

# HR POLICIES

EMPLOYEE RULES &  
REGULATIONS.

2023



# Document Version Control

Version	Date	Version History	Author
1.0	2 <sup>nd</sup> January 2020	Initial Version	Sohini Saha
1.1	2 <sup>nd</sup> January 2021	Leave policy updated	Sohini Saha
1.2	2 <sup>nd</sup> January 2022	Dress code Policy Update	Sohini Saha
2.0	1 <sup>st</sup> April 2022	ISMS Policy Integration	Sohini Saha
2.1	24 <sup>th</sup> January 2023	Holiday List Updated & Year Updated in the Document Name	Sohini Saha

## OFFICE TIMING

1.(a)	Our office time is from <b>9.30 AM – 6.30 PM</b> (9 Hours)
1.(b)	<b>Grace period:</b> Up to <b>11:00 AM</b> , where <b>office time</b> will be considered up to <b>8:00 PM</b> .
1.(c)	<b>Working Hours:</b> Every employee should devote <b>total 9 hours</b> (including <b>Lunch break</b> of total 1 hour),
1.(d)	<b>Weekends Off:</b> <b>All Saturdays and Sundays</b> of every month will be treated as <b>Weekly Off</b> .

## ATTENDANCE

2.(a)	<b>Late Mark will be counted for all employees if Attendance is found to be less than 9 hours in the EMS for every working day.</b>
2.(b)	<b>Late Entry:</b> Attendance <b>less than 9 hours</b> will be treated as either <b>1/4 Day</b> or a <b>1/2 day</b> or <b>3/4 Day leave/absent</b> based on the following <b>working hours:</b>
2.(c)	<b>1/4 Day</b> (0.25) Leave/Absence = Individual Attendance has to be minimum <b>6 hrs. 45 mins</b> (between 9.30 AM - 8:00 PM)
2.(d)	<b>1/2 Day</b> (0.50) Leave/Absence = Individual Attendance has to be minimum <b>4 hrs. 30 mins</b> (between 9.30 AM - 8:00 PM)
2.(e)	<b>3/4 Day</b> (0.75) Leave/Absence = Individual Attendance has to be minimum <b>2 hrs. 15 mins</b> (between 9.30 AM - 8:00 PM)
2.(f)	<b>For Early Exit or Coming Late to Office:</b> You will be required to apply for 1/4 <b>Day</b> , <b>1/2 day</b> or <b>3/4 Day</b> leave as mentioned above.

## FIXED

3.(a)	<b>Lunch Break = 1:30 AM to 2:30 PM</b> (1 hour)
-------	--

**LEAVES &  
APPLICATION  
PROCESS**

4.(a)	<p>2 types of Leaves are available for Confirmed employees that get credited every month into individual's Leave Account viz</p> <ul style="list-style-type: none"> <li>• Casual Leave (CL) – 1 day</li> <li>• Medical Leave (ML) – 0.5 day</li> </ul> <p>All employees must submit each &amp; every leave application (CL or ML) to the Project Manager / Team Lead &amp; HR through EMS (Employee Management System - <a href="http://ems.redappletech.com/">http://ems.redappletech.com/</a>) only. Informing only to HR will not be accepted. This is mandatory.</p>
4.(b)	<p>In case of <b>planned leave</b>, Employee has to submit <b>Leave Application to the Project Manager / Team Lead &amp; HR Department through email only</b> at least <b>7 days prior to plan leaves</b>.</p>
4.(c)	<p><b>No leave is applicable during the Probation Period.</b></p>
4.(d)	<p><b><u>Unapproved Leave Applications:</u></b> Leave Application must be approved by the Project Manager /Team lead &amp; HR. The Approval for any leave application will be mandatory for adjusting with your balanced leaves. In case anyone avails any Unapproved leave/leaves then it will be treated as both Leave Without Pay and also leave will get deducted for that leave / leaves in the same month for Confirmed Employees. If any of the above superiors reject the application, leave cannot be granted by HR. For the employees who are under the Probation Period, their Confirmation will get delayed for a certain period of time.</p>
4.(e)	<p><b>Sandwich Leaves</b> – Any employee who is taking a leave day before weekend / holiday and day after weekend / holiday then the weekend / holiday becomes a Sandwich leave and Leaves / Leave Without Pay will be deducted accordingly.</p>
4.(f)	<p><b><u>Negative Leave Balance:</u></b> Total Negative Leaves (CL+ML) more than 5 days will be treated as Leave Without Pay which is applicable for confirmed employees only.</p>
4.(g)	<p><b><u>Medical Leave:</u></b> For taking leave more than 2 Days on Medical Ground, the employee must submit a Doctor's Prescription or other medical reports.</p>
4.(h)	<p><b><u>Complimentary Off:</u></b> Any employee who is working on any Weekends/ Holidays shall get Complimentary Off for those day/days with a prior approval from his / her Project Manager / Team Lead.</p>
4.(i)	<p><b><u>Leave Encashment Policy:</u></b> Every December Leave Encashment take place for those who will have a positive leave balance in their Leave Account.</p>

5.	You must fill up your Attendance & Daily Work Updates on a regular basis in the Employee Management System (EMS) - <a href="http://ems.redappletech.com/">http://ems.redappletech.com/</a> , failing of which shall be considered as a Leave / Leave Without Pay.
----	---

**CONFIDENTIALITY**

6.	You shall not, either during or after your employment with the company, divulge or disclose any confidential information belonging to the company or any of its affiliates or customer, which may have come to your knowledge; and you shall both during and after your employment take all reasonable precautions to keep all such information secret. You will be required to sign the company's Proprietary Information during your employment/assignment.
----	---

**DRESS CODE**

7.	<p>You may wear <a href="#">Business Casuals from Monday to Friday</a>, but that should look decent. Appearances matter. You need to look clean and well-groomed. Men should wear collared Shirts / T-shirts only.</p> <p>You are NOT ALLOWED to wear the following: Torn Jeans, 6 pockets pants, Round Neck T-shirts, Funky Shirts/ T-Shirts, Track –suit pants, Kitos Slippers, Sandals/Slippers (for men), Sleeveless Shirts / T-shirts/ Tops.</p> <p>On any Client visit at office or outside office one must wear <a href="#">Business Formals</a>.</p>
----	--

**INTERNET USAGE**

8.	Employees are expected to use the Internet responsibly and productively. Internet access is limited to job-related activities only and personal use is not permitted. Job-related activities include research and educational tasks that may be found via the Internet that would help in an employee's role. All sites and downloads may be monitored and/or blocked by Red Apple if they are deemed to be harmful and/or not productive to business. The installation of any software by the employees or usage of any external devices for acquiring data from the computer without taking permission from the management is strictly prohibited. Emails sent via the company email system should not contain content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing language/images. Usage of personal e-mails is not permitted during office hours.
----	--

**RESPONSIBILITIES**

9.	<p>In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results.</p> <p>You are required not to engage in activities that have or will have an adverse impact on the work/reputation/image and business of the company, whether directly or indirectly.</p> <ul style="list-style-type: none"><li>a. If at any time, you are found guilty of dishonesty, disobedience, misappropriation, theft, fraud, disorderly behavior, negligence, indiscipline, absence from duty without permission or of any other conduct considered by the company as detrimental to its interests or of violation of one or more terms of this appointment, you will be liable for removal from service.</li><li>b. If you have provided any false information /declaration or willfully suppressed any material facts, you will be liable for removal from the service without any notice.</li><li>c. You shall be responsible for the safekeeping and return in good condition and order of all the company's property, which may be in your use/custody or charge.</li></ul>
----	--

**NOISE AT  
WORKPLACE**

10.	You must watch your tone while speaking or discussing, it might disturb other employees
-----	---

**CLIENT VISIT/  
SPECIAL  
OCCASION**

11.	During client/s visit, Events or any other Special Occasions at our office, employees are requested not to take leaves at that time.
-----	--

**DINNER &  
TRANSPORTATION**

12.	The company will provide Dinner & Transportation allowance if an employee works for 12 hours a day in the office. In that scenario, approval of 12 hours' work should come from the Project Manager.
-----	--

**USAGE OF CELL  
PHONE**

13. You must keep your Mobile phones preferably in vibrating mode or in a soft ringer mode with minimum volume level, as it might disturb other employees. Using social media like Facebook or What's app and attending personal calls frequently during office hours (except fixed Lunch Break time) are not allowed.

**MAINTENANCE OF  
PERSONAL  
WORKSTATION &  
POWER CABLE OFF**

14. You must shut down your computers and switch off the power cable, once their work is done at the end of the office hours. You must keep your workstation clean and organized. Keeping unnecessary things on the table or in the drawer is not allowed.

**ID/ACCESS CARD  
USAGE**

15. You must wear your ID-Access cards during office hours. For going outside or entering the office premises always use your own ID-Access Card. In case, if the door is already opened, then also punch your ID-Access card in the Biometric system for going outside or entering the office premises every time. If you **forget to carry your ID card** on any specific day, immediately inform the HR Department for taking necessary arrangements, but **do not use other employees' cards** in this type of situation.

**USAGE OF  
PERSONAL  
EXTERNAL DEVICE**

16. Usage of external devices such as Internet Dongle, Pen Drive, Laptop, i Pad, Bluetooth, etc in the office & office computer/laptop is strictly prohibited.

**IT - DO'S**

17.

- Create strong passwords that are at least eight characters long, and including at least a numerical value and a symbol, such as #, to foil password-cracking software. Avoid common words, and never disclose a password online.
- Change your password every ninety days.
- Perform regular backups of important data.
- Create a password for your files in order to protect file sharing activities.
- Physically secure your laptop.
- Delete any message that refers to groups or organizations that you are not a part of.
- Download and install software only from online sources you trust.
- Take permission from Administration to download and install any software.
- Never click on a link from an untrusted source.
- Use antivirus software, and update it on a regular basis to recognize the latest threats. Heed ITR security alerts to download antidotes for newly circulating viruses and worms.
- Regularly update your operating system, Web browser, and other major software, using the manufacturers' update features, preferably using the auto update functionality.
- Set Windows or Mac updates to auto-download.
- Save attachments to disk before opening them.
- Clock-In and Clock-Out in EMS on a regular basis.



**IT - DONT'S**

18.

- Never write down your password. Especially on a Post-It note stuck to your computer!
- Never give out your password to anyone, whether you know them or not.
- Never select the "Remember My Password" option. Many applications do not store them securely.
- Never purchase anything promoted in a spam message. Even if the offer isn't a scam, you are only helping to finance and encourage spam.
- Please refrain from opening an e-mail attachment, even from someone you know well, unless you were expecting it.
- Avoid creating common passwords such as your name, social security, UNI, etc.
- Do not leave your laptop unattended, even for a few minutes.
- Never reply to e-mail(s) requesting financial or personal information.
- Avoid opening e-mail(s) or e-mail attachments from an unknown sender.
- Please refrain from clicking on the close button within pop-up ads.
- Under no circumstances should you install or use pirated copies of software.
- Do not install P2P file sharing programs which can illegally download copyrighted material.
- Never set your e-mail program to "auto-open" attachments.
- Do not use any kind of mass storage device (USB).

# **Information Security Management Policy**

**We at RED APPLE TECHNOLOGIES PRIVATE LIMITED engaged in Development of Software, Games and Applications, shall aim to achieve and sustain excellence in all our activities by identifying the organizational issues, needs & expectations of the interested parties. We shall provide superior quality service and maintain credibility in the system for the quality of our service all the times.**

**The organization is committed to provide state-of-the-art service at par with international standards.**

**We are further committed to develop a motivated workforce with a sense of pride in the organization which will lead us towards being the best in the industry and working in harmony with the international standards.**

**RED APPLE TECHNOLOGIES PRIVATE LIMITED is committed to information security throughout the organization through:**

- Securing and maintaining the confidentiality, integrity and availability of business-critical information.**
- Complying with regulatory and legislative requirements regarding intellectual property rights, data protection and privacy of personal information.**
- Ensuring that business continuity plans are properly enumerated, established, maintained and tested.**
- Delivering information security awareness to all interested parties.**
- Reporting and investigating all incidents related to security breaches and irregularities.**

**RED APPLE TECHNOLOGIES PRIVATE LIMITED shall review the Information Security Policy on a periodic basis and continually improve the effectiveness of the Information Security Management System.**

**This Policy is the responsibility of every member of the organization including our contractors, suppliers and service providers.**

**Date: 01.04.2022**

**DIRECTOR**

## HOLIDAY LIST OF 2023- KOLKATA

DATE	MONTH	DAY	HOLIDAY
<b>26</b>	January	Thursday	Republic Day
<b>7</b>	March	Tuesday	Holi/Dolyatra
<b>7</b>	April	Friday	Good Friday
<b>1</b>	May	Monday	May Day
<b>29</b>	June	Thursday	Bakri ID
<b>15</b>	August	Tuesday	Independence Day
<b>2</b>	October	Monday	Gandhi Birthday
<b>23</b>	October	Monday	Durga Puja - Nabami
<b>24</b>	October	Tuesday	Durga Puja - Dashami
<b>13</b>	November	Monday	Diwali
<b>25</b>	December	Monday	Christmas

## HOLIDAY LIST OF 2023- DELHI

DATE	MONTH	DAY	HOLIDAY
<b>26</b>	January	Thursday	Republic Day
<b>7</b>	March	Tuesday	Holi/Dolyatra
<b>29</b>	June	Thursday	Bakri ID
<b>15</b>	August	Tuesday	Independence Day
<b>30</b>	August	Wednesday	Rakhi
<b>6</b>	September	Wednesday	Janmashtami
<b>2</b>	October	Monday	Gandhi Birthday
<b>23</b>	October	Monday	Durga Puja - Nabami
<b>24</b>	October	Tuesday	Durga Puja - Dashami
<b>13</b>	November	Monday	Diwali
<b>25</b>	December	Monday	Christmas

**THANK YOU**