLICY/PROCESS

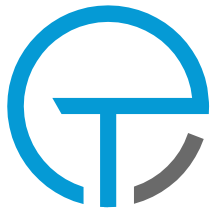
- Most employees need to collaborate with their colleagues to do their job. To make this collaboration easier, we expect you to be punctual and follow the schedule you and your manager have agreed on.
- Employees are expected to regularize clock-in / out in the [TIMELABS](#) system. It is expected for employees to use Time labs mobile app and do the check in and out every working day.
- If you are on **Sick leave** one day, apply on Time labs and notify your manager before work hours begins, likewise if you are on **Casual leave**, it must be planned at least 5 days in advance (excluding weekends). During an emergency when casual leaves are opted for certain proofs may be required to be provided if asked.
- If your manager is in a different time zone, contact HR instead.
- If an employee is absent for three or more consecutive days, evidence for excusing the absence - such as a doctor's note - must be provided.
- If an employee is on a no call-no show for five or more consecutive days, it will be considered a job abandonment or termination without notice.
- Employees may request exceptions for extended work absences from their respective Managers & Human Resources. These must be approved on a case-by-case basis.

FAILURE TO CLOCK IN OR CLOCK OUT



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Employees must clock in and clock out for each shift. If there is any problem recording a clock-in or clock-out, employees should inform the HR immediately. Employees who consistently fail to clock in or clock out may receive disciplinary action up to and including loss of pay, delay in salary and in extreme cases, termination of employment.

SPECIAL CIRCUMSTANCE AND EXCEPTION

Reporting Manager & HR can jointly take a decision to excuse genuine and valid leaves of absence based on documentation or fact findings performed by them as deemed fit.

TIMESHEET SUBMISSION

- Failure to submit timesheets by the above timeline may result in the calculation of your salary not being able to be transferred on time for the payroll processing cut-off. This will result in your salary not being paid on time.
- The Employee are responsible for getting their timesheet's approval from their respective line managers/HR.

LEAVE POLICY

PURPOSE

The purpose of the Leave Policy is to give provision to the employees to balance their personal as well as professional life.

SCOPE

The leave policy is applicable to all regular employees of Equantech.

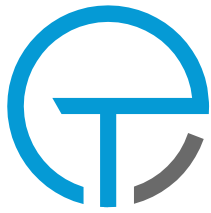
POLICY/PROCESS

- The calendar year for leave is from January to December.
- All leave records of the employees shall be maintained in time labs.
- It is mandatory for an employee to utilize 22 leaves during a year. It should be 12 SL and 10 CL. It is meant to fulfil the objective of maintaining the work life balance.
- You must attain the authorization at least 5 days (about a week) in advance for Casual leave.
- You must attain the authorization at least 10 days (about a week and half) in advance for long casual leaves which are more than 3days.



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- An employee can avail paid leave depending upon the leave balance available to employee also unpaid leave can be availed when leave balance is exhausted and employee needs leave on approval from reporting Manager and HR.
- During the Probation Period, employees are eligible for 1 paid leave per month.
- After successful probation completion, remaining leaves can be availed monthly.
- The company does not have a leave encashment policy either at the end of year or during full and final settlement.
- Any additional leave(s) other than what is accrued, will be counted as unpaid leave.

CYBER SECURITY

PURPOSE

Cyber security policies help to protect the organization against cyber threats and ensure that it remains compliant with applicable regulations. These policies can reduce an organization's risk by training employees to avoid certain activities and can enable more effective incident response by defining protocols for detecting, preventing, and remediating them.

SCOPE

This policy applies to all our employees, contractors, volunteers, and anyone who has permanent or temporary access to our systems and hardware.

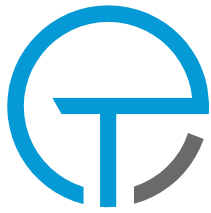
POLICY/PROCESS

- When employees use their digital devices to access company emails or accounts, they introduce security risks to our data. We advise our employees to keep both their personal and company-issued laptop and cellphone secure.
- Keep all devices password protected.
- Ensure that employees do not leave their devices exposed or unattended.
- Log into company accounts and systems through secure and private networks only.
- Avoid opening email attachments and clicking on links when the content is not adequately explained.



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- Report frauds, privacy breaches and hacking attempts

DISCIPLINARY ACTION

Upon the occurrence of a Cyber Incident at the employee's laptop or any other Equantech Solutions issued device,

- Notify Equantech Solutions without undue delay but in any event within 24 hours of any Cyber Incident.
- Promptly provide a detailed summary of any Cyber Incident and its effect on Equantech Solutions.
- Cooperate fully with any investigation relating to the Cyber Incident that is conducted by, or on behalf of Equantech Solutions, or any relevant regulator, to investigate, prevent the recurrence of, mitigate and rectify the same; and
- Implement and maintain new security measures and remedies requested by Equantech Solutions or any relevant regulator and document actions taken in response to the investigation of the Cyber Incident and provide copies of the same at Equantech Solutions request.

EMPLOYEE CONFIDENTIALITY POLICY

PURPOSE

The purpose of this Confidentiality Policy is to outline the standards (the "Equantech Solutions") standards regarding confidential information, including the obligations and responsibilities of Equantech associates, contractors and any other persons working for or on behalf of Equantech, to protect and maintain confidential information that is within the Equantech's possession, custody and control.

SCOPE

This policy affects all employees, including board members, investors, contractors, and volunteers, who may have access to confidential information.

POLICY/PROCESS

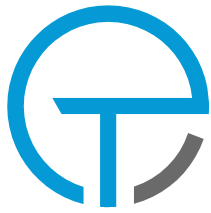


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DO'S

- Lock or secure confidential information always
- Shred confidential documents when they are no longer needed.
- Make sure that you only view confidential information on secure devices.
- Only disclose information to other Equantech employees when it is necessary and authorized.
- You agree to comply with a supplementary agreement, when issued, between the Company and a client regarding privacy and confidentiality. Such agreement will be incorporated into this Agreement by reference, including improvements or modification. "Proprietary Material" relating to the Company and its clients which you acquired or developed during the term of your services with the Company and its client is the sole property of the Company or its clients, regardless of whether its acquisition or development occurred during work hours.
- You will not remove from the Company premises and/or the premises of its clients any Confidential Material, except in the performance of your duties. Upon termination of your services or when called upon by the Company, you will surrender all such Confidential Material together with any other Company property that has been provided to him/her by the Company and/or its clients.

DON'TS

- Using confidential information for any personal benefit or profit.
- Disclosing confidential information to anyone outside of our Equantech.
- Replicating confidential documents and files and storing them on insecure devices.
- Disclosing client project or server details to anyone outside of our Equantech.

EMPLOYEE CODE OF CONDUCT POLICY

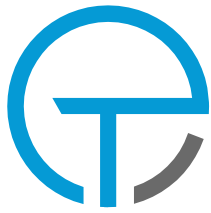
PURPOSE

Equantech **Employee Code of Conduct** outlines Equantech expectations regarding employees' behavior towards their colleagues, supervisors, clients, and overall organization.



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SCOPE

This policy is applicable to all the employees of Equantech Solutions.

POLICY/PROCESS

- During your employment with Equantech, you are expected to behave and perform in a manner that preserves the Company's and its Client's values and commitments.
- Any or all terms and conditions pertaining to your services with the Company may be modified or changed at the Company's discretion. In the event any terms/conditions are changed, the same shall be informed to you in writing. The Employee shall always ensure that his/her conduct follows all the rules, regulations and policies of the Company and its Client(s) as notified.
- Equantech solutions and its employees shall neither receive nor offer or make, directly or indirectly, any illegal payments, remuneration, gifts, donations, or comparable benefits that are intended to or perceived to obtain business or uncompetitive favors for the conduct of its business.
- Equantech shall strive to provide a safe and healthy working environment and comply, in the conduct of its business affairs, with all regulations regarding the preservation of the environment of the territory it operates in.
- Every employee of Equantech Solutions shall deal on behalf of the Company with professionalism, honesty, integrity as well as high moral and ethical standards. Such conduct shall be fair and transparent and be perceived to be as such by third parties.
- Every employee shall be responsible for the implementation of and compliance with the Code in his professional environment. Failure to adhere to the Code of conduct could attract the most severe consequences including termination of employment.
- An employee of Equantech shall not, without the prior approval of the head of the company, accept employment or a position of responsibility (such as a consultant or a director) with any other company, nor provide "freelance" services to anyone.
- The assets of Equantech should not be misused but employed for the purpose of conducting the business for which they are duly authorised. These include tangible assets such as systems, facilities, materials, and resources as well as intangible assets such as proprietary information, relationships with customers and suppliers, etc.

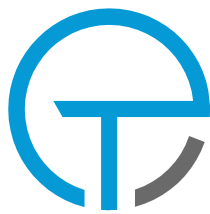


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ANTI-HARASSMENT AND ANTI-DISCRIMINATION POLICY

PURPOSE

Equantech anti-discrimination and anti-harassment policies go hand-in-hand. Equantech aims to provide safe and secure environment where employees can grow and thrive.

SCOPE

This policy applies to all Equantech employees.

POLICY/PROCESS

THE FOLLOWING BEHAVIOR IS PROHIBITED

DISCRIMINATION: means any form of unequal treatment based on a *Code* ground, whether imposing extra burdens or denying benefits. It may be intentional or unintentional. It may involve direct actions that are discriminatory on their face, or it may involve rules, practices or procedures that appear neutral, but disadvantage certain groups of people. Discrimination may take obvious forms, or it may happen in very subtle ways. Even if there are many factors affecting a decision or action, if discrimination is one factor, that is a violation of this policy.

HARASSMENT: means a course of comments or actions that are known, or ought reasonably to be known, to be unwelcome. It can involve words or actions that are known or should be known to be offensive, embarrassing, humiliating, demeaning or unwelcome, based on a ground of discrimination identified by this policy. Harassment can occur based on any of the grounds of discrimination.

EMPLOYEE BENEFIT POLICY

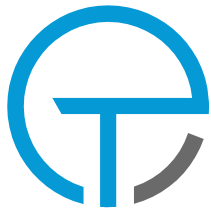
PURPOSE

The purpose of Equantech Employee Benefit Plan policy is to provide an overview of the primary benefits and the regulations that govern compensation and benefits to employees.



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SCOPE

This policy applies to all regular employees of Equantech.

PF POLICY/PROCESS

- Employees' Provident Fund (PF) comes under the purview of Employees' Provident Funds and Miscellaneous Provisions Acts, 1952.
- PF Employee Contribution shall be (12% of Gross Salary Excluding HRA or INR 1800/- Per Month whichever is lower).

MEDICAL POLICY/PROCESS

- Equantech also offers medical insurance for its employees up to five lakhs. Medical Insurance will only be paid until the termination of the employment.
- If an employee leaves the company during probation, we shall recover the medical insurance amount from the full and final settlement.

COMPANY ASSET POLICY

PURPOSE

The objective of this policy is to protect assets belonging to Equantech by preventing unauthorized use, movement, storage, damage, disposal, lease, sharing, or any such action that may lead to loss or interruption in business activities. It also minimizes the risk of sensitive information leakage to unauthorized persons.

SCOPE

This policy is applicable to all employees.

POLICY/PROCESS

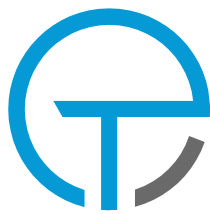
All assets and properties are primarily owned by Equantech and are recorded in the Asset Register and books of accounts. Internally, the Company may hand over the assets for use by its employees, who will carry the responsibility of temporary ownership.

- Most of the employees are provided with laptops, monitors, earphones, mouse, ID card, data, files, books etc. which are considered company assets.



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- Employees are expected to protect laptops, equipment, and accessories from damage and theft.
- These assets are covered under the company's data protection and security policy and must always be adhered to.
- All employees, contractors, and third-party users will return all the Company's assets in their possession upon termination or change of their employment, contract, or agreement as per the termination process defined in the appointment letter.

SEPARATION/TERMINATION POLICY

PURPOSE

This policy includes procedures that must be followed during the employee's resignation or termination. The company is bound to manage any cases of termination of employment as dictated by law with discretion, professionalism, and official documentation.

SCOPE

This policy of Separation/Termination policy is applicable to all Equantech Employees.

POLICY/PROCESS

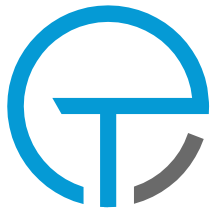
- In cases of resignation, the employee must submit an official written resignation letter to the reporting manager and HR. The employee must serve a notice of 90 days (about 3 months) to provide the company with enough time to hire a replacement and complete the handover formalities to the new employee.
- Employees cannot discuss their resignation with client unless and until agreed with Equantech.
- Equantech Solution reserves the right to claim remuneration of the notice period from the Employee if the Employee fails to serve the notice period for whatsoever reasons.

However, if the termination of services of the employee is due to the poor work performance or not meeting the expected service standards, timelines, and quality or due to any misconduct or disciplinary actions, Equantech Solutions is not liable to pay any notice pay to the second party, whereas Equantech Solutions reserves the rights to claim the business loss from the Employee that occurs due to such an act by the Employee. Whereas Equantech Solutions also reserves the right to terminate the services of the Employee with immediate effect upon getting notice of such acts



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- If an employee resigns during probation, then any joining bonus paid till date will be recovered in the full and final settlement.
- The company reserves all the right to recover the joining bonus if an employee decides to end the employment within one year from the date of joining.
- The Company may terminate your services with or without cause under the following conditions:

WITH CAUSE

- The Company may, immediately and without notice, terminate your services with "Cause". The term "Cause" shall, as used in this document mean.
- The commission of a crime involving moral turpitude, theft, fraud, or deceit.
- Conduct that has an adverse effect on the Company's reputation.
- Substantial or continued unwillingness or inability to perform duties assigned to the EMPLOYEE.
- Gross negligence or deliberate misconduct.
- Any material breach of terms and conditions specified in this letter or appointment letter.
- Unauthorized absence from work for five or more consecutive days without consent or notifying your superior officer or HR.
- Providing any false information to the company.

WITHOUT CAUSE

- If the employment is terminated without Cause, the EMPLOYEE will be provided with 30 days (about 4 and a half weeks) written notice prior to such termination or paid severance pay in lieu thereof equivalent to the salary remuneration for a period of 30 days (about 4 and a half weeks).



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